



# RAYMORE PARKS AND RECREATION BOARD

## **AGENDA**

**Tuesday, August 23, 2022**

**6:00PM - 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 July 26, 2022
- 6. Staff Reports**  
Recreation/Facilities Superintendent  
Parks Superintendent  
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business**
  - A. FY23 Schedule of Fees Action Item  

Staff is presenting the updated changes to the schedule of fees. This update reflects the changes in the proposed budget for FY23.
  - B. By-Law Amendment Action Item  

Staff is presenting a change to the Parks and Recreation Board By-Laws adjusting the month for Officer Elections and acceptance of the proposed amendment.
- 9. Public Comment**
- 10. Board Member Comment**

## 11. Adjournment

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

- *July 26, 2022 - Work Session Notes*
  - *August 9, 2022 - Work Session Notes*
  - *Financial Report - As of July 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, JULY 26, 2022, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

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

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

**1. Call to Order:** Chairman Trautman called the meeting to order at 7:02 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

June 28, 2022

**Motion:** Member Manson moved to accept the Park Board minutes of April 26, 2022. Member Clark seconded the motion.

**Discussion:**

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Casas    | Absent |
|              | 0 Nay    | Member Clark    | Aye    |
|              | 3 Absent | Member Collier  | Absent |
|              |          | Member Cooper   | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | 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 - None**

**8. New Business**

A. FY23 Budget Recommendation

Action Item

Staff presented the proposed FY23 Parks and Recreation budget for board review and recommendation to the City Council. Director Musteen gave a brief outline of the budget process and the items left before Council review. Musteen

asked for a motion that approves the presented budget but allows the City Manager to make final revisions to present a balanced budget.

**Motion:** Member Manson motioned to approve the budget and send for a recommendation to City Council.  
Member Clark seconded the motion.

**Discussion:**

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Casas    | Absent |
|              | 0 Nay    | Member Clark    | Aye    |
|              | 3 Absent | Member Collier  | Absent |
|              |          | Member Cooper   | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

B. FY23 Capital Improvement Plan Action Item

Director Musteen presented the FY23 Capital Improvement Plan for Board acceptance.

**Motion:** Member Manson moved to accept the FY23 Capital Improvement Plan.  
Member Mapes seconded the motion.

**Discussion:**

|              |          |                 |        |
|--------------|----------|-----------------|--------|
| <b>Vote:</b> | 5 Aye    | Member Casas    | Absent |
|              | 0 Nay    | Member Clark    | Aye    |
|              | 3 Absent | Member Collier  | Absent |
|              |          | Member Cooper   | Aye    |
|              |          | Member Manson   | Aye    |
|              |          | Member Mapes    | Aye    |
|              |          | Member Scott    | Absent |
|              |          | Member Trautman | Aye    |

C. Business Meeting Time Change Action Item

Staff presented an amendment to the Parks and Recreation Board By-laws that adjusts the monthly business meeting time from 7:00pm to 6:00pm.

**Motion:** Member Manson moved to accept the amendment to the by-laws.  
Member Cooper seconded the motion.

**Discussion:** General discussion on the affect the time change will have on members of the board and any members of the public interested in attending the meeting.

|              |          |                |        |
|--------------|----------|----------------|--------|
| <b>Vote:</b> | 4 Aye    | Member Casas   | Absent |
|              | 1 Nay    | Member Clark   | Aye    |
|              | 3 Absent | Member Collier | Absent |
|              |          | Member Cooper  | Aye    |

|                 |        |
|-----------------|--------|
| Member Manson   | Aye    |
| Member Mapes    | Nay    |
| Member Scott    | Absent |
| Member Trautman | Aye    |

**9. Public Comments**

**10. Board Member Comment**

**11. Adjournment**

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

**Discussion:** None

|              |                 |                |        |
|--------------|-----------------|----------------|--------|
| <b>Vote:</b> | 5 Aye           | Member Casas   | Absent |
|              | 0 Nay           | Member Clark   | Aye    |
|              | 3 Absent        | Member Collier | Absent |
|              |                 | Member Cooper  | Aye    |
|              |                 | Member Manson  | Aye    |
|              |                 | Member Mapes   | Aye    |
|              | Member Scott    | Absent         |        |
|              | Member Trautman | Aye            |        |

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

Respectfully submitted,

Greta Naab  
Office Assistant

# **STAFF REPORT**

**To:** Park Board  
**From:** Jimmy Gibbs, CPRP/AFO  
Recreation & Facilities Superintendent  
**Date:** August 23, 2022  
**Subject:** Recreation & Facilities Report

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## **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 **Greta Naab**
  - Parks and Recreation Board Meeting
- Athletic Coordinator **Todd Brennon**
  - Attended Bi-monthly meetings with Concession Supervisor Abby Bertz.
  - Held baseball, softball, tee Ball Coaches Meeting on August 11 at the Raymore Activity Center.
  - Held Soccer coaches meeting on August 16 at the Raymore Activity Center.
  - Attended the baseball, softball and tee ball scheduling meeting on August 18 in Pleasant Hill, MO.
  - Attended soccer scheduling meeting on August 22 via Zoom.
  - Held flag football coaches meeting on August 23 at the Raymore Activity Center.
  - Attended the flag football & volleyball scheduling meeting on August 24 in Grandview, MO.
  - Held the volleyball coaches meeting on August 25 at the Raymore Activity Center.
- Recreation Coordinator **Corinne Harkins**
  - Attended weekly coordinator meetings with Recreation Superintendent Gibbs and Athletic Coordinator Brennon.
  - Held mandatory staff meetings (2) with summer camp regarding field trip policies, and safety policies
  - Met with Parks and Rec staff to talk through the remaining 2022 calendar, event, and program checklists
- Recreation & Facilities Superintendent **Jimmy Gibbs**
  - Conducted team and individual meetings with coordinators **Todd Brennon** and **Corinne Harkins**.
  - Met with Communications Manager **Melissa Harmer** regarding upcoming department marketing needs.
  - Worked with Park Superintendent **Steve Rulo** and a commercial electrical contractor to monitor and evaluate electrical service at T. B. Hanna Station.
  - Finalized the pyrotechnics RFP for the 2023 fireworks display–Spirit of America Celebration.
  - Having new stage lighting installed at the Amphitheater

**Recreation Programs**

- 50 plus programs running: Bunco, Bingo, Bridge Club
- Summer Camp maxed out for the summer at 100 kids/week. Running 7am-6pm M-F at the RAC.
- Camp went on a Science City, LEGOLand, and Deana Rose Field trips in the last month
- Birch Sunset Painting Event 7/15 (14 participants)

**Rentals/Events/Concessions**

- Rentals/Usage
  - **Ball Fields**
    - No tournaments were held in August.
  - **Centerview**
    - 1 Birthday Party
    - Family reunion
    - 1 Summit Homes Business Meeting
    - 2 Vow Renewal and Receptions
    - Celebration of Life
    - Vicky Hartzler hosting a Cyber Security Meeting
    - Edward Jones business Meeting

**City Internal Usage**

- Retirement Party for Chief Zimmerman
- State Emergency Management Association Meeting

**Program Usage**

- Bunco
- Bridge
- Lego Camp
- **RAC-Paid Rentals**
  - Paid Rental**
    - 9 volleyball rentals from various volleyball clubs
    - 1 birthday party
  - Program Use**
    - Summer Camp
- **Shelters**
  - 28 Shelter Rentals
- **Special Events**

**Events** \* Held during the Month

- Farmers Market
- Spirit of America

- Snack and Splash

**Upcoming**

- Movie in the Park - Jurassic Park
- Mini Mud Run

- **Concessions**

The concession stand at Recreation Park is fully operational for adult softball on Sundays.

**Sports (Adult)**

- Summer
  - Adult Cornhole
    - Adult Cornhole completed its summer season on Friday August 12.
  - Adult Softball
    - Adult softball will complete its summer season on Sunday August 21.

**Sports (Youth)**

- Fall
  - Youth baseball/softball
    - Practices began the week of August 15.
    - 307 children are currently registered for the fall season. Increase of 31 players from 2021 fall season.
  - Youth volleyball
    - Registrations are open with the registration deadline scheduled for August 19.
    - 101 children are currently registered for the fall season.
  - Youth Soccer
    - Practices will begin the week of August 22.
    - 274 children are currently registered for the fall season. Increase of 57 children from the 2021 fall season.
  - Youth flag football
    - Coaches meeting will be held on Tuesday August 23.
    - Practices will begin the week of August 29.
    - 168 children are currently registered for the fall season. Increase of 26 children from the 2021 fall season.

**Sports (Tiny)**

- Summer
  - Tiny Kickball
    - 24 children registered for the tiny kickball class.
    - Last session will be held on August 27.
  - Tiny Soccer
    - All classes are currently full.
    - Tiny soccer will begin September 8 and September 10.



