



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, February 22, 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 January 25, 2022
 - B. Park Board Minutes February 8, 2022
- 6. Staff Reports**
Recreation/Facilities Superintendent
Parks Superintendent
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business**
 - A. Background Screening Policy Action Item

Staff has updated the Background Screening policy based on Park Board comments and is presenting the updated policy to the Park Board for review and approval.
 - B. Eagle Scout Project Policy Action Item

Staff has updated the Eagle Scout Project policy based on Park Board comments and is presenting the updated policy to the Park Board for review and approval.

C. Revenue Policy

Action Item

Staff has updated the Revenue policy based on Park Board comments and is presenting the updated policy to the Park Board for review and approval.

D. Fees and Charges Policy

Action Item

Staff has drafted a new Fees and Charges Policy providing guidance on how fees and charges are created and applied. The new policy is before Park Board for review and approval.

9. Public Comment

10. Board Member Comment

11. Adjournment

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

- *January 25, 2022 - Work Session Notes*
- *February 8, 2022 - Work Session Notes*
- *Financial Report - As of January 31, 2022*

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, JANUARY 25, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Park Superintendent Rulo, Recreation and Facility Superintendent Gibbs, and Office Assistant Naab.

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

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, 2021 |
| B. Park Board Minutes | November 9, 2021 |

Motion: Member Manson moved to accept the Park Board minutes of October 26, 2021 and November 9, 2021.
Member Casas seconded the motion.

Discussion:

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

6. Staff Reports

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

7. Unfinished Business

- | | |
|--------------------------------|--------------------|
| A. <u>Sportsmanship Policy</u> | <u>Action Item</u> |
|--------------------------------|--------------------|

Tabled during the October meeting, Staff updated the Sportsmanship policy based on Park Board comments and presented the updated policy to the Park Board for review and approval.

Motion: Member Manson motioned to approve the updated Sportsmanship Policy.
Member Casas seconded the motion.

Discussion:

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

8. New Business

A. Hiring Policy Action Item

Staff presented an updated Hiring policy for the Park Board to review and approve.

Motion: Member Manson motioned to approve updated policies and the nepotism Attachment of Hiring Policy.
Member Casas seconded the motion.

Discussion:

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

9. Public Comments

10. Board Member Comment

11. Adjournment

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

Discussion: None

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

The regular meeting of the Raymore Park Board adjourned at 7:26 pm.

Respectfully submitted,
Greta Naab
Office Assistant

THE RAYMORE PARKS AND RECREATION BOARD MET IN SPECIAL SESSION TUESDAY, FEBRUARY 8, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Recreation Superintendent Gibbs and Park Superintendent Rulo

1. Call to Order: Chairman Trautman called the meeting to order at 7:03pm.

2. Roll Call

3. Pledge of Allegiance

4. New Business

A. PlayPower Contract Award Action Item

Staff presented a recommendation to award the Hawk's Nest All-Inclusive Playground contract to PlayPower LT Farmington, Inc.

Motion: Member Manson moved to accept the recommendation for award of contract. Member Clark seconded the motion.

Discussion: No Discussion

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Clark	Aye
		Member Collier	Absent
		Member Cooper	Aye
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

B. Hawk's Nest Playground - Budget Amendment Action Item

Staff requested a budget amendment for the Hawk's Nest All-Inclusive Playground at Hawk Ridge Park.

Motion: Member Manson moved to accept the recommendation for a budget amendment. Member Clark seconded the motion.

Discussion: No Discussion

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Clark	Aye
		Member Collier	Absent
		Member Cooper	Aye
		Member Manson	Aye

Member Mapes	Aye
Member Scott	Aye
Member Trautman	Aye

C. Centerview Landscaping Contract Action Item

Staff presented a recommendation to award a contract with Blue Cedar Landscaping for the landscaping upgrades at Centerview.

Motion: Member Manson moved to accept the recommendation for award of contract. Member Clark seconded the motion.

Discussion: No Discussion

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Clark	Aye
		Member Collier	Absent
		Member Cooper	Aye
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

6. Board Member Comment

7. Adjournment

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

Discussion: No Discussion

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Clark	Aye
		Member Collier	Absent
		Member Cooper	Aye
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

The special meeting of the Raymore Park Board adjourned at 7:17pm.

Respectfully submitted,

Nathan Musteen
Director of Parks & Recreation

STAFF REPORT

To: Park Board
From: Jimmy Gibbs, CPRP/AFO
Recreation & Facilities Superintendent
Date: February 22, 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 February 11, 2022
 - Park Board Meeting February 22, 2022
- Athletic Coordinator **Brennon**
 - Attended weekly supervisor meetings with Recreation Superintendent Gibbs.
 - Attended monthly all-staff meeting.
 - South Metro Coordinators end of basketball season meeting on Feb 17, 2022
 - Support Staff Meeting on Wednesday February 23, 2022.
 - Volleyball Coaches Meeting on Thursday February 24, 2022.
- Recreation Coordinator **Harkins**
 - NRPA YPN monthly meeting
 - MPRA YPN monthly meeting
 - Attended monthly all-staff 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

- 50 plus programs running: Bunco, Bingo, Basketball
- Two dance classes running thursdays at Centerview
- Building on Imagination theater class running thursdays

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

- 1 Summit Homes Business Meeting
- 1 Bridge Club Session
- Cass County CPR Class
- Raymore Chamber of Commerce Happy Hour
- Cass county Coalition of Chambers Luncheon
- Hope Haven Dinner Meeting
- Garden Club Monthly Meeting
- Arabian Horse Club Meeting
- 1 HOA Meeting
- Tri-County Art League Meeting
- Cass County CPR Training

City Internal Usage

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

Program Usage

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

RAC-Paid Rentals

- Futsal Practices
- Volleyball Practices

Program Use

- Recreation Basketball season held it's final games at the RAC on Saturday February 12.
- Kindergarten basketball held its final session on February 12 at RAC.

