



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, January 25, 2022

7:00PM - City Hall

**Council Chambers
100 Municipal Circle
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances / Presentation**
- 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 October 26, 2022
 - B. Park Board Minutes November 9, 2021
- 6. Staff Reports**
Recreation/Facilities Superintendent
Parks Superintendent
Parks & Recreation Director
- 7. Unfinished Business**
 - A. Sportsmanship Policy Action Item

Tabled during the October meeting, Staff has updated the Sportsmanship policy based on Park Board comments and is presenting the updated policy to the Park Board for review and approval.
- 8. New Business**
 - A. Hiring Policy Action Item

Staff updated the hiring policy and is presenting the updated policy to the Park Board for review and approval.

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

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

- *November 9, 2021 - Work Session Notes*
- *December 14, 2021 - Work Session Notes*
- *January 11, 2021 - Work Session Notes*
- *Financial Report - As of December 31, 2021*

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, OCTOBER 26, 2021, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Bartow, Casas, Clark, Collier, Cooper, Manson, and Scott
Member Supple is absent.

STAFF PRESENT: Director Musteen, Recreation & Facilities Superintendent Gibbs, and Office Assistant Naab. Parks Superintendent Rulo is absent.

1. Call to Order: Chairman Trautman called the meeting to order at 7:01 pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

Bo Helzer-Eagle Scout Project

Bo will be forming and pouring 5 concrete pads around the trail at Hawk Ridge Park for installation of trash cans. He will be doing this on November 5 and 6.

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 August 24, 2021

Motion: Member Manson moved to accept the Park Board minutes of August 24, 2021. Member Clark seconded the motion.

Discussion:

Vote:	7 Aye	Member Bartow	Abstain
	0 Nay	Member Casas	Aye
	1 Absent	Member Clark	Aye
	1 Abstain	Member Collier	Aye
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Supple	Absent
		Member Trautman	Aye

6. Staff Reports

- Recreation/Facilities Superintendent Gibbs highlighted his report
- Parks Superintendent Rulo submitted his written report.
- Director Musteen highlighted his written report.

7. Unfinished Business - None

8. New Business

A. Art in the Parks Action Item

Staff presented pre-selected locations throughout the park system suitable for art in the parks to the Park Board. Selected art pieces will be approved through the public art committee selection process.

Motion: Member Manson moved to accept the public art locations in the public parks system.
Member Casas seconded the motion

Discussion:

Vote:	8 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	1 Absent	Member Clark	Aye
		Member Collier	Aye
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Supple	Absent
		Member Trautman	Aye

B. Hawk Ridge Park - West Side Site Plans Action Item

The Park Board reviewed the site plans associated with voter approved improvements on the west side of Hawk Ridge Park.

Motion: Member Manson moved to approve the site plan for the improvement on West side of Hawk Ridge Park.
Member Casas seconded the motion.

Discussion:

Vote:	8 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	1 Absent	Member Clark	Aye
		Member Collier	Aye
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Supple	Absent
		Member Trautman	Aye

C. Budget Amendment, CFS Engineers Action Item

Staff requested an amendment to the design and consulting contract with CFS Engineers for improvements at Hawk Ridge Park.

Member Manson moved to accept the budget amendment amount for CFS to improve the amphitheater area of Hawk Ridge Park.
Member Casas seconded the motion.

Discussion:

Vote:	8 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	1 Absent	Member Clark	Aye
		Member Collier	Aye
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Supple	Absent
		Member Trautman	Aye

D. Sportsmanship Policy Review Action Item

Recreation Staff submitted an updated sportsmanship policy and presented the updated policy to the Park Board for review. Some discussion ensued and a few changes were recommended by the Board regarding zero tolerance. Staff was directed to update the policy to reflect these changes for better clarification and bring the policy back at a later meeting.

Motion: Member Manson moved to table the updated Sportsmanship Policy to the meeting
Member Casas seconded the motion.

Discussion:

Vote:	8 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	1 Absent	Member Clark	Aye
		Member Collier	Aye
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Supple	Absent
		Member Trautman	Aye

9. Public Comments

Tyler, 904 Wesley- How did the Board get their jobs. As citizens they requested to the city To volunteer on any city board as their civic duty. The Mayor picks the Board members. When practicing soccer, trip over the holes in the practice area. Can they be filled in please? This will be taken care of when the HRP site gets started.

Joshua, 1508 Ensley Circle can they build a tree fort in Recreation park? Troop leader will Talk with the Park rec director about where and when.
Are kids his age allowed to get part time summer jobs? We can hire kids at age 16.

Connie Roller, Den Leader, offered her thanks for her den being allowed to watch and participate in the meeting.

Lizzy, 211 Johnston How do scouts contact for an Eagle Scout Project. Staff response: Call the office and talk with Mr. Rulo.

Zoey, 725 S Washington Street what do the guys at the table do? Do they just talk?
Superintendent Gibbs answered with all the personnel and their jobs at the department.

10. Board Member Comment

Chairman Trautman - The Park Board would like to offer the Den a free private party at the Ice Rink for their participation at the Board meeting.

11. Adjournment

Motion: Member Manson moved to adjourn the regular meeting.
Member Casas seconded the motion.

Discussion: None

Vote:	8 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	1 Absent	Member Clark	Aye
		Member Collier	Aye
		Member Cooper	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Scott	Absent
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 8:04 pm.

Respectfully submitted,
Greta Naab
Office Assistant

THE RAYMORE PARKS AND RECREATION BOARD MET IN SPECIAL SESSION TUESDAY, NOVEMBER 9, 2021, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Bartow, Casas, Scott, Cooper, Manson and Clark. Members Collier and Supple were absent.

STAFF PRESENT: Director Musteen and Park Superintendent Rulo

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

2. Roll Call

3. Pledge of Allegiance

4. Presentation

Troop 7032 Scout Member Dileene Rodriguez presented her plan for her Eagle Scout project to the Park Board. Ms. Rodriguez will be completing the restoration of the tennis court backboard at Memorial Park. No specific date has been designated as she intends to work around the weather. She hopes to complete the project this fall. General questions ensued. The Park Board was pleased with the project.

5. New Business

A. Park Fee In Lieu

Action Item

Staff presented a Park Fee In Lieu from Knoll Creek for \$80,256 for review and acceptance.

Motion: Member Manson moved to accept the recommendations for the Fee in Lieu. Member Casas seconded the motion.