# **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo**  
**Parks Superintendent**  
**Date: August 23, 2022**  
**Subject: Parks and Maintenance Report**

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## **Park Operations**

- Staff has continued routine mowing.
- Staff has continued to water the new trees in the park.
- Staff have continued to trim trees around Centerview.
- Staff has kept up on spraying weeds on and off the baseball fields.
- Staff helped at the Elections to answer any questions from the citizens.
- Staff have continued to stabilize the obstacles for the Mud Run.
- Staff has the trails for the Mud Run mowed and sprayed.
- Staff mulched the Disc Golf baskets again in preparation for the tournament coming up August 20th.
- Staff started the set up for the Mud Run and have all obstacles in place.
- Staff met with a contractor about the refurbishing of the tennis courts.
- Parks Superintendent met with the School District to drop off Flags and the crank for the old Eagle Park flag pole.
- Superintendent Met with the contractor to talk about the ramp to the Amphitheater.
- Staff took down a couple of trees for the Skate Park project.
- Staff has picked up chalk for the upcoming baseball season.

## MONTHLY REPORT

August 2022



August 14 -

*With a heavy heart I write to you to let you know that Terry Thornton - Mr. Terry - passed away at his home here in Raymore last night.*

*Terry was a part time worker for our Parks and Recreation Department. His face has, for years, been familiar to children, parents, guardians, grandparents and everyone as he worked as a field supervisor for our recreation programs. In his words and actions, he taught fair play and fun. He taught responsibility to our young officials and students of the sport. I never saw him without a smile on his face.*

*Terry was also beloved in the Timbercreek Elementary School community, where he worked as a student monitor and brought his same love of helping young people understand responsibility and empower them to their own decision making.*

*Much of his free time was spent fishing at Hawk Ridge Park and swapping stories with everyone. He loved that place.*

*He gave so much as a volunteer beyond what he was "hired to do" and was a quiet force for youth in this community. He will be missed beyond measure.*

*Jim Feuerborn, City Manager*

### **Monthly Highlights (July 25 - August 19)**

- Centerview and the Raymore Activity Center (RAC) were polling sites for the Tuesday, Aug. 2, Missouri primary election. All parks and recreation activities, classes, camps, and programs were canceled that day including Summer Camp at the RAC and The Raymore Farmers Market on Municipal Circle.
- Parks and Recreation coordinators began updating our online registration system with winter program information.
- Athletic Coordinator Todd Brennon updated rules packets for the fall season in cooperation with the neighboring teams in the South Metro League.
- Centerview was the host site of the most recent Community Conversation event. Parks and Recreation Director Nathan Musteen and Superintendents Jimmy Gibbs and Steve Rulo participated as table leaders.
- (July 25) The Raymore Summer Camp participated in "Theater Week" with activities surrounding activities on the big stage. Campers also enjoyed an on-site field trip by building their own fluffy animal during the Stuff `N Fluff event.
- Park crews performed tree inventory, health inspections and routine trimming of trees located around Centerview.

- Park Superintendent Steve Rulo and park crews continued work on obstacles for the 2022 Mini Mud Run event scheduled for Aug. 19 at Hawk Ridge Park. Registrations for the Mini Mud Run are open now.
- Raymore Parks and Recreation is seeking sponsorships for the fall softball and baseball season! If you'd like your business or organization to sponsor a team or league, contact Athletic Coordinator Todd Brennon at [tbrennon@raymore.com](mailto:tbrennon@raymore.com) or call 816-322-2791.
- Athletic Coordinator Todd Brennon met with the concession supervisor to discuss concession staffing and event schedules over the next few weeks.
- (August 1) The Raymore Summer Camp enjoyed Pirate Week by creating treasure maps, looking for lost treasure, creating a Pirate's sailing log and many craft events themed to sailing the high seas. Campers ended the week with a field trip to Main Event for games, pizza and fun!
- Parks and Recreation Director Nathan Musteen along with Superintendents Jimmy Gibbs and Steve Rulo represented parks and recreation at the polling sites during the Aug. 2 primary election.
- Recreation Superintendent Jimmy Gibbs and Athletic Coordinator Todd Brennon toured the RAC and reviewed staffing needs for the upcoming fall season.
- Parks and Recreation Director Nathan Musteen and Recreation Superintendent Jimmy Gibbs met with contractors as they began to mobilize on site for the Hawk Ridge West improvement project.
- Parks and Recreation Director Nathan Musteen and Public Works Director Mike Krass met with CFS Engineers to review the Hawk Ridge Park/Sunset Lane Design plan.
- The Parks and Recreation Board held a work session on Tuesday (8/9) to review Board By-Laws and the Master Plan process.
- (August 8 ) Camp Director Greta Naab reported that the Raymore Summer Camp came to a conclusion this week with the theme of NERF Wars. Campers conducted drills and battles waged amongst the different groups. The Sharks group (ages 10-12) had a mini field trip to Sonic for lunch.
- Brick Kidz Camp was held at Centerview this week. 14 junior LEGO builders enjoyed a week of contest builds, modification skills and "Will it Float" challenges!
- Park Superintendent Steve Rulo met with contractors to diagnose and repair the fountains at Hawk Ridge Park and Recreation Park. Both fountains failed this week due to different issues.
- Park Crews are working hard to catch up on mowing and maintenance of trails, flower beds and parks. With some much needed rain, the parks are growing again and coming out of summer dormancy.
- Athletic Coordinator Todd Brennon held coaches meetings on Thursday (8/11) at the Raymore Activity Center. Baseball, Softball and T-Ball teams are filling fast.
- Parks and Recreation Director Nathan Musteen and Recreation Superintendent Jimmy Gibbs met with the design team at SFS Architecture in downtown Kansas City. SFS Architecture is the firm chosen to design Phase II of the Raymore Activity Center.



- Parks and Recreation Director Nathan Musteen met with Jim Schussler of McClure Engineering finalizing details on the Parks & Recreation Master Plan and design templates for work in the water basins behind Centerview.

**Now Hiring Awesome People!**

Raymore Parks and Recreation is now hiring for all part-time positions including camp counselors, park maintenance workers, concessions, sports officials and all types of instructors! For more information or to complete an application, check us out online at:

**[www.raymore.com/joinparks](http://www.raymore.com/joinparks)**



**Facility Use for the Month**

**Centerview**

- |   |  |
|---|--|
| Cass County Election Location                               | National Active and Retired Federal Employees Training |
| Family Reunion  | 2 Birthday Parties                                     |
| Anniversary and 2 Receptions                                | Summit Homes business meeting - 2                      |
| Chief Zimmerman Retirement Ceremony                         | Celebration of Life                                    |
| State Emergency Management meeting                          | Vicky Hartzler event                                   |
| Edward Jones Business Meeting - 2                           |  |
| P&R Programs (bridge/bunco/lego camp/starry night painting) |  |

**Raymore Activity Center**

- Competitive Club Volleyball Practices
- Cass County Election Location

**Picnic Shelters**

- 20 rentals
- ERC Summer Picnic Lunch





# Raymore Parks and Recreation Board Agenda Item Information Form

**Department Division:** P&R Administration  
**Submitted By:** Nathan Musteen  
**Date:** August 23, 2022

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

**Title / Issue / Request:**

|                              |
|------------------------------|
| <b>FY23 Schedule of Fees</b> |
|------------------------------|

**Background / Justification:**

The City Council approves a Schedule of Fees and Charges each year in preparation for the upcoming fiscal year.

Staff has attached the Parks and Recreation associated schedule of fees that include changes in red. These recommendations were discussed and included in the proposed budget presented to the Park Board and City Council.

**Financial Impact:** See Attachment

**Project Timeline:** Budget Timeline  
July - Park Board Review and approval  
August - City Manager recommendation to the City Council  
October - Budget Approval

**Staff Recommendation:**

Approve the FY23 recommended Schedule of Fees as presented.

**Attachments:**

- Schedule of Fees - proposed changes

## Schedule of Fees and Charges

*Adjustments Requested or Additions in Red*

### **Farmer's Market**

**NO CHANGES**

Booth Space - \$15 per month

1. License fee for merchant, manufacturer and business, except home-based occupations, as listed in Section 605.020(B)

### **Parks and Recreation**

**CHANGES IN RED**

#### **Shelter Rental Fees - resident**

|  |      |
|--|------|
| Depot - ½ shelter per day              | \$45 |
| Depot - full shelter per day           | \$75 |
| Hawk Ridge Park - ½ shelter per day    | \$45 |
| Hawk Ridge Park - full shelter per day | \$75 |
| Moon Valley Shelter - per day          | \$50 |
| Arboretum (West) Shelter - per day     | \$50 |
| Optimists Shelter - per day            | \$50 |
| Lions Shelter - per day                | \$75 |

#### **Shelter Rental Fees - non-resident**

|  |       |
|--|-------|
| Depot - ½ shelter per day              | \$90  |
| Depot - full shelter per day           | \$150 |
| Hawk Ridge Park - ½ shelter per day    | \$90  |
| Hawk Ridge Park - full shelter per day | \$150 |
| Moon Valley Shelter - per day          | \$100 |
| Arboretum (West) Shelter - per day     | \$100 |
| Optimists Shelter - per day            | \$100 |
| Lions Shelter - per day                | \$150 |

#### **Athletic Field Rentals (private use / practices)**

##### *Resident Fees*

|  |                     |
|--|---------------------|
| Soccer / Flag Football Field             | \$35/hour           |
| Soccer / Flag Football Field             | \$150/day           |
| Soccer Field Rental per season           | \$2000 for 10 weeks |
| Baseball field reservation - lit - day   | \$125               |
| Baseball field reservation - unlit - day | \$100               |