Ice Rink

- 6 Private Parties

- **Special Events**

Events * Held during the Month

- 50 plus Bingo

Upcoming

- Spring Craft Show
- Friday Food Fest

- **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
 - 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.
 - 125 participants currently registered for the spring volleyball season.
 - 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.
 - 23 participants currently registered for the warm up volleyball clinic.
 - Youth Soccer registrations are open for Recreational Soccer, Social Soccer and Independent Soccer Leagues.
 - Deadline to register for Recreational soccer is February 25, 2022.
 - 223 participants registered for the spring rec soccer season.
 - Deadline to register for Social Soccer is March 4, 2022.
 - 11 participants currently registered for the spring soccer season.
 - 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.
 - 96 children currently registered for the spring flag football season.
- 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)

- Spring
 - Tiny Soccer registrations are open and the deadline to register for Tiny Soccer is April 15, 2022 or until filled.
 - 60 children currently registered for the spring tiny soccer session.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: February 22, 2022
Subject: Parks and Maintenance Report

Park Operations

- Superintendent Rulo has attended several Pre-Bid, and Bid Openings.
- Staff has turned off the condensers at the Ice Rink, and will begin to disassemble when thawed.
- Staff have trimmed and cut trees along the ditch area in Memorial Park.
- Staff replaced all the lights in the concession stands at recreation Park.
- Staff has helped out with plowing on snow events.
- Sidewalks have been kept clear during snow events.
- Staff helped clean out the concession stands at Recreation Park.
- Staff replaced all the outside lights around the concession stands at Recreation Park.
- Staff has added another 40 tons of surface material and worked in the baseball fields at Recreation Park.
- Parks Superintendent has been working on the equipment purchasing for the year.
- Staff helped out Lowe's and accepted their leftover Christmas trees, they will be mulched and used around trees in the parks.
- Staff installed the 2 memorial benches at Recreation Park
- MDC stocked Johnston Lake on Feb. 8th with 922 trout.
- Staff mulched more tree limbs in the back of the maintenance shop.
- Staff has put a few things in the auction for this spring.

MONTHLY REPORT

February 2022

Monthly Highlights

- The Parks Maintenance Crew worked hard this month at Memorial Park cleaning out the stormwater creek that separates the east side and Arboretum. The overgrown area has been on our project list for a couple of years and it looks really good.
- Two new memorial benches are now in place along the trail at Recreation Park Pond. Both benches replace older park benches previously located near the pond prior to the new trail installation. The new benches are a part of the Legacy Program standard park benches and are dedicated by the Parks and Recreation Department for two special families and long time residents of Raymore.
 - ◆ The Don and Joan Vehige Family. Joan is a former Park Board member who donated the fountain at Recreation Park in memory of her husband Don.
 - ◆ Walter and Jo Buck. The annual Walter Buck Memorial Fishing Derby holds Mr. Buck's name and his wife Jo attended the event every year until health reasons prevented her attendance.
- The Rink at T.B. Hanna Station closes for the season Sunday, February 20th. Parks and Recreation staff will begin converting T.B. Hanna Station for summer in March.
- 900 trout were stocked in Johnston Lake at Hawk Ridge Park this week as part of the Missouri Dept. of Conservation's trout program!
- Several Projects within the Capital Improvement Program or associated with the 2020 No Tax Increase GO Bond projects were active this month.
 - ◆ Skate Park Replacement - Park Board reviewed proposals for a new skate park that will replace the old amenity at Recreation Park.
 - ◆ Amphitheater Sight & Sound - Parks and Recreation Director Nathan Musteen and Communications Manager Melissa Harmer worked with audio/video consultants to identify the proper equipment to be purchased later this spring.
 - ◆ Hawks Nest All-Inclusive Playground - Park Board and City Council approved a contract to PlayPower for construction of the \$950,000 playground at Hawk Ridge Park
 - ◆ Centerview Phase II - Construction on the boardwalk and trail continues as weather allows. A contract was awarded for general landscaping services around the facility. Work should begin this spring.
 - ◆ West Hawk Ridge Park Improvements - The project was open for bids in February. Proposals are due in early March.
 - ◆ Amphitheater Improvements - Design continues with CFS Engineering. Parks and Recreation Director Nathan Musteen met with consultants on the design of the plaza entrance area.
 - ◆ RFQ's were posted for the Centerview Stormwater Improvements and the expansion of the Raymore Activity Center.

Parks and Recreation Board

The Parks and Recreation Board met in a work session February 8 to discuss the approval process for the Recreation Park Skate Park project and review several policies for Departmental implementation. The Park Board held a Special Meeting on February 8 to award contracts for the Hawk's Nest All-Inclusive Playground and Centerview Landscaping.

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

- 1 Summit Homes Business Meeting
- 1 Bridge Club Session
- Cass County CPR Class
- Raymore Chamber of Commerce Happy Hour
- Cass county Coalition of Chambers Luncheon
- Hope Haven Dinner Meeting
- Garden Club Monthly Meeting
- Arabian Horse Club Meeting
- 1 HOA Meeting
- Tri-County Art League Meeting
- Cass County CPR Training

City Internal Usage

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

Department Programs

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

The Raymore Activity Center

- Futsal Practices
- Volleyball Practices
- Recreation Basketball League Games
- Kindergarten Basketball program

The Rink at T.B. Hanna Station

- 6 Private Rentals

Upcoming Events & Activities

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

- March 24: [Friday Food Fest](#)
- April 9: [Raymore Unicorn Day](#)
- April 16: [Raymore Easter Festival](#)
- May 7: [Touch A Truck](#)



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: February 22, 2022

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

Title / Issue / Request:

Background Screening Policy

Background / Justification:

The Parks and Recreation Board is conducting an in depth review of all policies to ensure they are updated and applicable for day to day operations of the Parks and Recreation Department.

On February 8, 2022, the Background Screening Policy was reviewed by the Parks and Recreation Board during a work session.

The updated policy is before the Parks and Recreation Board for final review and discussion.

Financial Impact: NA

Staff Recommendation:

Staff recommends approval for the updated Background Screening policy.

Attachments:

1. Updated Policy including recommendations from the Park Board.



**RAYMORE PARKS AND RECREATION
BACKGROUND SCREENING POLICY**

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.004
Date of Review:	03/22/2016

I. STATEMENT OF NEED

The Parks and Recreation Board recognizes the importance of background screenings for all volunteers and will adhere to Chapter 251, Section 010 of the Raymore Municipal Code which requires background checks and Section 020 which prohibits any program not requiring background checks use of City of Raymore facilities.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves policies and stand operating procedures of the Parks and Recreation Department. It is the mission of the Parks and Recreation Board to provide a wide variety of recreation program offerings to the citizens of Raymore. It is the duty of the Parks and Recreation Board to provide a safe environment and ensure the safety of its participants.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

In accordance with the National Recreation and Park Association, the City of Raymore Parks and Recreation Department has developed Guidelines for Volunteer Background Screening. The goal of this practice is to continue to provide quality programs by advancing optimum volunteer management practices. This policy alone is not exclusive protection and all patrons, parents,

guardians and responsible individuals are encouraged to report inappropriate conduct by any volunteer to City staff as soon as possible. This policy follows Raymore Municipal Code and State of Missouri guidelines.