Discussion: No Discussion

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	2 Absent	Member Clark	Aye
		Member Collier	Absent
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Supple	Absent

6. Board Member Comment

7. Adjournment

Motion: Member Manson made a motion to adjourn. Member Clark seconded the motion.

Discussion: No Discussion

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Casas	Aye
	2 Absent	Member Clark	Aye
		Member Collier	Absent
		Member Cooper	Aye
		Member Manson	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Supple	Absent

The special meeting of the Raymore Park Board adjourned at 6:09 pm.

Respectfully submitted,

Nathan Musteen
Director of Parks & Recreation

STAFF REPORT

To: Park Board
From: Jimmy Gibbs, CPRP/AFO
Recreation & Facilities Superintendent
Date: January 25, 2022
Subject: Recreation & Facilities Report

Administrative Operations

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Staff gave Centerview tours and rental quotes to interested parties.

Meetings/Trainings Attended

- Office Assistant **Naab**
 - Park and recreation Staff Meeting October 13 8, 2021
 - Park Board Meeting October 26, 2021
- Athletic Coordinator **Brennon**
 - South Metro Coordinators meeting Tuesday January 11, 2022.
 - Attended weekly supervisor meetings with Recreation Superintendent Gibbs.
 - Attended monthly all-staff meeting.
- Recreation Coordinator **Harkins**
 - NRPA YPN Diversity and Inclusion meeting
 - MPRA YPN monthly meeting
 - Attended monthly all-staff meeting
 - Attended ERC meeting
 - Ongoing participation as NRPA Esports Chair, meeting with team to establish trainings and socials
- Recreation & Facilities Superintendent **Jimmy Gibbs**
 - Attended monthly all-staff meeting
 - Met with Communications Manager **Melissa Harmer** regarding program guide and other department marketing needs.
 - Received replacement refrigeration chemicals for The Rink at T.B. Hanna Station
 - Ongoing participation as a committee member soliciting donations for the MPRA conference and benefit auction.
 - Along with Athletic Coordinator **Todd Brennon**, met with KC Sports for potential baseball tournaments during the spring/summer of 2022.
 - Consulted with Purchasing Specialist **Kim Quade** regarding the RFP for exclusive beverage vending and supply services.
 - Met with Communications Manager **Melissa Harmer** to review updates to the new Parks and Recreation [Jobs Page](#).

- Updated the employee roster and pay scales to reflect the new minimum wage that went into effect on Jan. 1, 2022.

Recreation Programs

- Junior Theatre running Tuesdays
- New 50 plus programs upcoming: Bunko, Bingo, Basketball, Pickleball
- New dance classes upcoming for 4-18yo
- New Theatre Classes upcoming: Readers Theatre and Imaginative Play

Rentals/Events/Concessions

- Rentals/Usage

Ball Fields

- Received facility agreement forms from Perfect Game Midwest and Kansas City Sports for tournament rentals this summer at Recreation Park.

- **Centerview**

- Birthday Party
- 3 Summit Homes Business Meetings
- 2 Bridge Club Session
- Cass County CPR Class
- Raymore Chamber of Commerce Luncheon
- CCCED Strategic Planning Meeting
- Hope Haven Dinner Meeting

City Internal Usage

- Raymore Police Intel Meeting
- Raymore Police Training
- Economic Development Meeting

Program Usage

- Theater Classes
- E-Sport Tournament
- Sport Meeting/Training

RAC-Paid Rentals

- 1 Birthday Party
- Ray-Pec Dance Team Practices
- Futsal Practices
- Volleyball Practices

Program Use

- Recreation Basketball season is taking place on Saturdays at the RAC. The season is currently scheduled to conclude on February 12.
- Kindergarten basketball is scheduled at the RAC at 11:00am on Saturdays. The season is scheduled to conclude on February 12.
- Tiny basketball is scheduled at the RAC at 9:00am & 10:00am on Saturdays. The Season is scheduled to conclude on January 29.

Ice Rink

- 4 Private Parties

- **Special Events**

Events * Held during the Month

- Frozen Skate
- Mario Kart Tournament

Upcoming

- Family Valentines Dance Feb 12
- Fall Guys Social Feb 25

- **Concessions**

The concession stands at Recreation Park and the Raymore Activity Center are closed for the winter.

Sports (Adult)

- Winter
 - Registration has opened for adult softball and adult volleyball during the spring seasons.

Sports (Youth)

- Winter
 - Youth Recreation basketball is in mid-season. 302 children registered to participate this basketball season. Increase of 12 children from the last season (2020) we played basketball.
 - 1st/2nd grade social basketball is in mid-season. 14 children registered for the current social basketball season.
 - First season playing social basketball.
 - The second session of Kindergarten basketball is underway. The second session is scheduled to conclude on February 12. We have 28 children registered for Kindergarten Basketball.
 - The first session of Kindergarten basketball took place from November 6, 2021 - December 18, 2021.
 - We had 26 children register for session 1 of Kindergarten Basketball.
 - Open play futsal registration continues to remain open during the season. Last scheduled session is scheduled for March 4.
 - 30 children enrolled for Open Play Futsal.
- Spring
 - Youth Volleyball registrations are open and the deadline to register is February 18, 2022.
 - Youth Volleyball Warm-up registration is open and the deadline to register is March 4, 2022.

- Volleyball Warm-up classes will take place on March 5, 2022 at the Raymore Activity Center.
- Youth Soccer registrations are open for Recreational Soccer, Social Soccer and Independent Soccer Leagues.
 - Deadline to register for Recreational soccer is February 25, 2022.
 - Deadline to register for Social Soccer is March 4, 2022.
 - Deadline to register a team for Independent Soccer is February 18, 2022.
- Youth Flag Football registrations are open for Recreational Flag Football, Social Flag Football and Independent Flag Football Leagues.
 - Deadline to register for Recreational Flag Football is February 25, 2022.
 - Deadline to register for Social Flag Football is March 4, 2022.
 - Deadline to register a team for Independent Flag Football is February 25, 2022.