##### *Non-Resident Fees*

|  |                     |
|--|---------------------|
| Soccer / Flag Football Field             | \$75/hour           |
| Soccer / Flag Football Field             | \$225/day           |
| Soccer Field Rental per season           | \$3000 for 10 weeks |
| Baseball field reservation - lit - day   | \$200               |
| Baseball field reservation - unlit - day | \$150               |

#### **Athletic Field Rentals (tournament / for profit)**

|  |   |
|--|---|
| Recreation Park Baseball Complex<br>(6 Fields)     | \$1200 / \$600 deposit required (Friday, Saturday & Sunday)<br>\$25 Team Fee (per team)<br>\$25 per hour for Lights (per field)<br>\$15 Field Prep per field (Chalk)<br>\$15 Field Prep per field (Field Drag)<br>\$15 Field Prep per field (Reset Bases) |
| Recreation Park Soccer Complex<br>(6 Fields)       | \$1200 / \$600 deposit required (Friday, Saturday & Sunday)<br>\$25 Team Fee (per team)<br>\$50 Field Prep per additional field (Field Paint, etc.)   |
| Recreation Park Flag Football Fields<br>(4 Fields) | \$800 / \$400 deposit required (Friday, Saturday & Sunday)<br>\$25 Team Fee (per team)  |

**Athletic Field Rentals (Individual / For Profit)**

|                |  |
|----------------|--|
| Baseball Field | \$25 per field per hour<br>\$200 per field per day<br>\$25 per hour for Lights (per field)<br>\$15 Field Prep per field (Chalk)<br>\$15 Field Prep per field (Field Drag)<br>\$15 Field Prep per field (Reset Bases) |
|----------------|--|

**Specifically Permitted Rentals**

|                             |                      |
|-----------------------------|----------------------|
| Disc Golf Course Tournament | \$320 per day        |
| The Rink (Private Rental)   | \$175 (2 hours)      |
| The Rink (Skate Rentals)    | \$5 per pair per day |

**Services (Park Maintenance Fees)**

|                                 |                      |
|---------------------------------|----------------------|
| Regular hourly rate per person  | <del>\$20</del> \$30 |
| Overtime hourly rate per person | <del>\$30</del> \$50 |

**Raymore Activity Center NO CHANGES**

|                                      |               |
|--------------------------------------|---------------|
| Open Gym Program Fee                 | \$3 per visit |
| Rental Fees                          |               |
| Deposit                              | \$600         |
| 2 Day Tournament Rental              | \$1,200       |
| Gym Half Court                       | \$50 per hour |
| Gym Full Court (up to 6 hours)       | \$85 per hour |
| Day Full Facility (6-10 hours)       | \$750         |
| Afterhours Full Facility (overnight) | \$1,200       |

**Hawk Ridge Park - Amphitheater NO CHANGES**

|                            |  |
|----------------------------|--|
| Rental Fees - resident     |  |
| Deposit                    | \$300                                  |
| 1 Day Rental               | \$600                                  |
| Public Safety Officer*     | \$40/hour per Officer                  |
| Alcohol Permit             | \$100 for any event requesting alcohol |
| Vendor Fee**               | \$50                                   |
| Rental Fees - non-resident |  |
| Deposit                    | \$400                                  |

|                        |  |
|------------------------|--|
| 1 Day Rental           | \$800                                  |
| Public Safety Officer* | \$40/hour per Officer                  |
| Alcohol Permit         | \$100 for any event requesting alcohol |
| Vendor Fee**           | \$50                                   |

\* Public Safety Officers are required for any rental.

- Non-Alcohol Event                      1 Officer required for events with 200 attendees  
1 additional officer for every 100+ attendees.
- Alcohol Event                              2 Officers required  
1 additional officer for every 100+ attendees.

\*\* Vendor Fee                                      Approved vendor selling food, drink, goods, merchandise or services.

## Centerview                                      CHANGES IN RED

- a. Non-Prime Time (2 hour minimum):      Monday - Thursday, 8:00 A.M. - 10:00 P.M.  
Friday, 8:00 A.M. - 4:00 P.M.
- b. Prime Time (4 hour minimum):              Friday, 6:00 P.M. - 12:00 A.M.  
Saturday - Sunday, 8:00 A.M. - 12:00 A.M.  
Listed Holidays

### Centerview - Full Facility

|                       | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$250 / HR      | \$300 / HR          | \$325 / HR        | N/A            |
| <i>Prime Rate</i>     | \$325 / HR      | \$375 / HR          | \$400 / HR        | \$450 / HR     |

### Harrelson Hall - Capacity: 240 with tables - 400 seating only (Includes Catering Kitchen)

|                       | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$195 / HR      | \$245 / HR          | \$270 / HR        | N/A            |
| <i>Prime Rate</i>     | \$270 / HR      | \$320 / HR          | \$345 / HR        | N/A            |

### Harrelson Hall A - Capacity: 96 with tables - 154 seating only

|                       | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$70 / HR       | \$105 / HR          | \$120 / HR        | N/A            |
| <i>Prime Rate</i>     | \$95 / HR       | \$130 / HR          | \$145 / HR        | N/A            |

### Harrelson Hall B - Capacity: 144 with tables - 242 seating only (Includes Catering Kitchen)

|                       | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$130 / HR      | \$165 / HR          | \$180 / HR        | N/A            |
| <i>Prime Rate</i>     | \$175 / HR      | \$210 / HR          | \$225 / HR        | N/A            |



**Gilmore Room - Capacity: 16 with tables - 18 seating only**

|                       | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$35 / HR       | \$60 / HR           | \$85 / HR         | N/A            |
| <i>Prime Rate</i>     | \$70 / HR       | \$95 / HR           | \$120 / HR        | N/A            |

**The Grove - Outdoor Patio and Lawn**

|                       | <i>Resident</i> | <i>Non-Resident</i> | <i>Commercial</i> | <i>Holiday</i> |
|-----------------------|-----------------|---------------------|-------------------|----------------|
| <i>Non-Prime Rate</i> | \$25 / HR       | \$50 / HR           | \$75 / HR         | N/A            |
| <i>Prime Rate</i>     | \$60 / HR       | \$85 / HR           | \$110 / HR        | N/A            |

Deposits:

- Facility Deposit without serving alcohol \$150
- Facility Deposit serving alcohol \$250

Additional Rental Fees:

- Lobby\* \$50
- Visual \$50
- Audio (Soundboard) \$100
- Alcohol Permit \$100
- Public Safety Officer\*\* \$40/HR

\* Exclusive Use of the Lobby during an event will have an additional fee. If the event is during regular business hours, signage for the general public and Parks and Recreation customers will be displayed. Note: The lobby is included in all full facility rentals and no additional fee will be charged

\*\* Public Safety Officers are required for any rental during prime time or holiday rentals. Park and Recreation staff will evaluate each rental event to determine if additional security is required.

- Non-Alcohol Event - 1 officer required for events with 200 attendees or more, 1 additional officer for every 100+ attendees
- Event with Alcohol - 2 officers required, 1 additional officer for every 100+ attendees

Listed Holidays: See the Centerview policy for listed holidays



# Raymore Parks and Recreation Board Agenda Item Information Form

**Department Division:** P&R Administration  
**Submitted By:** Nathan Musteen  
**Date:** August 23, 2022

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

**Title / Issue / Request:**

**By-Law Amendment - Officer Elections**

**Background / Justification:**

According to the Raymore Parks and Recreation By-Laws, "At its first meeting after June 1 of each year, the Board shall elect, from among the members of the Board of Directors, a Chairman and a Vice-chairman and such other officers as the Board deems necessary and proper."

During the work session on August 9, the Board members discussed the idea of moving elections to the January meeting to provide additional time for any new members appointed in June to get acclimated to Board procedures and other members before having to vote on officers. General discussion regarding the pros and cons of adopting the change ensued.

An amendment to the Parks and Recreation Board By-Laws is before the board to change the date of officer election to January instead of June.

**ARTICLE VI. OFFICERS**

Section 1. Officers

At its first meeting after **June** 1 of each year, the Board shall elect, from among the members of the Board of Directors, a Chairman and a Vice-chairman and such other officers as the Board deems necessary and proper.

**Financial Impact:** - No Impact

**Project Timeline:** - Upon approval

**Staff Recommendation:**

Staff is seeking a motion to amend the Parks and Recreation Board by-laws Article VI. Officers - Section 1. Officer elections to be held in January instead of June.

**Attachments:** By Laws: Adopted - July 2022



**BY-LAWS**  
**PARKS AND RECREATION BOARD**  
**CITY OF RAYMORE, MISSOURI**

**ARTICLE I. NAME**

The name of this body is Raymore Parks and Recreation Board (the Board).