IV. PROGRAM GUIDELINES

Based on the recommendation of the National Recreation and Park Association, the City of Raymore follows guidelines for credentialing unsupervised volunteers through a third-party comprehensive background screening and photographic identification system.

A. These guidelines require a comprehensive background screening for all volunteers and are defined to include:

1. Social Security Verification – Verifies the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.
2. Address Trace – Verifies the current address and identifies any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted.
3. State or County Criminal Record Check – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions.
4. National Criminal History Database search – There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history databases available that contain millions of criminal records and cover much of the United States. These databases can be accessed and used to supplement the local criminal history search.
5. Sex Offender Registry - Search of the appropriate state sex offender registries based on the address history.
6. Timely results – A background screening process should be returned within 10 business days on average. This will allow for proper planning and assignment of volunteers.
7. Complimentary Consultation – Screening and consultation will be provided by a third-party screening provider.

B. Who will be screened? Background checks will be conducted on all supervised or unsupervised volunteers that:

1. Have access to confidential or personal identifiable information.
2. Work or interact with adults or minors.
3. Have access to money, receipts, registration information, or assigned City equipment or access to City facilities or buildings (including keys or electronic key cards).

C. How often should Background Screenings be conducted?

1. Each volunteer will be screened on an annual basis.

D. Confidentiality

1. All volunteer assignments will be contingent upon a satisfactory background check including verification of credentials and any other information required by federal and state law.
2. Background checks conducted by the City of Raymore will be outsourced to a background check agency, and consistent with the guidelines stated in the Fair Credit Reporting Act (FCRA). FCRA requires an employer that uses a third-party to conduct background checks to provide a copy of the consumer report to the applicant and provide the applicant with a copy of his/her rights under the FCRA (the "Summary of Rights Under the FCRA") before taking adverse action based upon information contained in the consumer report.

E. Flow of paperwork and responsibilities of the Parks & Recreation Department

1. The City of Raymore will distribute a secure, online link to volunteers that will direct to the contracted third-party screening firm website. Volunteers will then independently create a profile with the third-party screening firm and provide the required information.
2. The City of Raymore will not collect, possess or have direct access to volunteer's personal identifiable information.
3. The City of Raymore will receive the screening results from the Background Screening Company.
4. The City of Raymore will make appropriate notifications to any volunteer who is disqualified. Any questions or challenges from the volunteer about the results MUST be directed to the third-party screening firm.
5. The third-party screening firm will provide the disqualified volunteer applicant with the following documents:
 - a. Fair Credit Reporting Act - Summary of Rights
 - b. Letter of disqualification
 - c. Copy of actual screening report (results)
6. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

V. APPROVAL PROCESS

Level I Approval For all potential volunteers that have background check results that do NOT include any of the items listed on the *Background Check Approval Process List* may have the contingent offers to volunteer confirmed by the hiring official, once any other outstanding screening information has been successfully completed.

Level II Approval For all potential volunteers that have background check results that DO include any of the items listed on the *Background Check Approval Process List* the hiring officials will contact the ((Human Resources Manager/Park Board or designee)) to discuss the background check results to obtain approval to ensure that the person is eligible to volunteer before confirming any offers or taking any other action.

Level III Approval If a decision cannot be made following the completion of the discussions between the hiring official and the ((Human Resources Manager/Park Board or designee)), then the ((Human

Resources Manager/Park Board or designee)) will proceed by submitting the background check results to the City Manager for review. No further action will be taken until the ((Human Resources Manager/Park Board or designee)) receives final approval regarding the contingent offer from the City Manager.

VI. APPROVAL PROCESS LIST AND CRITERIA FOR EXCLUSION

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEXUAL OFFENSES

All Sex Offenses – Regardless of the amount of time since offense. Examples include without limitation:

1. Child molestation
2. Rape
3. Sexual assault
4. Sexual battery
5. Sodomy
6. Prostitution
7. Solicitation
8. Indecent exposure
9. Registered Sex Offenders

FELONIES

All Felony Violence – Regardless of the amount of time since offense. Examples include without limitation:

1. Murder
2. Manslaughter
3. Aggravated assault
4. Kidnapping
5. Robbery
6. Aggravated burglary

All Felony Offenses Involving a Child– Regardless of the amount of time since offense,. Examples include without limitation:

1. Child abuse
2. Contributing to the delinquency of a minor
3. Internet luring of a child
4. Child trafficking

All Other Felony Offenses other than **violence** or **sex** within the past 10 years. Examples include without limitation:

1. Drug offenses
2. Theft
3. Embezzlement
4. Fraud
5. Child endangerment

MISDEMEANORS

All Misdemeanor Violence offenses within the past 7 years.

Examples include without limitation:

1. Simple assault
2. Battery
3. Domestic violence
4. Hit & run

All Misdemeanor Drug and Alcohol Offenses multiple offenses within the past 7 years. Examples include without limitation:

1. Driving under the influence
2. Simple drug possession
3. Drunk and disorderly
4. Public intoxication
5. Possession of drug paraphernalia

Any Other Misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include without limitation:

1. Contributing to the delinquency of a minor
2. Providing alcohol to a minor
3. Theft – if the person is handling monies

Any other combination of FELONY and/or MISDEMEANOR offenses that the City of Raymore deems unacceptable.

VII. PENDING CASES

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

VIII. 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: February 22, 2022

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

Title / Issue / Request:

Eagle Scout Projects Policy

Background / Justification:

The Parks and Recreation Board is conducting an in depth review of all policies to ensure they are updated and applicable for day to day operations of the Parks and Recreation Department.

On February 8, 2022, the Eagle Scout Project Policy was reviewed by the Parks and Recreation Board during a work session.

The updated policy is before the Parks and Recreation Board for final review and discussion.

Financial Impact: NA

Staff Recommendation:

Staff recommends approval for the updated Eagle Scout Project policy.