Sports (Tiny)

- Winter
 - Tiny basketball is currently taking place Saturdays at the Raymore Activity Center.
 - The last scheduled day of Tiny Basketball is Saturday January 29, 2022.
 - 38 children enrolled in the tiny basketball program.
- Spring
 - Tiny Soccer registrations are open and the deadline to register for Tiny Soccer is April 15, 2022 or until filled.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: January 25, 2022
Subject: Parks and Maintenance Report

Park Operations

- Staff took the Mayor's Tree down and stored it at the maintenance shop.
- Staff has tried to stay on top of the ice rink. We have had a break and had to start all over on making ice.
- Staff have trimmed and cut trees along Eagle Glen.
- Staff has cleaned and painted the bases to get ready for the baseball season.
- Staff has helped out with plowing on two separate snow events.
- Sidewalks have been kept clear during two snow events.
- Park Superintendent attended the Kansas Arborist Conference.
- Staff had the heaters in the Hawk Ridge Park restroom replaced with a bigger one to accommodate the cold winters. They installed the old ones in the restroom on the North end.
- Staff has put down over 100 tons of material on the baseball infields to get them working better.
- Parks Superintendent has been working on the equipment purchasing for the year.
- Staff has patched and painted the walls at the RAC
- Staff has patched and painted the walls in Centerview
- Park Superintendent sat in on the Pre-Bid meetings for the Hawks Nest Playground and the Skate Park.
- Staff mulched all the tree limbs in the back of the maintenance shop.

MONTHLY REPORT

January 2021

Monthly Highlights

Parks & Recreation Athletic Coordinator Todd Brennon partnered with Homefield KC on Friday, January 14 for a baseball clinic at their facility on Bannister Road in Kansas City, MO. The clinic was offered for boys and girls between the ages of 7-14.

This is the first time we've offered a clinic with Homefield KC and we had 16 participants. Future plans include hosting clinics at Recreation Park this summer utilizing their staff and expertise.



The Rink at T.B. Hanna Station has been in operation all month. Repairs were made to the cooling system from damage in December. January 13 - 17 was our most successful weekend of the year with the Rink busy all weekend.



The new Parks and Recreation program guide featured one of our newest program categories with several new programs. The 50+ Program offers Bridge Club, Bingo, Bunco, Drop-in play Basketball and Pickleball Clinics. The upcoming year will showcase more of these types of programs. Logo onto www.raymore.com/parks for more information.

Staff Highlights

Parks and Recreation part-time staff play a huge part in offering programs and services to our residents. At this time, parks and recreation programming is offered at three different facilities on Saturday's (The Rink, South Middle School (Basketball) and the RAC. On Saturday's we have the South Middle School and the RAC both running basketball leagues from 8:00am to 5:00pm as well as the Rink at T.B. Hanna Station on Thursdays through Sundays with private rentals throughout the week. Four of our part-time employees pictured below are invaluable to our Department and keep these Saturdays and weekends running smoothly for our patrons.

David Cappleman
Lora Schoenemann
Brooke Trivers
Terry Thornton

The Parks and Recreation Department would like to thank all of our part-time employees, Recreation Attendants, Concessions Workers, Facility Monitors, Site Supervisors, Park Maintenance Seasonals, Summer Camp Counselors, Sports League Schedulers, Sports Officials, Fitness Instructors and Specialized Program Providers



Parks and Recreation Board

The Parks and Recreation Board met in a work session on January 11, 2022 in the Gilmore Room at Centerview. Topics of discussion included a review of the Hiring Policy and updates from the Recreation Division and Parks Division Superintendents.

Next Meeting: Tuesday, January 25, 2022

WE ARE HIRING! Flexible hours, fun atmosphere, great part-time job for anyone 16 years or older.

- Concessions Attendants
- Site Supervisors
- Ice Rink Attendants
- Ice Skating Instructors



We are always looking for Program instructors - got a special skill, talent or desire to teach? Call the Parks and Recreation office for more information on how to offer your program to everyone.

Facility Use for the Month

Centerview

Junior Theater Classes
3 Corporate Trainings
Police Meeting
Economic Development Meeting
CCCED Strategic Planning Meeting
Bridge Club
Cass County CPR Training
Baseball Umpire Training
Sports Information Meeting
Chamber of Commerce Luncheon
Hope Haven Business Diner
Mario Kart 8 Tournament

The Raymore Activity Center

Volleyball Rentals
Open Volleyball
Open Basketball
Open Futsal
Tiny Basketball & Kindergarten Basketball
RayPec Prowlers Dance Team Practices
Basketball League
Futsal Practice Rental

Upcoming Events & Activities

Let's get this year started! We just posted events for the next several months, so mark your calendars!

Jan. 8: [Free Chiefs Skate](#) at T.B. Hanna Station
Jan. 26: [Frozen Skate](#) at T.B. Hanna Station
Feb. 12: [Family Valentine's Dance](#) at the RAC
March 24: [Friday Food Fest](#)
April 9: [Raymore Unicorn Day](#)
April 16: [Raymore Easter Festival](#)
May 7: [Touch A Truck](#)



The Rink at T.B. Hanna Station is Open!

Pricing Currently, we can only accept cash payments for skate rentals at the Skate Shop. We apologize for the inconvenience! Credit/debit card payments can be accepted for season passes at Centerview, 227 Municipal Circle, during regular business hours Monday-Friday, 8 a.m.-5 p.m., excluding holidays. Centerview is closed Dec. 24 & 30 for the Christmas and New Years holidays.

- \$25/individual season pass. Contact Raymore Parks & Recreation to purchase at 816-322-2791.
- \$5 per person skate rental during open public skate hours/ cash only at this time
- Skate rentals are available in size toddler 8 to adult 14.

Hours/Sessions

Skate season runs from Friday, Dec. 3- Sunday, Feb. 20, 2022. Reduced hours begin January 24, 2022, with Fri-Sun hours only.

Weather: The outdoor skating rink is subject to weather conditions and possible closings due to weather, maintenance or unsafe ice conditions.

The Rink is closed Mondays for maintenance.

	Staffed Public Skate Hours	Available Private Rental Time*
Tuesdays	Programming - no public skate	Call to Inquire
Wednesdays	3-7 p.m. (Jan 12 & 19); 3-6 p.m. Jan 26	Call to Inquire
Thursdays	4-7 p.m.	7-9 p.m.
Fridays	4-7 p.m.	7-9 p.m.
Saturdays	1-7 p.m.	11 a.m.-1 p.m. / 7-9 p.m.
Sundays	1-7 p.m.	11 a.m.-1 p.m. / 7-9 p.m.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: January 25, 2022

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

Title / Issue / Request:

Sportsmanship Policy Review

Background / Justification:

Parks and Recreation staff presented an update of the sportsmanship policy to the Park Board during the October 2021 meeting. The Park Board requested a couple of changes to the policy that gave better clarification to the terminology "zero tolerance" and tabled the update to a future meeting. Staff has revised the policy based on the comments.