**ARTICLE II. PURPOSE**

The purpose for which the Board is organized is to act as an administrative board for the Mayor and the City Council. The Board carries the primary responsibility for the improvement, care, custody and control of the City's parks and recreation facilities and City park funds. Its duties shall include:

1. To supervise the City's park and recreation programs and the expenditure of budgeted funds for said programs.
2. To provide long range plans for the City's parks and recreation program.
3. To purchase or otherwise secure ground to be used for such park and recreation facilities as is deemed necessary, in accordance with City and State law.
4. To work with local groups and organizations, with the local school district, and with governmental agencies to advance the City's parks and recreational planning and programming, to coordinate recreational programs, and to alleviate unnecessary duplication of programs and facilities.
5. To seek input from the public regarding the City's parks and recreation programs, and interpret the policies and functions of the Board.
6. To encourage individuals, groups and organizations to donate money, property and manpower for the development, operation and improvement of the City's parks and recreation facilities.
7. To provide appropriate recognition to individuals, groups and organizations for contributions to the City's parks and recreation programs.
8. To appoint a suitable person, and the necessary assistants for that person, to take care of the City's parks and to fix their compensation, and to remove any of such appointees if the Board deems necessary.
9. To make recommendations to the City Council about the following:
  - a. policy formation, programming, legislation and use of park and recreation facilities and areas;

- b. effectiveness of the parks and recreation programs or facilities, including annual budgetary recommendations;
- c. rules and regulations (including any fees and charges) governing the conduct of persons and the use of all City park and recreational areas and facilities; and
- d. organization and implementation of a City-wide recreational program for all age groups.

## **ARTICLE III. ANNUAL REPORT**

### Section 1. Annual Report

On or before the second Monday in June of each year, the Park Board shall make an annual report to the City Council stating: (i) the condition as of the first day of May of that year of the park's properties and such other real and personal property as shall be from time to time entrusted to the Park Board; (ii) the various sums of money received from the park fund and other sources; (iii) the amount and purposes of expenditures from the park fund and other sources; and (iv) such other statistics, information and suggestions as the Board may deem of interest.

## **ARTICLE IV. BOARD**

### Section 1. Number and Qualifications

The Parks and Recreation Board shall consist of nine persons appointed by the Mayor with the approval of the City Council. Each member of the Board of Directors must be a resident of the City. No employee of the City and no elected or appointed official of the City shall be a member of the Board of Directors.

If practicable, each ward shall have at least two persons on the Board. In order to aid the Mayor in selecting persons for appointment to the Board, the Council members from a ward with a vacancy may jointly submit a list of up to three names from which the Mayor may make the final selection. The ninth member of the Board may be selected by the Mayor from names submitted to the Mayor by the Council members or from the citizens at large.

### Section 2. Term of Office

Each member of the Board of Directors shall hold office for a term of three years and until his or her successor is appointed. Full terms of office shall commence on June 1 and shall be staggered so that approximately one-third of the members of the Board of Directors' terms shall commence each year.

### Section 3. Compensation

Member of the Board of Directors shall not receive any salary or compensation for their services. They may, however, be reimbursed for out-of-pocket expenses incurred in accordance with established City policies.

### Section 4. Resignation

A member of the Board of Directors may resign at any time by giving written notice of his/her resignation to the Mayor or the City Council.

### Section 5. Removal

A member of the Board of Directors who is absent from three consecutive regular meetings of the Board or twenty-five percent (25%) or more of the combined regular board meetings and publicly posted work sessions in a period of one year shall automatically forfeit his/her position on the Board. All one-year periods shall be defined as any twelve (12) month period of time.

The Mayor may, with consent of the City Council, remove a member of the Board of Directors for misconduct or neglect of duty.

#### Section 6. Vacancies

Vacancies on the Board shall be filled by the Mayor with the consent of the City Council. A person appointed to fill a vacancy shall serve for the unexpired portion of his/her predecessor's term.

### **ARTICLE V. MEETINGS**

#### Section 1. Meetings

Meetings of the Board and notices thereof shall conform to the requirements of Section 610.010 et seq. R.S.Mo (the open meeting law). Any member of the public who wants to address the Board at any meeting shall deliver to City Hall a completed Agenda Item Form at least four days prior to the meeting. At the discretion of the Park Board Chairman, a presentation or request may be allowed without prior written request. The Board shall keep written minutes of its meetings and distribute copies of those minutes to the City Manager and the City Council.

#### Section 2. Regular meetings

Regular meetings of the Board shall be held at such place and time within the City as the Board may from time to time designate. In the absence of any such designation, the regular meetings of the Board shall be held at the city's principal offices at 6:00 p.m. on the fourth Tuesday of each month.

#### Section 3. Special meetings

A special meeting of the Board may be called at any time by the Mayor, by the Chairman, or by five or more members of the Board of Directors, upon giving three day's notice, either personally or by mail.

Notice of any special meetings must be publicly posted at least twenty-four (24) hours in advance of the meeting. The Parks Director shall be given three (3) days notice of a special meeting and the Parks Director must notify all of the members of the Board of Directors of the special meeting.

#### Section 4. Quorum

At all meetings of the Board, a majority of the whole Board shall constitute a quorum for the transaction of business. If a quorum is not present, no business may be transacted; however, a work session may be held at the discretion of the members of the Board of Directors who are present. No official action may be taken at a work session.

#### Section 5. Voting

The act of a majority of the members of the Board of Directors present at any meeting at which there is a quorum to conduct business shall be the act of the Board.

When there is a reported or contended conflict of interest, the member of the Board of Directors shall refrain from voting, declaring the basis for his abstention. The abstention shall not be considered either a yes or no vote, and therefore shall be ignored in the counting of votes.

#### Section 5. Work Sessions

In addition to work sessions held pursuant to Section 4 above, work sessions may be scheduled from time to time by the Chairman or by five or more members of the Board of Directors upon giving of proper notice. No official action may be taken at a work session.

## **ARTICLE VI. OFFICERS**

### Section 1. Officers

At its first meeting after **January** 1 of each year, the Board shall elect, from among the members of the Board of Directors, a Chairman and a Vice-chairman and such other officers as the Board deems necessary and proper.

### Section 2. Chairman

The Chairman shall preside at all meetings of the Board and represent the Board at all meetings with other groups or organizations. The Chairman shall, on behalf of the Board, make the annual report required by Article III of these Bylaws. The Chairman shall also from time to time communicate with the Mayor and City Council on the status of the City's parks and recreation programs. The Chairman shall also from time to time communicate with the local civic groups and organizations that use or contribute to the City's parks and recreation programs. In addition, the Chairman shall perform such other duties as are necessary incident to the office of Chairman.

### Section 3. Vice-chairman

The Vice-chairman shall act in the capacity of the Chairman in the event of the Chairman's absence, disability or death and shall perform such other specific duties as may be assigned to him/her by the Chairman or the Board.

## **ARTICLE VII. COMMITTEES**

The Board may from time to time establish such committees as it deems necessary or appropriate, with such powers and duties as the Board designates. The chairman of each committee, who shall be a member of the Board of Directors, and the members of the committee shall be appointed by the Chairman with the approval of the Board. A majority of the members of any committee established pursuant to this section shall constitute a quorum for the transaction of business at any meeting of that committee.

Notice of any committee meeting must be publicly posted at least twenty-four (24) hours in advance of said meeting.

A committee shall not have the power to implement any policy or expend any funds but shall submit its findings and recommendations to the Board for the Board's consideration.

## **ARTICLE VIII. GENERAL**

### Section 1. Fiscal Year

The fiscal year of the Board shall be the same as that established from time to time for the City.

### Section 2. Amendments

The Board may amend these bylaws from time to time as it deems necessary, provided such amendments are not inconsistent with the Revised Statutes of Missouri, the City Charter, or the City Code.



## MISCELLANEOUS ITEMS

- *July 26, 2022 - Work Session Notes*
- *August 9, 2022 - Work Session Notes*
- *Financial Report - As of July 31, 2022*



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

**Tuesday, July 26, 2022  
6:00pm**

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

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

Director Musteen, Superintendent Gibbs and Superintendent Rulo were present.

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

**1. Question P Informational Presentation**

Melissa Harmer, Communications Manager, gave a presentation to the Parks and Recreation Board about Question P and the upcoming election.

**2. Skate Park - Grand Opening Discussion**

The Board discussed a grand opening event of the new skate park. Several ideas involving fundraising and advertising were brainstormed. Ultimately, final plans were tabled to a future work session as construction on the new park has not started yet.

**3. Mini Mud Run - August 19**

This item was omitted from discussion due to time allotment.

**4. Budget / CIP Discussion**

Director Musteen provided a brief overview of the proposed FY23 Budget and Capital Projects Plan.

**5. Adjournment - 6:58pm**





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

**Tuesday, August 9, 2022  
6:00pm**

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

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

Director Musteen, Superintendent Gibbs and Superintendent Rulo were present.

The meeting was called to order at 6:02pm. Director Musteen announced that Member Simon Casas has resigned from the Board.

**1. Park Board By-Laws Review**

The Board reviewed the by-laws. Discussion to move the board officer elections to January from June was the main topic. The Board directed staff to bring an amendment to the by-laws making the change at the next meeting.

**2. Parks and Recreation Master Plan**

Staff presented a draft of the parks master plan maps as it relates to the comprehensive master plan project. Discussion also included the future of the parks and recreation system, parkland dedication and future amenities.