Attachments:

1. Updated Policy



RAYMORE PARKS AND RECREATION
EAGLE SCOUT PROJECT POLICY

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.005
Date of Review:	08/23/2016

I. STATEMENT OF NEED

From time to time the Parks and Recreation Department is asked to serve as the beneficiary of a Boy Scout Eagle Project. In order to maintain equity in application, guidelines must be established with regard to project approval, materials donation, and staff assistance for such projects.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board is responsible for the care and custody of the parks system. As well, the Board has the exclusive control of the expenditures of all money collected to the credit of the Park Fund.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

The philosophy of Raymore’s Parks and Recreation Board is that the Eagle Project program is an important training tool that builds leaders within Raymore’s citizenry. Both the Scout and the City derive benefits from such projects, however, the benefits of the program must be

balanced within the operational needs of the park system as a whole. Projects undertaken by potential Eagle Scouts that were already in the Department's plan and budget for improvement shall be supported to a greater extent than those projects that were not already considered a priority.

IV. EAGLE PROJECT PROCEDURES

1. **The Initial Interview:** Potential Eagle Scouts must make an appointment to meet with the Department Director and Park Superintendent to discuss the approval process, policies related to the Eagle Project program, ideas for projects, and tentative schedule. A parent or guardian should accompany the scout during this initial meeting.
2. **Eligible Projects:** Those projects included in the operational or capital plans of the Parks and Recreation Board may be approved administratively by staff. Other projects shall be considered by the Park Board before the Scout may proceed.
3. **Eligible Donations:** It shall be the responsibility of the potential Eagle to do all he can to solicit for the donation of materials for his project first before requesting any donations from the City. Unless approved by the Parks and Recreation Board, the City shall only provide those materials already included in that year's annual budget.
4. **Eligible Staff Assistance:** Because the City derives a benefit from the construction of an Eagle Project, City staff may provide supervision during the installation of technical portions of the project as needed. As well, the staff may, as deemed necessary, prepare project sites ahead of the project day and deliver materials and/or tools on the morning of the eagle project installation.
5. **Post-project Approval Communication:** Good communication between the staff and the Scout is essential. Upon approval by the Board, or administratively by staff as appropriate, Scouts must follow up with staff to coordinate the activity until the project is complete. Communication required:
 - a. **Project Signature meeting:** prior to the review by the Council, the Scout must provide a complete copy of all project materials being submitted to the Council to the staff for approval signature.
 - b. **Selection of a Project Date:** the selection of a date for the Project must be coordinated with the staff a minimum of one month in advance of the date desired.

- c. **Regular Communication:** regular communication of details may be managed through email to staff or via regular meetings with the Park Superintendent.
- d. **Pre-event meeting:** One to two weeks prior to the scheduled date of the event, the Scout and a parent or guardian must meet with the staff to finalize the details of the project.
- e. **Post-Project Follow Up:** the Scout must meet with staff within three weeks of the completion of the project to get sign off signatures for project completion. Any details not completed the day of the project must be completed before the Scout can receive a signature indicating the project is completed and accepted by the City.

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: February 22, 2022

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

Title / Issue / Request:

Revenue Policy

Background / Justification:

The Parks and Recreation Board is conducting an in depth review of all policies to ensure they are updated and applicable for day to day operations of the Parks and Recreation Department.

On February 8, 2022, the Revenue Policy was reviewed by the Parks and Recreation Board during a work session.

The updated policy is before the Parks and Recreation Board for final review and discussion.

Financial Impact: NA

Staff Recommendation:

Staff recommends approval for the updated Revenue policy.

Attachments:

1. Updated Policy



RAYMORE PARKS AND RECREATION
REVENUE POLICY

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.007
Date of Review:	02/22/2022

I. STATEMENT OF NEED

Raymore’s continued growth creates a demand for a wide variety of programs, activities and services. It is the responsibility of the Raymore Parks and Recreation Department to offer a comprehensive recreation program and to provide safe and affordable access to recreational programs and activities. The development of a consistent standard operating revenue and schedule of fees procedure will provide supplementary revenues to tax dollars.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves all policies and fee schedules. The Parks and Recreation Board provides an open public forum at all meetings, which allows for citizen involvement and support.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

1. General: The philosophy of Raymore’s parks and recreation program is to offer year round diversified recreational services, ensuring that all citizens have equal opportunity and participation. It is necessary to charge fees and pursue other supplementary revenues and resources as the demand upon the Department is greater than the public’s ability to appropriate

public funds to support that demand. Fees and charges for parks and recreation services will provide another source of finance for the Department and will supplement other resources, not replace them nor be used to diminish government's responsibility to provide public open space and leisure opportunities. Rather, fees and charges will be viewed as a method to expand and to continue to provide basic services on an equitable basis.

2. **Cost Recovery:** The Parks & Recreation Department's philosophy for cost recovery is to meet the recreational needs of the residents of Raymore, Missouri in the most effective and efficient manner possible ensuring that all residents have equal opportunity and choice in participation while providing those services at an appropriate cost.

IV. REVENUE CLASSIFICATIONS

1. **Taxes:** The Park Fund receives property taxes from property owners of the City of Raymore. Property tax rates are set by local governments through a vote of the people within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Cass County collects and distributes the property taxes for the City of Raymore.
 - a. Examples are: Real Estate Property Tax and Personal Property Tax
2. **Interest and Miscellaneous Revenues:**
 - a. Interest Revenue is associated with the City's return on investments of idle funds.
 - b. Miscellaneous Revenue are various revenues not otherwise categorized with minimal receipts therefore not classifying as valid budgeted revenue source.
3. **Grants:** Revenue recovered for securing a grant or outside funding for facilities and programs. This includes federal, state and local grants as well as funding from various private sector organizations.
4. **Sponsorship and Donations:** The Parks and Recreation Department pursues a variety of sponsorships and donations to help fund its recreation programs and other special events.

Examples are:

 - a. Team and League Sponsorships
 - b. Special Event or Community Program Sponsorships
 - c. Partnerships with local businesses for goods or services in exchange of promotional or advertising rights
5. **User Fees:** User Fees are charges applied to residents and non-residents to take part in programs that the Department offers. These fees are received in the Park Fund and appropriated to the account codes

designated as 25-Parks, 26-Recreation, 27-Centerview or 28-Raymore Activity Center. Program prices are determined by the Facility Fees and Program Pricing Guidelines.