The updated policy is before the Park Board for review and discussion.

Financial Impact: NA

Staff Recommendation:

Staff recommends approval for the updated Sportsmanship policy.

Attachments:

1. Draft Policy with recommendations from the Park Board.



RAYMORE PARKS AND RECREATION
SPORTSMANSHIP POLICY

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.002
Date of Review:	___ / ___ / 2022

I. STATEMENT OF NEED

The provision for a safe and positive environment for sports and athletic events is a high priority for the City of Raymore.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board is responsible for regulating the public park properties within the City limits. It is the policy of the Parks and Recreation Board to have an open public forum at all meetings, which allows for citizen involvement and support.

III. STATEMENT OF PHILOSOPHY

The basic philosophy of the Raymore Parks and Recreation Board is one of Zero Tolerance for violent, discriminatory, or abusive behavior during youth and adult sports leagues and events held on City of Raymore leased or owned property. Zero Tolerance means that we will not tolerate rule violations and we will provide a system of reasonable and helpful consequences when violations occur. This policy does not provide mandatory punishment, rather it provides a path of mandatory action, review and restorative consequences. The Department staff shall assist the Board in taking a proactive stance on sportsmanship by serving as the professional educators for youth sport coaches and parents through a nationally recognized certification and training program.

IV. ZERO TOLERANCE POLICY

1. **Violations:** The following list outlines specific violations of this policy and consequences of those violations. All other acts deemed a violation of this policy but not specifically mentioned will be addressed in a case by case basis

- a. Any player, coach, spectator, or official using, allowing or encouraging any kind of abusive, discriminatory, or threatening gesture and or language will be ejected from the game and asked to leave the facility. A second offense will result in suspension from the facility for the season.
- b. Any player, coach, spectator, or official under the influence of or using alcohol or any other illegal substance within the facility during a game, practice, or other league or team event where players are present will be automatically ejected from the facility. A second offense will result in a one-year suspension from all activities.
- c. Any player, coach, spectator, or official striking or causing bodily assault will be automatically ejected from the game, asked to leave the facility, and suspended from all activities for one year. A second offense will result in a lifetime suspension from all activities.
- d. Any coach or parent, knowingly requiring or allowing a player to play while having a known communicable disease or illness, serious injury, or knowingly creating unsafe playing conditions will automatically be suspended for the season.
- e. Any adult participant, having a known communicable disease or illness, serious injury, or knowingly creating unsafe playing conditions will automatically be suspended for the season.
- f. Any coach, spectator, or player causing interference with the conduct of the game will result in a warning. A second offense will result in ejection from the game and facility.

2. Enforcement Procedure:

- a. Any full-time park and recreation department employee may enforce this policy at any sports event held on City property.
- b. If the offense is severe, or if the behavior persists, the Raymore Police Department may be called for assistance.
- c. An incident report form must be completed on-site at the time of the incident by the league representative present at the event.

3. Review:

- a. Decisions related to suspension, adjustment of league rules, and/or facility conditions must be documented.
- b. All incident report forms and recommendations will be reviewed by Department staff. The Raymore Park and Recreation Board may review incident reports and department recommendations during its regular monthly meeting.

4. Appeals:

- a. All appeals of decisions made by the Recreation Department must be made in writing and delivered to the City of Raymore Parks and Recreation Department within ten calendar days of organization action.



- b. Appeals will be heard by an appeals committee consisting of a minimum of four Park Board Members and the Director of Parks and Recreation. The person making the appeal will be entitled to meet with this committee and present any evidence relevant to the incident(s) documented by the department. .
- c. The committee will render its decision in writing. All unanimous decisions shall be final. If the committee decision is not unanimous, a second appeal may be forwarded to the full Park Board for final decision following the next scheduled business meeting.

V. SPORTSMANSHIP EDUCATION

1. Training and Certification Recommendations

- a. Certification and training shall be through a nationally recognized Coaches certification and training program. If available, The program may be administered locally by the Raymore Parks and Recreation Department staff. Department staff may offer training to coaches.

VI. PENALTY

Any coaches, players, or participants not adhering to the spirit of the policy, as determined by the Raymore Parks and Recreation Department and Raymore Parks and Recreation Board, shall be prohibited from using City of Raymore facilities.

Any coach, player or participant not reporting incidents of inappropriate behavior to the parks and recreation department shall be prohibited from using City of Raymore facilities.

VII. REVIEW

The Raymore Parks and Recreation Board shall review this policy every other year during years ending with an even number or more often as the Board deems necessary.

Approved policies not reviewed every two years shall remain in effect until the next review time frame.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: January 25, 2022

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

Title / Issue / Request:

Hiring Policy Review

Background / Justification:

Parks and Recreation staff recently completed an update of the Hiring Policy. Several changes were presented in a work session on January 11 to the Park Board. The updated Hiring Policy and the additional Anti-Nepotism attachments to the policy are before the Park Board for review and discussion.

Financial Impact: NA

Staff Recommendation:

Staff recommends approval for the updated Hiring Policy and Anti-Nepotism attachments.

Attachments:

1. Updated Policy & attachments



RAYMORE PARKS AND RECREATION
HIRING POLICY

PART-TIME / SEASONAL / CONTRACTUAL / STUDENT INTERNS

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.001
Date of Review:	____ / ____ / 2022

I. STATEMENT OF NEED

As the Parks and Recreation Department continues to grow and the need for part-time employees, seasonal staff and contractual staff increase, the Parks and Recreation Board has determined that there is a need to designate a policy for the selection and hiring process for the various employment opportunities. The Parks and Recreation Department also provides opportunities for student internships for college credit if applicable. This policy is meant to serve as a guiding document for staff to ensure that all it's employees and contractual staff are recruited, interviewed and offered employment in a fair and consistent manner while protecting full time employees from uncomfortable management scenarios.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves policies enforced by the Parks and Recreation Department. According to the City of Raymore Administrative Policy Manual, departments may further define policies and procedures.

City of Raymore Administrative Policy Manual

Section 300.4 Nepotism and Workplace Relationships

E - This section shall not limit a department's ability to create and enforce policies that add further limitations on nepotism and workplace relationships that a Department Head deems necessary for the department to properly serve its function.

III. EMPLOYMENT STATUS PHILOSOPHY

The philosophy of Raymore's Parks and Recreation Board is that there are appropriate opportunities in which family members of employees, appointed officials and elected officials are considered for employment within the Parks and Recreation Department.