**3. Adjournment - 7:02pm**

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JULY 31ST, 2022

25 -PARK FUND

FINANCIAL SUMMARY

|  | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|

REVENUE SUMMARY

NON-DEPARTMENTAL

PARKS DIVISION

|                             |             |             |             |                   |                  |                   |             |                   |              |
|-----------------------------|-------------|-------------|-------------|-------------------|------------------|-------------------|-------------|-------------------|--------------|
| PROPERTY TAXES              | 0.00        | 0.00        | 0.00        | 453,391.00        | 1,473.10         | 458,457.68        | 0.00        | ( 5,066.68)       | 101.12       |
| MISCELLANEOUS               | 0.00        | 0.00        | 0.00        | 12,679.00         | 1,103.71         | 10,794.58         | 0.00        | 1,884.42          | 85.14        |
| FACILITY RENTAL REVENUE     | 0.00        | 0.00        | 0.00        | 12,275.00         | 1,160.00         | 10,347.50         | 0.00        | 1,927.50          | 84.30        |
| TRANSFERS - INTERFUND       | 0.00        | 0.00        | 0.00        | 450,000.00        | 37,500.00        | 337,500.00        | 0.00        | 112,500.00        | 75.00        |
| <b>TOTAL PARKS DIVISION</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>928,345.00</b> | <b>41,236.81</b> | <b>817,099.76</b> | <b>0.00</b> | <b>111,245.24</b> | <b>88.02</b> |

RECREATION DIVISION

|                                  |             |             |             |                   |                  |                   |                  |                   |              |
|----------------------------------|-------------|-------------|-------------|-------------------|------------------|-------------------|------------------|-------------------|--------------|
| CONCESSION REVENUE               | 0.00        | 0.00        | 0.00        | 60,000.00         | 5,914.25         | 30,590.50         | 0.00             | 29,409.50         | 50.98        |
| FACILITY RENTAL REVENUE          | 0.00        | 0.00        | 0.00        | 51,850.00         | 570.00           | 3,973.75          | 0.00             | 47,876.25         | 7.66         |
| PROGRAM REVENUE                  | 0.00        | 0.00        | 0.00        | 227,250.00        | 35,509.00        | 176,311.00        | ( 210.00)        | 51,149.00         | 77.49        |
| <b>TOTAL RECREATION DIVISION</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>339,100.00</b> | <b>41,993.25</b> | <b>210,875.25</b> | <b>( 210.00)</b> | <b>128,434.75</b> | <b>62.12</b> |

CENTERVIEW

|                         |             |             |             |                  |                 |                  |             |                  |              |
|-------------------------|-------------|-------------|-------------|------------------|-----------------|------------------|-------------|------------------|--------------|
| FACILITY RENTAL REVENUE | 0.00        | 0.00        | 0.00        | 63,875.00        | 3,085.00        | 39,283.14        | 0.00        | 24,591.86        | 61.50        |
| PROGRAM REVENUE         | 0.00        | 0.00        | 0.00        | 9,600.00         | 665.00          | 5,849.99         | 0.00        | 3,750.01         | 60.94        |
| <b>TOTAL CENTERVIEW</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>73,475.00</b> | <b>3,750.00</b> | <b>45,133.13</b> | <b>0.00</b> | <b>28,341.87</b> | <b>61.43</b> |

RAYMORE ACTIVITY CENTER

|                                      |             |             |             |                   |                  |                   |                  |                  |              |
|--------------------------------------|-------------|-------------|-------------|-------------------|------------------|-------------------|------------------|------------------|--------------|
| MISCELLANEOUS                        | 0.00        | 0.00        | 0.00        | 1,500.00          | 0.00             | 1,794.00          | 0.00             | ( 294.00)        | 119.60       |
| CONCESSION REVENUE                   | 0.00        | 0.00        | 0.00        | 4,000.00          | 1.00             | 255.00            | 0.00             | 3,745.00         | 6.38         |
| FACILITY RENTAL REVENUE              | 0.00        | 0.00        | 0.00        | 24,825.00         | 1,175.00         | 7,645.00          | 0.00             | 17,180.00        | 30.80        |
| PROGRAM REVENUE                      | 0.00        | 0.00        | 0.00        | 197,590.00        | 20,585.00        | 162,210.00        | ( 410.00)        | 35,790.00        | 81.89        |
| <b>TOTAL RAYMORE ACTIVITY CENTER</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>227,915.00</b> | <b>21,761.00</b> | <b>171,904.00</b> | <b>( 410.00)</b> | <b>56,421.00</b> | <b>75.24</b> |

|                       |             |             |             |                     |                   |                     |                  |                   |              |
|-----------------------|-------------|-------------|-------------|---------------------|-------------------|---------------------|------------------|-------------------|--------------|
| <b>TOTAL REVENUES</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,568,835.00</b> | <b>108,741.06</b> | <b>1,245,012.14</b> | <b>( 620.00)</b> | <b>324,442.86</b> | <b>79.32</b> |
|-----------------------|-------------|-------------|-------------|---------------------|-------------------|---------------------|------------------|-------------------|--------------|

EXPENDITURE SUMMARY

|                         |        |        |      |            |           |            |           |            |       |
|-------------------------|--------|--------|------|------------|-----------|------------|-----------|------------|-------|
| PARKS DIVISION          | 0.00   | 0.00   | 0.00 | 892,337.50 | 72,363.59 | 633,419.24 | 11,330.76 | 247,587.50 | 72.25 |
| RECREATION DIVISION     | 0.00   | 0.00   | 0.00 | 340,763.50 | 58,037.09 | 295,764.56 | 4,378.32  | 40,620.62  | 88.08 |
| CENTERVIEW              | 125.00 | 125.00 | 0.00 | 96,106.00  | 5,346.86  | 41,375.93  | 101.09    | 54,628.98  | 43.16 |
| RAYMORE ACTIVITY CENTER | 699.75 | 699.75 | 0.00 | 233,382.50 | 43,330.49 | 187,698.47 | 2,962.61  | 42,721.42  | 81.69 |

|                           |               |               |             |                     |                   |                     |                  |                   |              |
|---------------------------|---------------|---------------|-------------|---------------------|-------------------|---------------------|------------------|-------------------|--------------|
| <b>TOTAL EXPENDITURES</b> | <b>824.75</b> | <b>824.75</b> | <b>0.00</b> | <b>1,562,589.50</b> | <b>179,078.03</b> | <b>1,158,258.20</b> | <b>18,772.78</b> | <b>385,558.52</b> | <b>75.33</b> |
|---------------------------|---------------|---------------|-------------|---------------------|-------------------|---------------------|------------------|-------------------|--------------|

|                                    |           |        |      |          |              |           |              |              |          |
|------------------------------------|-----------|--------|------|----------|--------------|-----------|--------------|--------------|----------|
| REVENUES OVER/(UNDER) EXPENDITURES | ( 824.75) | 824.75 | 0.00 | 6,245.50 | ( 70,336.97) | 86,753.94 | ( 19,392.78) | ( 61,115.66) | 1,078.56 |
|------------------------------------|-----------|--------|------|----------|--------------|-----------|--------------|--------------|----------|

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JULY 31ST, 2022

25 -PARK FUND

REVENUES

|                       | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| NON-DEPARTMENTAL      |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| =====                 |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| MISCELLANEOUS         |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| -----                 |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| TRANSFERS - INTERFUND |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| -----                 |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| -----                 |                              |                          |                                       |                   |                   |                        |                      |                   |                |

PARKS DIVISION

=====

PROPERTY TAXES

|                                       |      |      |      |            |          |            |      |             |        |
|---------------------------------------|------|------|------|------------|----------|------------|------|-------------|--------|
| 25-4010-0000 REAL ESTATE PROPERTY TAX | 0.00 | 0.00 | 0.00 | 384,137.00 | 471.54   | 381,181.05 | 0.00 | 2,955.95    | 99.23  |
| 25-4020-0000 PERSONAL PROPERTY TAX    | 0.00 | 0.00 | 0.00 | 69,254.00  | 1,001.56 | 77,276.63  | 0.00 | ( 8,022.63) | 111.58 |
| TOTAL PROPERTY TAXES                  | 0.00 | 0.00 | 0.00 | 453,391.00 | 1,473.10 | 458,457.68 | 0.00 | ( 5,066.68) | 101.12 |

MISCELLANEOUS

|                                       |      |      |      |           |          |           |      |             |       |
|---------------------------------------|------|------|------|-----------|----------|-----------|------|-------------|-------|
| 25-4340-0000 REFUNDS & REIMBURSEMENTS | 0.00 | 0.00 | 0.00 | 0.00      | 0.00     | 7,184.56  | 0.00 | ( 7,184.56) | 0.00  |
| 25-4350-0000 INTEREST REVENUE         | 0.00 | 0.00 | 0.00 | 11,500.00 | 1,103.71 | 3,244.02  | 0.00 | 8,255.98    | 28.21 |
| 25-4370-0000 MISCELLANEOUS REVENUE    | 0.00 | 0.00 | 0.00 | 1,179.00  | 0.00     | 366.00    | 0.00 | 813.00      | 31.04 |
| TOTAL MISCELLANEOUS                   | 0.00 | 0.00 | 0.00 | 12,679.00 | 1,103.71 | 10,794.58 | 0.00 | 1,884.42    | 85.14 |