Examples:

- a. **Recreation Programs:** (Fee contribution 100%; subsidy level 0%)
Generally, this type of program provides a high quality of instruction or experience to the individual. The benefits are received exclusively by the participant, which results in a relatively expensive program to operate. It is considered that this type or program offsets all direct and indirect costs, and receives a return in revenue.
 - i. Examples are: skate lessons, tiny tot programs, youth day camps, youth and adult sports leagues.
- b. **Merit Programs:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Part of the benefits are received by the individual and part are received by the public in general. Public agencies are able to furnish these programs in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users pay part of the cost.
 - i. Examples are: teen events, senior adult recreation, social and educational programs.
- c. **Community Programs:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)
In its pure form, this is equally available and beneficial to all citizens in our community. It is generally feasible to charge a nominal or small fee for these programs, since they include special event programs that are usually service free to the public, but receive a small return in revenue through its concessions and/or rental operations. Senior adult enabling services are also included.
 - i. Examples are: citywide special events, nutrition programs, teen special events, concert series, etc.
- d. **Memberships:** (Fee contribution 100%; subsidy level 0%)
Typically an annual fee to gain access to a facility or amenity with additional benefits associated with the exclusive rights. Raymore currently does not have these types of opportunities.
 - i. Examples are: Community Centers, Fitness Clubs, etc.
- e. **Season/Yearly Passes:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Are passes purchased by frequent users to gain admittance to facilities or programs on a season or yearly discounted basis.
 - i. Examples are: Pools, Ice Rinks, etc..
- f. **Admissions/Drop-Ins:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)

Are described as charges to enter a facility program on a per visit basis. Entry and exits are normally controlled, and attendance is regulated.

- i. Examples are: The Rink, drop-in basketball and volleyball, the Raymore Activity Center track, etc.

6. **Facility Rentals:** Are fee payments made for the privilege of exclusive use of the facility. This fee gives the patron the right of enjoying all of the advantages derivable from the use of the facility without consuming, destroying or injuring it in any way.

- a. Examples are: Centerview, the Rink, Raymore Activity Center, Hawk Ridge Park Amphitheater, Gilmore Room, picnic shelters, etc.

7. **Intergovernmental Transfers.** These funds represent a fund balance transfer from the General Fund, Park Sales Tax Fund or Raymore Community Foundation to support the Parks and Recreation Department operations, associated programs or capital projects.

8. **Sales/Rental Revenues:** Are revenues obtained from the operation of concessions and from the rentals or merchandise and other property.

Objectives of sales revenue may be:

- a. To provide needed supplies, which the visitor cannot obtain in the general park/facility.
- b. To provide sufficient revenue to cover the cost of all operations and provide a profit, which will enable expansion of parks and recreation services.
- c. To provide rental equipment for the enjoyment of a recreation area which the visitor may not have provided for him/herself.
- d. To provide merchandise/rental equipment which adds to the visitor's enjoyment of the area. Examples are: concessions, skate rentals, etc.

9. **Park Service Programs:** These park programs are unique to themselves and do not readily fit into the recreation classifications. The philosophy behind each program is as follows:

- a. Legacy Program: This program is designed to provide an opportunity to commemorate a significant event, person or moment in time through honor bricks, tribute trees, memorial benches or other (pre-approved) items to be permanently donated to the Parks and Recreation Department.
 - i. Fee contribution is 100% of total cost
- b. Adopt A Park: This program is a volunteer service program that offers residents the opportunity to take ownership of specific areas within the park system for maintenance and beautification purposes.
 - i. In-kind service or volunteer service hours in a specific location that offsets maintenance costs.

- c. Eagle Scout Service Projects: This program is a volunteer service program that provides a venue for local scouts to obtain the rank of Eagle by completing their required project. These projects are preapproved with a designated budget while labor and construction costs are part of the project.
 - i. In-kind service projects the offset maintenance and construction costs to the Department.

V. FEES

The fees must be easily collected and evaluated regularly to adhere to the Revenue Policy and meet all criteria as outlined in the *PR Policy: 100.080 Fees and Charges Policy*.

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: February 22, 2022

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

Title / Issue / Request:

Fees and Charges Policy

Background / Justification:

The Parks and Recreation Board is conducting an in depth review of all policies to ensure they are updated and applicable for day to day operations of the Parks and Recreation Department. In some instances, a new policy is needed to accurately define day to day business of the Department.

On February 8, 2022, the Fees and Charges Policy was introduced to the Parks and Recreation Board during a work session.

The new policy is before the Parks and Recreation Board for final review and discussion.

Financial Impact: NA

Staff Recommendation:

Staff recommends approval for the new Fees and Charges policy.

Attachments:

1. New Policy



**RAYMORE PARKS AND RECREATION
FEES AND CHARGES POLICY**

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.008
Date of Review:	02/22/2022

I. STATEMENT OF NEED

Raymore’s continued growth creates a demand for a wide variety of programs, activities and services. It is the responsibility of the Raymore Parks and Recreation Department to offer a comprehensive recreation program and to provide safe and affordable access to recreational programs and activities. The development of a consistent standard operating revenue and schedule of fees procedure will provide supplementary revenues to tax dollars.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves all policies and fee schedules. Upon approval, the updated schedule of fees and department requested budget is presented to the City Council during the annual budget presentation.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

1. General: The Raymore Parks and Recreation Board uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants. It is not financially feasible to rely solely on one source of revenue to support a diversified quality parks and recreation program. Several methods for determining the fees associated with

programs and activities including national trends, regional comparisons and direct/indirect costs are utilized.

2. **Cost Recovery:** The Parks & Recreation Department's philosophy for cost recovery is to meet the recreational needs of the residents of Raymore, Missouri in the most effective and efficient manner possible ensuring that all residents have equal opportunity and choice in participation while providing those services at an appropriate cost.

IV. DEFINITIONS

1. **Direct Cost:** These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-District owned facilities, etc.
2. **Indirect Cost:** These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and restroom supply costs, etc.
3. **Total Cost:** This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.
4. **Cost Recovery:** The means of recouping the cost of any expense. The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service.

V. FEES AND CHARGES

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. However, fees and charges should not become a barrier for participation or a method of excluding any resident or participant. With this in mind, the Parks and Recreation Board has developed the following categories within the Board's Revenue Sources that help offset costs otherwise distributed to the taxpayer.