IV. EMPLOYMENT OPPORTUNITIES

1. Part-Time Employees:

- a. Part Time staff are considered as employees of the City of Raymore and members of the Parks and Recreation payroll.
- b. Directly supervised by full-time parks and recreation staff with limited hours per week. (29 hours per week or less)
- c. Includes, but is not limited to
 - V.** Recreation Attendants
 - VI.** Concessions Workers
 - VII.** Facility Monitors
 - VIII.** Site Supervisors

2. Seasonal Employees:

- a. Seasonal Employees are considered as employees of the City of Raymore and members of the Parks and Recreation payroll. Directly supervised by full-time parks and recreation staff with more than 30 hours per week. Seasonal employees are typically hired to supplement full-time employees for a limited time frame.
- b. Includes, but is not limited to
 - V.** Park Maintenance Seasonals
 - VI.** Summer Camp Counselors

3. Contractual Employees:

- a. Contractual Employees are considered as third party employees of the City of Raymore. Contractual employees are directly supervised by a full-time employee or a contracted supervisor. Contractual employees are not on city payroll but must submit a timesheet with the department to be paid through the purchase order process.
- b. Includes, but is not limited to
 - V.** Sports League Scheduler
 - VI.** Sports Officials
 - VII.** Fitness Instructors
 - VIII.** Specialized Program Providers

4. **Student Intern / Volunteers:**

- a. Student Interns are considered as employees of the City of Raymore for the Parks and Recreation Department if the internship is paid. Non-paying internships are considered seasonal volunteers. Interns are directly supervised by full-time parks and recreation staff.
- b. Department volunteers are individuals who give their time and services without compensation for a direct purpose under the supervision of a full time employee.

V. **NEPOSTISM**

Definitions:

For the purpose of this policy:

- **Immediate family** includes: spouse or domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, ward, legal guardian, half-sibling, stepparent, stepchild, stepsibling, first cousin, foster parent, foster child and members of the household.
- **Employee(s)** includes: Part-time positions, seasonal positions, contractual service providers, interns, volunteers or any person temporarily engaged by the Parks and Recreation Department when not specifically defined within the policy.

Elected Officials, Appointed Officials and Full-Time Employees of the City of Raymore's immediate family will be considered for part-time or seasonal employment with the Parks and Recreation Department on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. create a direct supervisor/subordinate relationship with a family member;
2. have the potential for creating an adverse impact on work performance; or
3. create either an actual conflict of interest or the appearance of a conflict of interest.

Elected Officials, Appointed Officials and Full-Time Employees of the City of Raymore who have an immediate family member as defined above hired by the Parks and Recreation Department must complete a Nepotism Compliance Agreement outlining the role and responsibilities of their role during the employment period of their family member. Not signing or non-compliance with this document will result in a revocation of the offer of employment to their family member.

Non-Exceptions:

Employing relatives of senior city staff can create an atmosphere of favoritism or the perception of and complaints of favoritism, conflicts of interest, and appearances of impropriety that may work to the disadvantage of the City. To that end, relatives of the

City Manager are ineligible for temporary employment, seasonal employment, a City internship, or any other temporary engagement with the City.

VI. ADHERANCE

Any scenario that may arise not addressed in this policy will fall under the policies adhered to within the City of Raymore Employee handbook and Administrative Policies.

The City reserves the right to exercise appropriate managerial judgment and to take such actions as may be necessary to achieve the intent of this policy. The City also reserves the right to vary from the guidelines outlined in the policy to address unusual circumstances that may arise on a case-by-case basis or where it may serve the best interests of the City.

This policy must be considered when assigning, transferring, or promoting an employee.

VII. REVIEW

The Raymore Parks and Recreation Board shall review this policy every other year during years ending with an even number or more often as the Board deems necessary.

Approved policies not reviewed every two years shall remain in effect until the next review time frame.

RAYMORE PARKS AND RECREATION EMPLOYMENT AGREEMENT - FAQ



How to be involved without being involved

So an immediate member of your family is now employed in one of the several opportunities provided by the Parks and Recreation Department. How do I stay involved so that I know my family member is a productive employee and being treated fairly?

- 1) Always remember - it's important to ask questions and stay involved, but **you are not employed** by the Parks and Recreation Department, the employee must take responsibility and ask questions, engage their supervisor and follow the steps outlined in the administrative policy.
- 2) Disciplinary action taken as a result of poor performance will be handled through the evaluation process and Performance Improvement Plan procedures implemented by the Parks and Recreation Department. If you have questions regarding the process or how the process is being administered, you must address your concerns with the Human Resources Department.
- 3) If at any time your involvement regarding a part-time employee (an immediate member of your family as defined above) puts Parks and Recreation staff in a compromising position, immediate action will be taken through the policies set forth by the administrative policy manual and the Human Resource Department. This action could result in the termination of the employment of the employee.

FAQ -

Can I talk to my immediate family member's supervisor or anyone in their chain of command?

Absolutely, we are a family and want everyone's experience to be positive and productive. However, if you chose to discuss their role as an employee in any capacity other than normal conversation, you must contact the HR Department.

Can I text or call my immediate family member during work hours?

Yes, however, if your communication disrupts their job performance, they could be disciplined according to job duties and policy.

Can I visit my immediate family member during work hours?

No, we do not want employees to be distracted by visitors while working. Please be respectful and only visit during authorized breaks as defined in their job description and schedule.

Will I be notified if my immediate family member is being disciplined or involved in a situation involving the HR Department?

No, employee situations that require disciplinary action or include the HR department are confidential and will be handled through the HR department.

Yes, if your immediate family member has been injured on the job or requires emergency services, per City policy, the emergency contact person will be notified as soon as possible.

**RAYMORE PARKS AND RECREATION
EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS FORM**



Nepotism Compliance Agreement

This form is to be completed when an immediate family member of an Elected Official, Appointed Official or Full-Time Employee of the City of Raymore is hired in one of the following employment opportunities of the Parks and Recreation Department:

Seasonal positions, part-time positions, temporary employees, interns, volunteers, or any person temporarily engaged by the Parks and Recreation Department

This form acknowledges that the person who has signed below has read the Raymore Parks and Recreation Part-Time / Seasonal Employee Anti-Nepotism Policy.

Fill in all that apply:

All personnel decisions including salary, appointment, evaluation, retention, tenure, compensation adjustments, termination, or other employment status or interest for _____ (*employee name*) will be determined by _____ (*immediate supervisor*) under the guidance of the Human Resources department.