FACILITY RENTAL REVENUE

|                               |      |      |      |           |          |           |      |          |       |
|-------------------------------|------|------|------|-----------|----------|-----------|------|----------|-------|
| 25-4710-0000 PARK RENTAL FEES | 0.00 | 0.00 | 0.00 | 12,275.00 | 1,160.00 | 10,347.50 | 0.00 | 1,927.50 | 84.30 |
| TOTAL FACILITY RENTAL REVENUE | 0.00 | 0.00 | 0.00 | 12,275.00 | 1,160.00 | 10,347.50 | 0.00 | 1,927.50 | 84.30 |

TRANSFERS - INTERFUND

|  |      |      |      |            |           |            |      |            |       |
|--|------|------|------|------------|-----------|------------|------|------------|-------|
| 25-4901-0000 TRANSFER FROM GENERAL FUN | 0.00 | 0.00 | 0.00 | 100,000.00 | 8,333.33  | 74,999.97  | 0.00 | 25,000.03  | 75.00 |
| 25-4947-0000 TRANSFER FROM PARK SALES  | 0.00 | 0.00 | 0.00 | 350,000.00 | 29,166.67 | 262,500.03 | 0.00 | 87,499.97  | 75.00 |
| TOTAL TRANSFERS - INTERFUND            | 0.00 | 0.00 | 0.00 | 450,000.00 | 37,500.00 | 337,500.00 | 0.00 | 112,500.00 | 75.00 |

TOTAL PARKS DIVISION

|                      |      |      |      |            |           |            |      |            |       |
|----------------------|------|------|------|------------|-----------|------------|------|------------|-------|
| TOTAL PARKS DIVISION | 0.00 | 0.00 | 0.00 | 928,345.00 | 41,236.81 | 817,099.76 | 0.00 | 111,245.24 | 88.02 |
|----------------------|------|------|------|------------|-----------|------------|------|------------|-------|

RECREATION DIVISION

=====

PROPERTY TAXES

|       |  |  |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|--|--|
| ----- |  |  |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|--|--|

MISCELLANEOUS

|       |  |  |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|--|--|
| ----- |  |  |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|--|--|

CONCESSION REVENUE

|                          |      |      |      |           |          |           |      |           |       |
|--------------------------|------|------|------|-----------|----------|-----------|------|-----------|-------|
| 26-4700-0000 CONCESSION  | 0.00 | 0.00 | 0.00 | 60,000.00 | 5,914.25 | 30,590.50 | 0.00 | 29,409.50 | 50.98 |
| TOTAL CONCESSION REVENUE | 0.00 | 0.00 | 0.00 | 60,000.00 | 5,914.25 | 30,590.50 | 0.00 | 29,409.50 | 50.98 |

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JULY 31ST, 2022

25 -PARK FUND

REVENUES

|  | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|

FACILITY RENTAL REVENUE

|                               |      |      |      |           |        |          |      |           |      |
|-------------------------------|------|------|------|-----------|--------|----------|------|-----------|------|
| 26-4710-0000 RENTAL FEES      | 0.00 | 0.00 | 0.00 | 51,850.00 | 570.00 | 3,973.75 | 0.00 | 47,876.25 | 7.66 |
| TOTAL FACILITY RENTAL REVENUE | 0.00 | 0.00 | 0.00 | 51,850.00 | 570.00 | 3,973.75 | 0.00 | 47,876.25 | 7.66 |

PROGRAM REVENUE

|  |      |      |      |            |           |            |           |             |        |
|--|------|------|------|------------|-----------|------------|-----------|-------------|--------|
| 26-4715-1600 PROGRAM - LEAGUE MISC     | 0.00 | 0.00 | 0.00 | 19,500.00  | 6,610.00  | 29,430.00  | 0.00      | ( 9,930.00) | 150.92 |
| 26-4715-1610 PROGRAM - BASEBALL/SOFTBA | 0.00 | 0.00 | 0.00 | 85,250.00  | 13,194.00 | 67,429.00  | ( 160.00) | 17,981.00   | 78.91  |
| 26-4715-1615 PROGRAM - BASKETBALL      | 0.00 | 0.00 | 0.00 | 0.00       | 0.00      | ( 150.00)  | 0.00      | 150.00      | 0.00   |
| 26-4715-1620 PROGRAM - SOCCER          | 0.00 | 0.00 | 0.00 | 70,000.00  | 10,825.00 | 47,592.00  | 0.00      | 22,408.00   | 67.99  |
| 26-4715-1625 PROGRAM - ADULT SOFTBALL  | 0.00 | 0.00 | 0.00 | 16,200.00  | 1,350.00  | 8,100.00   | 0.00      | 8,100.00    | 50.00  |
| 26-4715-1635 PROGRAM - INSTRUCTIONAL   | 0.00 | 0.00 | 0.00 | 1,500.00   | 450.00    | 5,490.00   | ( 50.00)  | ( 3,940.00) | 362.67 |
| 26-4715-1640 PROGRAM - TINY SPORTS     | 0.00 | 0.00 | 0.00 | 13,500.00  | 1,755.00  | 9,915.00   | 0.00      | 3,585.00    | 73.44  |
| 26-4720-0000 SPECIAL EVENT CONTRIBUTIO | 0.00 | 0.00 | 0.00 | 21,300.00  | 1,325.00  | 8,505.00   | 0.00      | 12,795.00   | 39.93  |
| TOTAL PROGRAM REVENUE                  | 0.00 | 0.00 | 0.00 | 227,250.00 | 35,509.00 | 176,311.00 | ( 210.00) | 51,149.00   | 77.49  |

|                           |      |      |      |            |           |            |           |            |       |
|---------------------------|------|------|------|------------|-----------|------------|-----------|------------|-------|
| TOTAL RECREATION DIVISION | 0.00 | 0.00 | 0.00 | 339,100.00 | 41,993.25 | 210,875.25 | ( 210.00) | 128,434.75 | 62.12 |
|---------------------------|------|------|------|------------|-----------|------------|-----------|------------|-------|

CENTERVIEW

=====

MISCELLANEOUS

FACILITY RENTAL REVENUE

|                               |      |      |      |           |          |           |      |           |       |
|-------------------------------|------|------|------|-----------|----------|-----------|------|-----------|-------|
| 27-4710-0000 RENTAL FEES      | 0.00 | 0.00 | 0.00 | 63,875.00 | 3,085.00 | 39,283.14 | 0.00 | 24,591.86 | 61.50 |
| TOTAL FACILITY RENTAL REVENUE | 0.00 | 0.00 | 0.00 | 63,875.00 | 3,085.00 | 39,283.14 | 0.00 | 24,591.86 | 61.50 |

PROGRAM REVENUE

|                            |      |      |      |          |        |          |      |          |       |
|----------------------------|------|------|------|----------|--------|----------|------|----------|-------|
| 27-4715-1600 PROGRAMS-MISC | 0.00 | 0.00 | 0.00 | 9,600.00 | 665.00 | 5,849.99 | 0.00 | 3,750.01 | 60.94 |
| TOTAL PROGRAM REVENUE      | 0.00 | 0.00 | 0.00 | 9,600.00 | 665.00 | 5,849.99 | 0.00 | 3,750.01 | 60.94 |

|                  |      |      |      |           |          |           |      |           |       |
|------------------|------|------|------|-----------|----------|-----------|------|-----------|-------|
| TOTAL CENTERVIEW | 0.00 | 0.00 | 0.00 | 73,475.00 | 3,750.00 | 45,133.13 | 0.00 | 28,341.87 | 61.43 |
|------------------|------|------|------|-----------|----------|-----------|------|-----------|-------|

RAYMORE ACTIVITY CENTER

=====

MISCELLANEOUS

|                                    |      |      |      |          |      |          |      |           |        |
|------------------------------------|------|------|------|----------|------|----------|------|-----------|--------|
| 28-4370-0000 MISCELLANEOUS REVENUE | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 1,794.00 | 0.00 | ( 294.00) | 119.60 |
| TOTAL MISCELLANEOUS                | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 1,794.00 | 0.00 | ( 294.00) | 119.60 |

CONCESSION REVENUE

|                          |      |      |      |          |      |        |      |          |      |
|--------------------------|------|------|------|----------|------|--------|------|----------|------|
| 28-4700-0000 CONCESSION  | 0.00 | 0.00 | 0.00 | 4,000.00 | 1.00 | 255.00 | 0.00 | 3,745.00 | 6.38 |
| TOTAL CONCESSION REVENUE | 0.00 | 0.00 | 0.00 | 4,000.00 | 1.00 | 255.00 | 0.00 | 3,745.00 | 6.38 |

FACILITY RENTAL REVENUE

|                               |      |      |      |           |          |          |      |           |       |
|-------------------------------|------|------|------|-----------|----------|----------|------|-----------|-------|
| 28-4710-0000 RENTAL FEES      | 0.00 | 0.00 | 0.00 | 24,825.00 | 1,175.00 | 7,645.00 | 0.00 | 17,180.00 | 30.80 |
| TOTAL FACILITY RENTAL REVENUE | 0.00 | 0.00 | 0.00 | 24,825.00 | 1,175.00 | 7,645.00 | 0.00 | 17,180.00 | 30.80 |