Note: Full list and description of revenue sources is outlined in PR Policy: 100.007 Revenue Policy

1. **Grants:** Revenue recovered for securing a grant or outside funding for facilities and programs. This includes federal, state and local grants as well as funding from various private sector organizations.
2. **Sponsorship and Donations:** The Parks and Recreation Department pursues a variety of sponsorships and donations to help fund its recreation programs and other special events.

Examples are:

- a. Team and League Sponsorships
 - b. Special Event or Community Program Sponsorships
 - c. Partnerships with local businesses for goods or services in exchange of promotional or advertising rights
3. **User Fees:** User Fees are charges applied to residents and non-residents to take part in programs that the Department offers. These fees are received in the Park Fund and appropriated to the account codes designated as 25-Parks, 26-Recreation, 27-Centerview or 28-Raymore Activity Center. Program prices are determined by the Facility Fees and Program Pricing Guidelines.

Examples:

- a. **Recreation Programs:** (Fee contribution 100%; subsidy level 0%)
Generally, this type of program provides a high quality of instruction or experience to the individual. The benefits are received exclusively by the participant, which results in a relatively expensive program to operate. It is considered that this type or program offsets all direct and indirect costs, and receives a return in revenue.
 - i. Examples are: skate lessons, tiny tot programs, youth day camps, youth and adult sports leagues.
- b. **Merit Programs:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Part of the benefits are received by the individual and part are received by the public in general. Public agencies are able to furnish these programs in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users pay part of the cost.
 - i. Examples are: teen events, senior adult recreation, social and educational programs.
- c. **Community Programs:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)
In its pure form, this is equally available and beneficial to all citizens in our community. It is generally feasible to charge a nominal or small fee for these programs, since they include special event programs that are usually service free to the public, but receive a small return in revenue through its concessions and/or rental operations. Senior adult enabling services are also included.
 - i. Examples are: citywide special events, nutrition programs, teen special events, concert series, etc.
- d. **Memberships:** (Fee contribution 100%; subsidy level 0%)
Typically an annual fee to gain access to a facility or amenity with additional benefits associated with the exclusive rights. Raymore currently does not have these types of opportunities.
 - i. Examples are: Community Centers, Fitness Clubs, etc.

- e. **Season/Yearly Passes:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Are passes purchased by frequent users to gain admittance to facilities or programs on a season or yearly discounted basis.
 - i. Examples are: Pools, Ice Rinks, etc..
 - f. **Admissions/Drop-Ins:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)
Are described as charges to enter a facility program on a per visit basis. Entry and exits are normally controlled, and attendance is regulated.
 - i. Examples are: The Rink, drop-in basketball and volleyball, the Raymore Activity Center track, etc.
4. **Facility Rentals:** Are fee payments made for the privilege of exclusive use of the facility. This fee gives the patron the right of enjoying all of the advantages derivable from the use of the facility without consuming, destroying or injuring it in any way.
- a. Examples are: Centerview, the Rink, Raymore Activity Center, Hawk Ridge Park Amphitheater, Gilmore Room, picnic shelters, etc.
5. **Sales/Rental Revenues:** Are revenues obtained from the operation of concessions and from the rentals or merchandise and other property. Objectives of sales revenue may be:
- a. To provide needed supplies, which the visitor cannot obtain in the general park/facility.
 - b. To provide sufficient revenue to cover the cost of all operations and provide a profit, which will enable expansion of parks and recreation services.
 - c. To provide rental equipment for the enjoyment of a recreation area which the visitor may not have provided for him/herself.
 - d. To provide merchandise/rental equipment which adds to the visitor's enjoyment of the area. Examples are: concessions, skate rentals, etc.

VI. FEES - GENERAL GUIDELINES

1. The Parks and Recreation Board will not charge fees to residents for entrance into parks, playgrounds, informal use of outdoor athletic facilities (when not previously scheduled) and other park amenities on public park property.
2. The Parks and Recreation Board will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees will be structured to pay for the cost of offering the program and contribute to overhead as outlined below:
 - a. Staff will consider appropriate direct, indirect and overhead costs, market conditions, target markets and local/regional cost comparisons

- when developing fees and charges for all parks and recreation services.
- b. Consideration shall be given to the payment of capital improvement bonds issued to construct or renovate a specific facility when developing fees and charges for all parks and recreation services.
 - c. The Parks and Recreation Board will consider the cost of using the facility when determining the total cost of offering programs.
 - d. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.
 - e. The Parks and Recreation Board may charge entry fees for admission to special use facilities such as the Ice Rink, the Raymore Activity Center, Centerview, the Amphitheater, etc.
 - f. The Parks and Recreation Board may charge membership and/or initiation fees for access and use of a facility or program.
 - g. The Parks and Recreation Board may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.
 - h. The Parks and Recreation Board may prorate fees as necessary provided the circumstances are unavoidable and customer service oversees the need for cost recovery.
3. The minimum number of participants per class needed to achieve revenue policy goals will be the determining factor in setting class minimums. Programs must reach minimum participant levels or the Parks and Recreation Board may cancel the program.
 4. Since non-residents of the City of Raymore do not support the Parks and Recreation Board through taxes, they shall pay a non-resident fee for rentals and private use of facilities such as the Ice Rink, the Raymore Activity Center, Centerview, the Amphitheater, picnic shelters, athletic fields, etc..
 5. Scholarship or fee reduction programs may be available to participants according to the scholarship program as outlined in *PR Policy: 100.009 Scholarship Policy*
 6. Facility Rentals are outlined in *PR Policy: 100.010 Facility Rental Policy*

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.



MISCELLANEOUS ITEMS

- *January 25, 2022 - Work Session Notes*
- *February 8, 2022 - Work Session Notes*
- *Financial Report - As of January 31, 2022*



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

**Tuesday, January 25, 2022
6:00pm**

**Executive Conference Room
City Hall
100 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.

1. Centerview Landscaping

Director Musteen provided an update on the Centerview Landscaping project and bid results. Two proposals were received and only one proposal was complete and responsive. Staff is working with the contractor to finalize some items and will bring a contract recommendation to the Board in February.

2. Hawks Nest

Director Musteen provided an update on the Hawks Nest All Inclusive Playground project and bid results. Five proposals were received and the three lowest proposals were presented to the Board for review. Staff displayed the concept plans and reviewed the proposals detailing specifics and answering questions.

A \$200,000 donation was submitted by Unlimited Play for the PlayPower proposal. The donation was given by the Sunderland Foundation.

Park Board directed staff to move forward with reference checks and preparing for recommendation to award the contract to PlayPower.