_____ (*name of Elected Official, Appointed Official or Full-Time Employee of the City of Raymore*) shall not initiate or participate in any organizational decisions, discussions of job duties, schedules, discipline or any topic involving a direct work related connection that involves _____ (*employee name*).

The direct supervisor of the employee shall be responsible for reporting concerns about conflicts of interest, pressed involvement or violations of this policy regarding a related employee to the Human Resources department.

Special considerations to alleviate any pressures toward favoritism to be taken (if necessary):

Signatures:

Employee (Full-Time City of Raymore Employee)

Date

Parks and Recreation Supervisor / Department Representative

Date

Human Resources Director

Date



MISCELLANEOUS ITEMS

- *November 9, 2021 - Work Session Notes*
- *December 14, 2021 - Work Session Notes*
- *January 11, 2021 - Work Session Notes*
- *Financial Report - As of December 31, 2021*



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

**Tuesday, November 9, 2021
6:30pm**

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

Members Present: Chairman Trautman; Members Bartow, Casas, Cooper, Clark, Manson, and Scott. Members Collier and Supple were absent.

Director Musteen and Superintendent Rulo were present.

The meeting was called to order at 6:22pm.

1. Park Maintenance Management Plan Discussion

Director Musteen and Superintendent Rulo presented the Board with an overview of the current Park Maintenance Management Plan. Discussion involved updating the plan to include the newer facilities and amenities since the plan was originally drafted. Several questions involving procedures and general discussion of how maintenance is accomplished ensued.

The Board directed staff to revise the document to reflect current operating procedures and to incorporate expected facilities and amenities coming online in the next 3 to 5 years. The Board would like to see an updated draft later in 2022.

2. Adjournment - 6:53pm

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

**Tuesday, December 14, 2021
6:00pm**

**Gilmore Room
Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Trautman; Members Bartow, Casas, Cooper, Clark, Collier, Manson, Mapes and Scott.

Director Musteen, Superintendent Gibbs and Superintendent Rulo were present.

The meeting was called to order at 6:00pm. Introductions were made for new board member Dan Mapes.

1. Recreation Park - Master Plan Updates

Director Musteen presented the Board a draft version of an updated Recreation Park master plan which includes moving the skate park to the old park house location, expanding the parking lot near the Public Works facility, adding a new baseball field where the current soccer/football field is located and the expansion of the RAC.

The Board directed staff to move forward with finalizing the draft concept plan which should include all of Recreation Park, Moon Valley and the Park Maintenance Facility. The new plan should also include moving the disc golf course to Moon Valley.

2. Skate Park - FY22 CIP

The Board discussed the upcoming skate park CIP project. Discussion included the change of location, funding, timeline and amenities. Member Mapes asked about the budget and expressed concerns about the amount. Director Musteen noted that the budget will not be enough funding to complete the project as discussed, however, staff has intentions of applying for grants, seeking donations and possibly phasing the project to offset the initial costs. All of the \$225,000 budget will go towards skate park features and not additional amenities.

3. GO Bond / CIP Update

Director Musteen provided an update on current projects.

4. Summer Day Camp Discussion

Recreation Superintendent Jimmy Gibbs presented to the Park Board a proposed change in Summer Day Camp pricing due to the staggered increase in minimum wage over the next few years. Discussion ensued.

The Board advised staff to move forward with a \$10 increase on weekly tuition if approved by the City Manager.

5. Adjournment - 7:11pm



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

**Tuesday, January 11, 2022
6:00pm**

**Gilmore Room
Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Trautman; Members Casas, Cooper, Collier, Manson, Mapes and Scott. Members Bartow and Clark were absent

Superintendent Gibbs and Superintendent Rulo were present.

The meeting was called to order at 6:00pm.

1. Hiring Policy Review

Staff provided the Park Board an updated version of the hiring policy. General discussion regarding the policy and changes recommended by staff. The Board agreed with the policy, no additional changes were made. The policy will go before the Board for approval at the next business meeting.

2. Recreation & Facilities Division Update

Superintendent Gibbs gave an update on the Recreation & Facilities Division for 2021 and goals for 2022.

3. Parks Operations Division Update

Superintendent Rulo gave an update on the Parks Operations Division for 2021 and goals for 2022.

4. Adjournment - 7:10pm

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2021

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
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REVENUE SUMMARY

NON-DEPARTMENTAL

PARKS DIVISION

PROPERTY TAXES	0.00	0.00	0.00	453,391.00	114,761.35	115,235.40	0.00	338,155.60	25.42
MISCELLANEOUS	0.00	0.00	0.00	12,679.00	380.48	443.00	0.00	12,236.00	3.49
FACILITY RENTAL REVENUE	0.00	0.00	0.00	12,275.00	1,120.00	1,420.00	(300.00)	11,155.00	9.12
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	75,000.00	0.00	375,000.00	16.67
TOTAL PARKS DIVISION	0.00	0.00	0.00	928,345.00	153,761.83	192,098.40	(300.00)	736,546.60	20.66

RECREATION DIVISION

CONCESSION REVENUE	0.00	0.00	0.00	60,000.00	3.00	85.00	0.00	59,915.00	0.14
FACILITY RENTAL REVENUE	0.00	0.00	0.00	51,850.00	0.00	0.00	0.00	51,850.00	0.00
PROGRAM REVENUE	0.00	0.00	0.00	227,250.00	2,195.00	3,780.00	0.00	223,470.00	1.66
TOTAL RECREATION DIVISION	0.00	0.00	0.00	339,100.00	2,198.00	3,865.00	0.00	335,235.00	1.14

CENTERVIEW

FACILITY RENTAL REVENUE	0.00	0.00	0.00	63,875.00	755.63	4,235.64	(50.00)	59,689.36	6.55
PROGRAM REVENUE	0.00	0.00	0.00	9,600.00	70.00	1,070.00	0.00	8,530.00	11.15
TOTAL CENTERVIEW	0.00	0.00	0.00	73,475.00	825.63	5,305.64	(50.00)	68,219.36	7.15

RAYMORE ACTIVITY CENTER

MISCELLANEOUS	0.00	0.00	0.00	1,500.00	240.00	378.00	0.00	1,122.00	25.20
CONCESSION REVENUE	0.00	0.00	0.00	4,000.00	0.00	1.50	0.00	3,998.50	0.04
FACILITY RENTAL REVENUE	0.00	0.00	0.00	24,825.00	227.50	727.50	0.00	24,097.50	2.93
PROGRAM REVENUE	0.00	0.00	0.00	197,590.00	736.00	8,216.00	0.00	189,374.00	4.16
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	227,915.00	1,203.50	9,323.00	0.00	218,592.00	4.09