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JULY 31ST, 2022

25 -PARK FUND

PARKS DIVISION

DEPARTMENTAL EXPENDITURES

|  | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|

PERSONNEL

|                              |             |             |             |                 |             |                 |             |                 |              |
|------------------------------|-------------|-------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|--------------|
| 25-5010-0000 SALARIES/WAGES  | 0.00        | 0.00        | 0.00        | 427,656.00      | 34,097.49   | 309,077.17      | 0.00        | 118,578.83      | 72.27        |
| 25-5020-0000 FICA            | 0.00        | 0.00        | 0.00        | 33,931.00       | 2,708.08    | 23,704.04       | 0.00        | 10,226.96       | 69.86        |
| 25-5030-0000 UNEMPLOYMENT    | 0.00        | 0.00        | 0.00        | 480.00          | 0.00        | 9.89            | 0.00        | 470.11          | 2.06         |
| 25-5040-0000 GROUP INSURANCE | 0.00        | 0.00        | 0.00        | 89,390.00       | 6,378.88    | 57,419.63       | 0.00        | 31,970.37       | 64.23        |
| 25-5045-0000 LAGERS          | 0.00        | 0.00        | 0.00        | 67,082.00       | 5,367.47    | 47,770.92       | 0.00        | 19,311.08       | 71.21        |
| 25-5050-0000 OVERTIME        | 0.00        | 0.00        | 0.00        | 15,889.00       | 2,724.13    | 13,567.17       | 0.00        | 2,321.83        | 85.39        |
| 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>6,330.00</u> | <u>0.00</u> | <u>2,979.00</u> | <u>68.00</u> |
| TOTAL PERSONNEL              | 0.00        | 0.00        | 0.00        | 643,737.00      | 51,276.05   | 457,878.82      | 0.00        | 185,858.18      | 71.13        |

COMMODITIES

|  |             |             |             |                 |             |                 |             |                 |              |
|--|-------------|-------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|--------------|
| 25-6065-1250 EQUIPMENT & FIXTURES-PARK | 0.00        | 0.00        | 0.00        | 6,000.00        | 0.00        | 0.00            | 1,194.30    | 4,805.70        | 19.91        |
| 25-6070-1250 FUEL/OIL                  | 0.00        | 0.00        | 0.00        | 10,892.00       | 888.79      | 7,753.48        | 1,509.09    | 1,629.43        | 85.04        |
| 25-6150-1010 OFFICE SUPPLIES           | 0.00        | 0.00        | 0.00        | 500.00          | 48.96       | 378.43          | 0.00        | 121.57          | 75.69        |
| 25-6260-1250 TOOLS/EQUIPMENT           | 0.00        | 0.00        | 0.00        | 1,200.00        | 0.00        | 215.99          | 0.00        | 984.01          | 18.00        |
| 25-6270-1010 UNIFORMS                  | 0.00        | 0.00        | 0.00        | 225.00          | 0.00        | 225.00          | 0.00        | 0.00            | 100.00       |
| 25-6270-1250 UNIFORMS                  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>6,567.50</u> | <u>0.00</u> | <u>4,708.80</u> | <u>0.00</u> | <u>1,858.70</u> | <u>71.70</u> |
| TOTAL COMMODITIES                      | 0.00        | 0.00        | 0.00        | 25,384.50       | 937.75      | 13,281.70       | 2,703.39    | 9,399.41        | 62.97        |

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            | 35.31       | 464.69           | 7.06          |
| 25-6430-1250 GROUNDS MAINTENANCE   | 0.00        | 0.00        | 0.00        | 41,400.00     | 5,209.08     | 34,443.31       | 2,152.51    | 4,804.18         | 88.40         |
| 25-6430-1255 GROUNDS MAINT-TREES   | 0.00        | 0.00        | 0.00        | 5,000.00      | 0.00         | 2,800.00        | 0.00        | 2,200.00         | 56.00         |
| 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>1,101.47</u> | <u>0.00</u> | <u>( 601.47)</u> | <u>220.29</u> |
| TOTAL MAINTENANCE & REPAIRS        | 0.00        | 0.00        | 0.00        | 50,400.00     | 5,257.08     | 38,344.78       | 2,187.82    | 9,867.40         | 80.42         |

UTILITIES

|                          |             |             |             |                 |                 |                 |             |                 |              |
|--------------------------|-------------|-------------|-------------|-----------------|-----------------|-----------------|-------------|-----------------|--------------|
| 25-6800-0000 ELECTRICITY | 0.00        | 0.00        | 0.00        | 0.00            | 0.00            | 47.05           | 0.00        | ( 47.05)        | 0.00         |
| 25-6800-1010 ELECTRICITY | 0.00        | 0.00        | 0.00        | 44,784.00       | 5,060.80        | 33,469.22       | 0.00        | 11,314.78       | 74.73        |
| 25-6810-1010 WATER       | 0.00        | 0.00        | 0.00        | 135.00          | 0.00            | 57.11           | 145.34      | ( 67.45)        | 149.96       |
| 25-6850-1010 TRASH       | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>4,200.00</u> | <u>1,043.36</u> | <u>1,043.36</u> | <u>0.00</u> | <u>3,156.64</u> | <u>24.84</u> |
| TOTAL UTILITIES          | 0.00        | 0.00        | 0.00        | 49,119.00       | 6,104.16        | 34,616.74       | 145.34      | 14,356.92       | 70.77        |

CONTRACTUAL

|  |             |             |             |                  |                 |                  |                 |                  |              |
|--|-------------|-------------|-------------|------------------|-----------------|------------------|-----------------|------------------|--------------|
| 25-7020-1010 ADVERTISING/LEGAL NOTICES | 0.00        | 0.00        | 0.00        | 100.00           | 0.00            | 99.00            | 0.00            | 1.00             | 99.00        |
| 25-7090-1010 ED/TRAIN/SEMINAR          | 0.00        | 0.00        | 0.00        | 3,940.00         | 0.00            | 3,036.35         | 0.00            | 903.65           | 77.06        |
| 25-7090-1255 EDUCATION/TRAINING/SEMINA | 0.00        | 0.00        | 0.00        | 605.00           | 0.00            | 398.00           | 0.00            | 207.00           | 65.79        |
| 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        | 221.36          | 15,202.04        | 0.00            | ( 1,448.04)      | 110.53       |
| 25-7210-1010 LEGAL SERVICES            | 0.00        | 0.00        | 0.00        | 800.00           | 0.00            | 1,175.00         | 0.00            | ( 375.00)        | 146.88       |
| 25-7240-1010 MEALS/LODGING/MILEAGE     | 0.00        | 0.00        | 0.00        | 7,050.00         | 540.37          | 4,049.00         | 1,363.57        | 1,637.43         | 76.77        |
| 25-7240-1250 MEALS/LODGING/MILEAGE     | 0.00        | 0.00        | 0.00        | 0.00             | 0.00            | 0.02             | 0.00            | ( 0.02)          | 0.00         |
| 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         | 875.00          | 1,810.00         | 0.00            | 140.00           | 92.82        |
| 25-7280-1010 MISCELLANEOUS EXP         | 0.00        | 0.00        | 0.00        | 220.00           | 0.00            | 136.55           | 0.00            | 83.45            | 62.07        |
| 25-7300-1010 COPIER EXPENSE            | 0.00        | 0.00        | 0.00        | 2,226.00         | 331.11          | 1,401.49         | 30.64           | 793.87           | 64.34        |
| 25-7320-1250 PROFESSIONAL SERVICES     | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>44,000.00</u> | <u>3,328.88</u> | <u>28,264.28</u> | <u>4,900.00</u> | <u>10,835.72</u> | <u>75.37</u> |
| TOTAL CONTRACTUAL                      | 0.00        | 0.00        | 0.00        | 76,895.00        | 5,296.72        | 55,571.73        | 6,294.21        | 15,029.06        | 80.46        |



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JULY 31ST, 2022

25 -PARK FUND

RECREATION DIVISION

DEPARTMENTAL EXPENDITURES

|  | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|

PERSONNEL

|                              |             |             |             |                 |             |                 |             |                 |              |
|------------------------------|-------------|-------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|--------------|
| 26-5010-0000 SALARIES/WAGES  | 0.00        | 0.00        | 0.00        | 128,463.00      | 9,555.10    | 70,221.52       | 0.00        | 58,241.48       | 54.66        |
| 26-5010-1310 SALARIES/WAGES  | 0.00        | 0.00        | 0.00        | 0.00            | 6,108.42    | 57,373.59       | 0.00        | ( 57,373.59)    | 0.00         |
| 26-5020-0000 FICA            | 0.00        | 0.00        | 0.00        | 10,343.00       | 751.40      | 5,495.82        | 0.00        | 4,847.18        | 53.14        |
| 26-5020-1310 FICA            | 0.00        | 0.00        | 0.00        | 0.00            | 412.64      | 3,898.34        | 0.00        | ( 3,898.34)     | 0.00         |
| 26-5030-0000 UNEMPLOYMENT    | 0.00        | 0.00        | 0.00        | 128.00          | 0.00        | 2.82            | 0.00        | 125.18          | 2.20         |
| 26-5040-0000 GROUP INSURANCE | 0.00        | 0.00        | 0.00        | 15,144.00       | 1,107.79    | 9,969.44        | 0.00        | 5,174.56        | 65.83        |
| 26-5040-1310 GROUP INSURANCE | 0.00        | 0.00        | 0.00        | 0.00            | 1,031.32    | 9,282.31        | 0.00        | ( 9,282.31)     | 0.00         |
| 26-5045-0000 LAGERS          | 0.00        | 0.00        | 0.00        | 17,146.00       | 922.22      | 8,620.82        | 0.00        | 8,525.18        | 50.28        |
| 26-5045-1310 LAGERS          | 0.00        | 0.00        | 0.00        | 0.00            | 785.02      | 7,450.43        | 0.00        | ( 7,450.43)     | 0.00         |
| 26-5050-0000 OVERTIME        | 0.00        | 0.00        | 0.00        | 6,744.00        | 462.85      | 3,265.19        | 0.00        | 3,478.81        | 48.42        |
| 26-5060-0000 WORKERS COMP    | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>9,309.00</u> | <u>0.00</u> | <u>6,330.00</u> | <u>0.00</u> | <u>2,979.00</u> | <u>68.00</u> |
| TOTAL PERSONNEL              | 0.00        | 0.00        | 0.00        | 187,277.00      | 21,136.76   | 181,910.28      | 0.00        | 5,366.72        | 97.13        |