3. Adjournment - 6:55pm

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

**Tuesday, February 8, 2022
6:00pm**

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

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

Director Musteen, Superintendent Gibbs and Superintendent Rulo were present.

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

1. Skate Park

Director Musteen explained the process of reviewing the proposals for the skate park project. The Park Board will review proposals and discuss recommendations on February 22 and will officially vote on the selected proposal in a special meeting on March 8.

2. Project Updates

Director Musteen provided the Park Board with updates on the current projects.

3. Policy Review

Staff handed out packets that included the following policies.

- a. Background Screening Policy
- b. Eagle Scout Projects Policy
- c. Revenue Policy
- d. Fees and Charges Policy

The Park Board reviewed and discussed each policy. Staff answered questions and provided background on each item. The policies will be presented at the February business meeting on the 22nd to be adopted and implemented.

4. Adjournment - 6:56pm

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JANUARY 31ST, 2022

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	323,883.00	439,118.40	0.00	14,272.60	96.85
MISCELLANEOUS	0.00	0.00	0.00	12,679.00	73.33	516.33	0.00	12,162.67	4.07
FACILITY RENTAL REVENUE	0.00	0.00	0.00	12,275.00	285.00	1,705.00	0.00	10,570.00	13.89
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	112,500.00	0.00	337,500.00	25.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	928,345.00	361,741.33	553,839.73	0.00	374,505.27	59.66

RECREATION DIVISION

CONCESSION REVENUE	0.00	0.00	0.00	60,000.00	0.00	85.00	0.00	59,915.00	0.14
FACILITY RENTAL REVENUE	0.00	0.00	0.00	51,850.00	1,600.00	1,600.00	0.00	50,250.00	3.09
PROGRAM REVENUE	0.00	0.00	0.00	227,250.00	26,430.00	30,210.00 (185.00)	197,225.00	13.21
TOTAL RECREATION DIVISION	0.00	0.00	0.00	339,100.00	28,030.00	31,895.00 (185.00)	307,390.00	9.35

CENTERVIEW

FACILITY RENTAL REVENUE	0.00	0.00	0.00	63,875.00	4,336.25	8,571.89	0.00	55,303.11	13.42
PROGRAM REVENUE	0.00	0.00	0.00	9,600.00	940.00	2,010.00 (30.00)	7,620.00	20.63
TOTAL CENTERVIEW	0.00	0.00	0.00	73,475.00	5,276.25	10,581.89 (30.00)	62,923.11	14.36

RAYMORE ACTIVITY CENTER

MISCELLANEOUS	0.00	0.00	0.00	1,500.00	312.00	690.00	0.00	810.00	46.00
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	382.50	1,110.00	0.00	23,715.00	4.47
PROGRAM REVENUE	0.00	0.00	0.00	197,590.00	6,140.00	14,356.00	0.00	183,234.00	7.27
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	227,915.00	6,834.50	16,157.50	0.00	211,757.50	7.09

TOTAL REVENUES	0.00	0.00	0.00	1,568,835.00	401,882.08	612,474.12 (215.00)	956,575.88	39.03
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EXPENDITURE SUMMARY

PARKS DIVISION	192.00	0.00	192.00	892,337.50	73,413.36	193,516.75	0.00	698,820.75	21.69
RECREATION DIVISION	0.00	0.00	0.00	340,763.50	19,427.00	55,182.31	91.94	285,489.25	16.22
CENTERVIEW	125.00	125.00	0.00	96,106.00	3,700.49	14,352.27	24.88	81,728.85	14.96
RAYMORE ACTIVITY CENTER	699.75	699.75	0.00	233,382.50	16,944.75	46,237.65	1,614.81	185,530.04	20.50
TOTAL EXPENDITURES	1,016.75	824.75	192.00	1,562,589.50	113,485.60	309,288.98	1,731.63	1,251,568.89	19.90

REVENUES OVER/(UNDER) EXPENDITURES	(1,016.75)	824.75 (192.00)	6,245.50	288,396.48	303,185.14 (1,946.63)	(294,993.01)	4,823.29
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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
 =====

MISCELLANEOUS									
TRANSFERS - INTERFUND									

PARKS DIVISION
 =====

<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	384,137.00	279,699.39	375,731.75	0.00	8,405.25	97.81
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	69,254.00	44,183.61	63,386.65	0.00	5,867.35	91.53
TOTAL PROPERTY TAXES	0.00	0.00	0.00	453,391.00	323,883.00	439,118.40	0.00	14,272.60	96.85

<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	11,500.00	73.33	516.33	0.00	10,983.67	4.49
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	73.33	516.33	0.00	12,162.67	4.07

<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	12,275.00	285.00	1,705.00	0.00	10,570.00	13.89
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	12,275.00	285.00	1,705.00	0.00	10,570.00	13.89

<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	24,999.99	0.00	75,000.01	25.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	29,166.67	87,500.01	0.00	262,499.99	25.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	112,500.00	0.00	337,500.00	25.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	928,345.00	361,741.33	553,839.73	0.00	374,505.27	59.66

RECREATION DIVISION
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<u>PROPERTY TAXES</u>									
<u>MISCELLANEOUS</u>									

<u>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	60,000.00	0.00	85.00	0.00	59,915.00	0.14
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	60,000.00	0.00	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	1,600.00	1,600.00	0.00	50,250.00	3.09
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	51,850.00	1,600.00	1,600.00	0.00	50,250.00	3.09
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	19,500.00	4,080.00	6,240.00	0.00	13,260.00	32.00
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	85,250.00	4,812.50	4,762.50	0.00	80,487.50	5.59
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	0.00	2,400.00	2,855.00	0.00	(2,855.00)	0.00
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	70,000.00	9,212.50	9,662.50	0.00	60,337.50	13.80
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	1,700.00	1,700.00	(30.00)	(170.00)	111.33
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	13,500.00	3,035.00	3,800.00	0.00	9,700.00	28.15
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	21,300.00	1,190.00	1,190.00	(155.00)	20,265.00	4.86
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	227,250.00	26,430.00	30,210.00	(185.00)	197,225.00	13.21
TOTAL RECREATION DIVISION	0.00	0.00	0.00	339,100.00	28,030.00	31,895.00	(185.00)	307,390.00	9.35