TOTAL REVENUES	0.00	0.00	0.00	1,568,835.00	157,988.96	210,592.04	(350.00)	1,358,592.96	13.40
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EXPENDITURE SUMMARY

PARKS DIVISION	0.00	0.00	0.00	892,337.50	65,541.65	118,520.89	36.14	773,780.47	13.29
RECREATION DIVISION	0.00	0.00	0.00	340,763.50	18,239.49	34,172.81	0.00	306,590.69	10.03
CENTERVIEW	0.00	125.00	(125.00)	96,106.00	7,704.33	10,651.78	(29.85)	85,484.07	11.05
RAYMORE ACTIVITY CENTER	0.00	699.75	(699.75)	233,382.50	19,050.44	29,292.90	(35.35)	204,124.95	12.54

TOTAL EXPENDITURES	0.00	824.75	(824.75)	1,562,589.50	110,535.91	192,638.38	(29.06)	1,369,980.18	12.33
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	824.75	824.75	6,245.50	47,453.05	17,953.66	(320.94)	(11,387.22)	282.33
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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
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NON-DEPARTMENTAL

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MISCELLANEOUS

TRANSFERS - INTERFUND

PARKS DIVISION

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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	384,137.00	95,931.00	96,032.36	0.00	288,104.64	25.00
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	69,254.00	18,830.35	19,203.04	0.00	50,050.96	27.73
TOTAL PROPERTY TAXES	0.00	0.00	0.00	453,391.00	114,761.35	115,235.40	0.00	338,155.60	25.42

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	11,500.00	380.48	443.00	0.00	11,057.00	3.85
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	1,179.00	0.00	0.00	0.00	1,179.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	12,679.00	380.48	443.00	0.00	12,236.00	3.49

FACILITY RENTAL REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	12,275.00	1,120.00	1,420.00	(300.00)	11,155.00	9.12
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	12,275.00	1,120.00	1,420.00	(300.00)	11,155.00	9.12

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	16,666.66	0.00	83,333.34	16.67
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	29,166.67	58,333.34	0.00	291,666.66	16.67
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	75,000.00	0.00	375,000.00	16.67

TOTAL PARKS DIVISION

TOTAL PARKS DIVISION	0.00	0.00	0.00	928,345.00	153,761.83	192,098.40	(300.00)	736,546.60	20.66
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RECREATION DIVISION

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PROPERTY TAXES

MISCELLANEOUS

CONCESSION REVENUE

26-4700-0000 CONCESSION	0.00	0.00	0.00	60,000.00	3.00	85.00	0.00	59,915.00	0.14
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	60,000.00	3.00	85.00	0.00	59,915.00	0.14

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	51,850.00	0.00	0.00	0.00	51,850.00	0.00
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	51,850.00	0.00	0.00	0.00	51,850.00	0.00
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	19,500.00	1,385.00	2,160.00	0.00	17,340.00	11.08
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	85,250.00	150.00	(50.00)	0.00	85,300.00	0.06
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	0.00	50.00	455.00	0.00	(455.00)	0.00
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	70,000.00	160.00	450.00	0.00	69,550.00	0.64
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	16,200.00	0.00	0.00	0.00	16,200.00	0.00
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	13,500.00	450.00	765.00	0.00	12,735.00	5.67
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	21,300.00	0.00	0.00	0.00	21,300.00	0.00
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	227,250.00	2,195.00	3,780.00	0.00	223,470.00	1.66
TOTAL RECREATION DIVISION	0.00	0.00	0.00	339,100.00	2,198.00	3,865.00	0.00	335,235.00	1.14

CENTERVIEW

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MISCELLANEOUS

<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	63,875.00	755.63	4,235.64	(50.00)	59,689.36	6.55
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	63,875.00	755.63	4,235.64	(50.00)	59,689.36	6.55
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	9,600.00	70.00	1,070.00	0.00	8,530.00	11.15
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	9,600.00	70.00	1,070.00	0.00	8,530.00	11.15
TOTAL CENTERVIEW	0.00	0.00	0.00	73,475.00	825.63	5,305.64	(50.00)	68,219.36	7.15

RAYMORE ACTIVITY CENTER

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MISCELLANEOUS

28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	1,500.00	240.00	378.00	0.00	1,122.00	25.20
TOTAL MISCELLANEOUS	0.00	0.00	0.00	1,500.00	240.00	378.00	0.00	1,122.00	25.20

CONCESSION REVENUE

28-4700-0000 CONCESSION	0.00	0.00	0.00	4,000.00	0.00	1.50	0.00	3,998.50	0.04
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	4,000.00	0.00	1.50	0.00	3,998.50	0.04

FACILITY RENTAL REVENUE

28-4710-0000 RENTAL FEES	0.00	0.00	0.00	24,825.00	227.50	727.50	0.00	24,097.50	2.93
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	24,825.00	227.50	727.50	0.00	24,097.50	2.93