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	4,336.25	8,571.89	0.00	55,303.11	13.42
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	63,875.00	4,336.25	8,571.89	0.00	55,303.11	13.42
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	9,600.00	940.00	2,010.00	(30.00)	7,620.00	20.63
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	9,600.00	940.00	2,010.00	(30.00)	7,620.00	20.63
TOTAL CENTERVIEW	0.00	0.00	0.00	73,475.00	5,276.25	10,581.89	(30.00)	62,923.11	14.36

RAYMORE ACTIVITY CENTER

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MISCELLANEOUS

28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	1,500.00	312.00	690.00	0.00	810.00	46.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	1,500.00	312.00	690.00	0.00	810.00	46.00

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	382.50	1,110.00	0.00	23,715.00	4.47
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	24,825.00	382.50	1,110.00	0.00	23,715.00	4.47

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JANUARY 31ST, 2022

25 -PARK FUND

PARKS DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR	PRIOR YEAR	REMAINING	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	ENDING PO BAL.	PO ADJUST.	PRIOR YEAR	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
			PO BALANCE						

PERSONNEL

25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	427,656.00	31,841.29	97,133.51	0.00	330,522.49	22.71
25-5020-0000 FICA	0.00	0.00	0.00	33,931.00	2,505.58	7,432.28	0.00	26,498.72	21.90
25-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	480.00	9.89	9.89	0.00	470.11	2.06
25-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	89,390.00	6,377.80	19,147.74	0.00	70,242.26	21.42
25-5045-0000 LAGERS	0.00	0.00	0.00	67,082.00	4,946.93	14,418.25	0.00	52,663.75	21.49
25-5050-0000 OVERTIME	0.00	0.00	0.00	15,889.00	2,333.48	4,275.12	0.00	11,613.88	26.91
25-5060-0000 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,309.00</u>	<u>791.25</u>	<u>2,373.75</u>	<u>0.00</u>	<u>6,935.25</u>	<u>25.50</u>
TOTAL PERSONNEL	0.00	0.00	0.00	643,737.00	48,806.22	144,790.54	0.00	498,946.46	22.49

COMMODITIES

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	1,496.80	1,909.68	0.00	8,982.32	17.53
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	215.99	215.99	0.00	984.01	18.00
25-6270-1010 UNIFORMS	0.00	0.00	0.00	225.00	282.00	282.00	0.00	(57.00)	125.33
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,567.50</u>	<u>2,388.61</u>	<u>3,622.46</u>	<u>0.00</u>	<u>2,945.04</u>	<u>55.16</u>
TOTAL COMMODITIES	0.00	0.00	0.00	25,384.50	4,383.40	6,030.13	0.00	19,354.37	23.76

MAINTENANCE & REPAIRS

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	192.00	0.00	192.00	41,400.00	9,220.66	12,007.81	0.00	29,392.19	29.00
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>222.64</u>	<u>322.52</u>	<u>0.00</u>	<u>177.48</u>	<u>64.50</u>
TOTAL MAINTENANCE & REPAIRS	192.00	0.00	192.00	50,400.00	9,443.30	12,330.33	0.00	38,069.67	24.46

UTILITIES

25-6800-1010 ELECTRICITY	0.00	0.00	0.00	44,784.00	4,285.40	8,451.28	0.00	36,332.72	18.87
25-6810-1010 WATER	0.00	0.00	0.00	135.00	36.14	57.11	0.00	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	4,321.54	8,508.39	0.00	40,610.61	17.32

CONTRACTUAL

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	90.00	169.46	0.00	3,770.54	4.30
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	605.00	283.00	283.00	0.00	322.00	46.78
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	70.89	346.89	0.00	6,703.11	4.92
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	16.55	16.55	0.00	203.45	7.52
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>2,506.63</u>	<u>10,565.97</u>	<u>0.00</u>	<u>33,434.03</u>	<u>24.01</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	76,895.00	2,967.07	11,381.87	0.00	65,513.13	14.80

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JANUARY 31ST, 2022

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	8,100.13	24,406.46	0.00	97,897.54	19.96
28-5020-0000 FICA	0.00	0.00	0.00	9,632.00	616.42	1,854.94	0.00	7,777.06	19.26
28-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	64.00	1.41	1.41	0.00	62.59	2.20
28-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	8,499.00	810.35	2,431.59	0.00	6,067.41	28.61
28-5045-0000 LAGERS	0.00	0.00	0.00	8,778.00	449.24	1,345.94	0.00	7,432.06	15.33
28-5050-0000 OVERTIME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,604.00</u>	<u>150.95</u>	<u>306.46</u>	<u>0.00</u>	<u>3,297.54</u>	<u>8.50</u>
TOTAL PERSONNEL	0.00	0.00	0.00	152,881.00	10,128.50	30,346.80	0.00	122,534.20	19.85
<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	80.62	80.62	0.00	669.38	10.75
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	620.34	620.34	0.00	3,059.66	16.86
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	600.00	0.00	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	700.96	895.71	0.00	6,714.29	11.77
<u>MAINTENANCE & REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,750.00	0.00	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	0.00	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	862.32	1,645.35	0.00	5,794.65	22.11
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	3,240.00	504.43	711.17	0.00	2,528.83	21.95
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	1,366.75	2,356.52	0.00	9,283.48	20.25
<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	127.30	254.02	5.73	894.25	22.51
28-7320-1010 PROFESSIONAL SERVICES	384.75	384.75	0.00	4,340.00	524.30	1,279.15	(260.26)	3,321.11	23.48
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	6,550.00	0.00	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	4,096.94	10,158.18	2,184.34	(3,910.02)	146.37
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>315.00</u>	<u>315.00</u>	<u>0.00</u>	<u>7,350.00</u>	<u>0.00</u>	<u>770.00</u>	<u>(315.00)</u>	<u>6,895.00</u>	<u>6.19</u>
TOTAL CONTRACTUAL	699.75	699.75	0.00	58,701.50	4,748.54	12,557.35	1,614.81	44,529.34	24.14
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	699.75	699.75	0.00	233,382.50	16,944.75	46,237.65	1,614.81	185,530.04	20.50
TOTAL EXPENDITURES	1,016.75	824.75	192.00	1,562,589.50	113,485.60	309,288.98	1,731.63	1,251,568.89	19.90
REVENUES OVER/(UNDER) EXPENDITURES	(1,016.75)	824.75	(192.00)	(1,562,589.50)	(113,485.60)	(309,288.98)	(1,731.63)	(1,251,568.89)	19.90

*** END OF REPORT ***