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2021

25 -PARK FUND

PARKS DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR	PRIOR YEAR	REMAINING							
	ENDING PO BAL.	PO ADJUST.	PRIOR YEAR	PO BALANCE	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
					BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>PERSONNEL</u>										
25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00		427,656.00	31,873.58	65,292.22	0.00	362,363.78	15.27
25-5020-0000 FICA	0.00	0.00	0.00		33,931.00	2,430.65	4,926.70	0.00	29,004.30	14.52
25-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00		480.00	0.00	0.00	0.00	480.00	0.00
25-5040-0000 GROUP INSURANCE	0.00	0.00	0.00		89,390.00	6,377.82	12,769.94	0.00	76,620.06	14.29
25-5045-0000 LAGERS	0.00	0.00	0.00		67,082.00	4,771.68	9,471.32	0.00	57,610.68	14.12
25-5050-0000 OVERTIME	0.00	0.00	0.00		15,889.00	1,080.24	1,941.64	0.00	13,947.36	12.22
25-5060-0000 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>9,309.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,309.00</u>	<u>0.00</u>
TOTAL PERSONNEL	0.00	0.00	0.00		643,737.00	46,533.97	94,401.82	0.00	549,335.18	14.66
<u>COMMODITIES</u>										
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00		6,000.00	0.00	0.00	0.00	6,000.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00		10,892.00	412.88	412.88	0.00	10,479.12	3.79
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00		500.00	0.00	0.00	0.00	500.00	0.00
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00		1,200.00	0.00	0.00	0.00	1,200.00	0.00
25-6270-1010 UNIFORMS	0.00	0.00	0.00		225.00	0.00	0.00	0.00	225.00	0.00
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>6,567.50</u>	<u>1,233.85</u>	<u>1,233.85</u>	<u>0.00</u>	<u>5,333.65</u>	<u>18.79</u>
TOTAL COMMODITIES	0.00	0.00	0.00		25,384.50	1,646.73	1,646.73	0.00	23,737.77	6.49
<u>MAINTENANCE & REPAIRS</u>										
25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00		3,000.00	0.00	0.00	0.00	3,000.00	0.00
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00		500.00	0.00	0.00	0.00	500.00	0.00
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00		41,400.00	2,647.46	2,787.15	0.00	38,612.85	6.73
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00		5,000.00	0.00	0.00	0.00	5,000.00	0.00
25-6490-1010 VEHICLE MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>500.00</u>	<u>48.00</u>	<u>99.88</u>	<u>0.00</u>	<u>400.12</u>	<u>19.98</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00		50,400.00	2,695.46	2,887.03	0.00	47,512.97	5.73
<u>UTILITIES</u>										
25-6800-1010 ELECTRICITY	0.00	0.00	0.00		44,784.00	4,165.88	4,165.88	0.00	40,618.12	9.30
25-6810-1010 WATER	0.00	0.00	0.00		135.00	20.97	20.97	36.14	77.89	42.30
25-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>	<u>0.00</u>
TOTAL UTILITIES	0.00	0.00	0.00		49,119.00	4,186.85	4,186.85	36.14	44,896.01	8.60
<u>CONTRACTUAL</u>										
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00		100.00	0.00	0.00	0.00	100.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00		3,940.00	79.46	79.46	0.00	3,860.54	2.02
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00		605.00	0.00	0.00	0.00	605.00	0.00
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00		2,000.00	0.00	0.00	0.00	2,000.00	0.00
25-7180-1010 INSURANCE	0.00	0.00	0.00		13,754.00	0.00	0.00	0.00	13,754.00	0.00
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		7,050.00	0.00	276.00	0.00	6,774.00	3.91
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00		250.00	0.00	0.00	0.00	250.00	0.00
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00		1,950.00	0.00	0.00	0.00	1,950.00	0.00
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00		220.00	0.00	0.00	0.00	220.00	0.00
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00		2,226.00	0.00	0.00	0.00	2,226.00	0.00
25-7320-1250 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>44,000.00</u>	<u>6,907.35</u>	<u>8,059.34</u>	<u>0.00</u>	<u>35,940.66</u>	<u>18.32</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00		76,895.00	6,986.81	8,414.80	0.00	68,480.20	10.94

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2021

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>									
28-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	122,304.00	9,286.59	16,306.33	0.00	105,997.67	13.33
28-5020-0000 FICA	0.00	0.00	0.00	9,632.00	702.18	1,238.52	0.00	8,393.48	12.86
28-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	64.00	0.00	0.00	0.00	64.00	0.00
28-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	8,499.00	810.39	1,621.24	0.00	6,877.76	19.08
28-5045-0000 LAGERS	0.00	0.00	0.00	8,778.00	449.59	896.70	0.00	7,881.30	10.22
28-5050-0000 OVERTIME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,604.00</u>	<u>85.64</u>	<u>155.51</u>	<u>0.00</u>	<u>3,448.49</u>	<u>4.31</u>
TOTAL PERSONNEL	0.00	0.00	0.00	152,881.00	11,334.39	20,218.30	0.00	132,662.70	13.22
<u>COMMODITIES</u>									
28-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
28-6150-1010 SUPPLIES	0.00	0.00	0.00	750.00	0.00	0.00	65.26	684.74	8.70
28-6260-1600 TOOLS/EQUIP - LEAGUE MISC	0.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00
28-6260-1605 TOOLS/EQUIP - DAY CAMP	0.00	0.00	0.00	3,680.00	0.00	0.00	0.00	3,680.00	0.00
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	600.00	194.75	194.75	0.00	405.25	32.46
28-6260-1630 TOOLS/EQUIP - MISC	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00
28-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>	<u>0.00</u>
TOTAL COMMODITIES	0.00	0.00	0.00	7,610.00	194.75	194.75	65.26	7,349.99	3.42
<u>MAINTENANCE & REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,750.00	81.27	81.27	0.00	1,668.73	4.64
28-6430-1010 GROUNDS MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	2,550.00	81.27	81.27	0.00	2,468.73	3.19
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	7,440.00	783.03	783.03	0.00	6,656.97	10.52
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	3,240.00	206.74	206.74	0.00	3,033.26	6.38
28-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>960.00</u>	<u>0.00</u>
TOTAL UTILITIES	0.00	0.00	0.00	11,640.00	989.77	989.77	0.00	10,650.23	8.50
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	0.00
28-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,154.00	126.72	126.72	9.74	1,017.54	11.82
28-7320-1010 PROFESSIONAL SERVICES	0.00	384.75 (384.75)	4,340.00	370.10	754.85 (344.75)	3,929.90	9.45
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	6,550.00	96.00	96.00	0.00	6,454.00	1.47
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	25,275.00	0.00	0.00	0.00	25,275.00	0.00
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	8,432.50	5,402.44	6,061.24	549.40	1,821.86	78.39
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
28-7330-1645 PROGRAM - FITNESS	<u>0.00</u>	<u>315.00 (</u>	<u>315.00)</u>	<u>7,350.00</u>	<u>455.00</u>	<u>770.00 (</u>	<u>315.00)</u>	<u>6,895.00</u>	<u>6.19</u>
TOTAL CONTRACTUAL	0.00	699.75 (699.75)	58,701.50	6,450.26	7,808.81 (100.61)	50,993.30	13.13
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	0.00	699.75 (699.75)	233,382.50	19,050.44	29,292.90 (35.35)	204,124.95	12.54
TOTAL EXPENDITURES	0.00	824.75 (824.75)	1,562,589.50	110,535.91	192,638.38 (29.06)	1,369,980.18	12.33
REVENUES OVER/(UNDER) EXPENDITURES	0.00	824.75	824.75 (1,562,589.50)	(110,535.91)	(192,638.38)	29.06 (1,369,980.18)	12.33

*** END OF REPORT ***