COMMODITIES

|  |             |             |             |               |             |               |             |               |              |
|--|-------------|-------------|-------------|---------------|-------------|---------------|-------------|---------------|--------------|
| 26-6190-1010 POSTAGE                   | 0.00        | 0.00        | 0.00        | 180.00        | 0.00        | 69.51         | 0.00        | 110.49        | 38.62        |
| 26-6260-1010 TOOLS/EQUIPMENT/ADMIN     | 0.00        | 0.00        | 0.00        | 500.00        | 0.00        | 0.00          | 0.00        | 500.00        | 0.00         |
| 26-6260-1600 TOOLS/EQUIPMENT-MISC      | 0.00        | 0.00        | 0.00        | 600.00        | 0.00        | 87.28         | 0.00        | 512.72        | 14.55        |
| 26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF | 0.00        | 0.00        | 0.00        | 4,000.00      | 0.00        | 2,159.30      | 1,583.25    | 257.45        | 93.56        |
| 26-6260-1620 TOOLS/EQUIPMENT - SOCCER  | 0.00        | 0.00        | 0.00        | 1,200.00      | 0.00        | 65.70         | 0.00        | 1,134.30      | 5.48         |
| 26-6260-1640 TOOLS/EQUIPMENT - TINY SP | 0.00        | 0.00        | 0.00        | 500.00        | 0.00        | 0.00          | 0.00        | 500.00        | 0.00         |
| 26-6270-1010 UNIFORMS                  | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>470.00</u> | <u>0.00</u> | <u>334.75</u> | <u>0.00</u> | <u>135.25</u> | <u>71.22</u> |
| TOTAL COMMODITIES                      | 0.00        | 0.00        | 0.00        | 7,450.00      | 0.00        | 2,716.54      | 1,583.25    | 3,150.21      | 57.72        |

UTILITIES

CONTRACTUAL

|  |             |             |             |                  |                  |                  |               |                    |               |
|--|-------------|-------------|-------------|------------------|------------------|------------------|---------------|--------------------|---------------|
| 26-7060-1010 CONCESSION EXP-ADMINISTRA | 0.00        | 0.00        | 0.00        | 28,200.00        | 4,535.96         | 14,490.02        | 1,331.74      | 12,378.24          | 56.11         |
| 26-7090-1010 ED/TRAIN/SEMINAR          | 0.00        | 0.00        | 0.00        | 2,980.00         | 0.00             | 2,485.97         | 0.00          | 494.03             | 83.42         |
| 26-7240-1010 MEALS/LODGING/MILEAGE     | 0.00        | 0.00        | 0.00        | 4,650.00         | 0.00             | 1,581.40         | 374.50        | 2,694.10           | 42.06         |
| 26-7250-1010 MEMBERSHIP DUES           | 0.00        | 0.00        | 0.00        | 175.00           | 0.00             | 110.00           | 0.00          | 65.00              | 62.86         |
| 26-7280-1290 MISC/CASH/DEBT MGMT       | 0.00        | 0.00        | 0.00        | 6,960.00         | 2,622.02         | 11,098.53        | 0.00          | ( 4,138.53)        | 159.46        |
| 26-7330-1600 PROGRAM - MISC LEAGUES    | 0.00        | 0.00        | 0.00        | 10,077.50        | 0.00             | 9,893.57         | 0.00          | 183.93             | 98.17         |
| 26-7330-1605 PROGRAM - DAY CAMP        | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 350.00           | 0.00          | ( 350.00)          | 0.00          |
| 26-7330-1610 PROGRAM - BASEBALL/SOFTBA | 0.00        | 0.00        | 0.00        | 34,110.00        | 3,364.50         | 15,654.91        | 0.00          | 18,455.09          | 45.90         |
| 26-7330-1620 PROGRAM - SOCCER          | 0.00        | 0.00        | 0.00        | 15,784.00        | 0.00             | 10,942.86        | 0.00          | 4,841.14           | 69.33         |
| 26-7330-1625 PROGRAM - ADULT SOFTBALL  | 0.00        | 0.00        | 0.00        | 5,850.00         | 1,215.00         | 4,481.40         | 405.00        | 963.60             | 83.53         |
| 26-7330-1635 PROGRAM - INSTRUCTION     | 0.00        | 0.00        | 0.00        | 500.00           | 0.00             | 2,610.50         | 0.00          | ( 2,110.50)        | 522.10        |
| 26-7330-1640 PROGRAM - TINY SPORTS     | 0.00        | 0.00        | 0.00        | 1,800.00         | 0.00             | 1,873.87         | 0.00          | ( 73.87)           | 104.10        |
| 26-7340-1600 RENT                      | 0.00        | 0.00        | 0.00        | 5,900.00         | 299.00           | 4,432.00         | 309.00        | 1,159.00           | 80.36         |
| 26-7370-1600 SPECIAL EVENTS            | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>29,050.00</u> | <u>24,863.85</u> | <u>31,132.71</u> | <u>374.83</u> | <u>( 2,457.54)</u> | <u>108.46</u> |
| TOTAL CONTRACTUAL                      | 0.00        | 0.00        | 0.00        | 146,036.50       | 36,900.33        | 111,137.74       | 2,795.07      | 32,103.69          | 78.02         |



CITY OF RAYMORE  
DEPARTMENT HEAD REPORT - UNAUDITED  
AS OF: JULY 31ST, 2022

25 -PARK FUND  
RECREATION DIVISION

DEPARTMENTAL EXPENDITURES

|                           | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|---------------------------|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| CAPITAL PROJECTS          |                              |                          |                                       |                   |                   |                        |                      |                   |                |
| TOTAL RECREATION DIVISION | 0.00                         | 0.00                     | 0.00                                  | 340,763.50        | 58,037.09         | 295,764.56             | 4,378.32             | 40,620.62         | 88.08          |



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JULY 31ST, 2022

25 -PARK FUND

RAYMORE ACTIVITY CENTER

DEPARTMENTAL EXPENDITURES

|  | PRIOR YEAR<br>ENDING PO BAL. | PRIOR YEAR<br>PO ADJUST. | REMAINING<br>PRIOR YEAR<br>PO BALANCE | CURRENT<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>ACTUAL | TOTAL<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|
|--|------------------------------|--------------------------|---------------------------------------|-------------------|-------------------|------------------------|----------------------|-------------------|----------------|

PERSONNEL

|                              |             |             |             |                 |               |                 |             |                 |              |
|------------------------------|-------------|-------------|-------------|-----------------|---------------|-----------------|-------------|-----------------|--------------|
| 28-5010-0000 SALARIES/WAGES  | 0.00        | 0.00        | 0.00        | 122,304.00      | 31,901.66     | 116,977.04      | 0.00        | 5,326.96        | 95.64        |
| 28-5020-0000 FICA            | 0.00        | 0.00        | 0.00        | 9,632.00        | 2,443.79      | 8,912.19        | 0.00        | 719.81          | 92.53        |
| 28-5030-0000 UNEMPLOYMENT    | 0.00        | 0.00        | 0.00        | 64.00           | 0.00          | 1.41            | 0.00        | 62.59           | 2.20         |
| 28-5040-0000 GROUP INSURANCE | 0.00        | 0.00        | 0.00        | 8,499.00        | 810.49        | 7,294.45        | 0.00        | 1,204.55        | 85.83        |
| 28-5045-0000 LAGERS          | 0.00        | 0.00        | 0.00        | 8,778.00        | 448.18        | 4,273.21        | 0.00        | 4,504.79        | 48.68        |
| 28-5050-0000 OVERTIME        | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>3,604.00</u> | <u>237.11</u> | <u>1,148.22</u> | <u>0.00</u> | <u>2,455.78</u> | <u>31.86</u> |
| TOTAL PERSONNEL              | 0.00        | 0.00        | 0.00        | 152,881.00      | 35,841.23     | 138,606.52      | 0.00        | 14,274.48       | 90.66        |

COMMODITIES

|  |             |             |             |               |             |             |             |               |             |
|--|-------------|-------------|-------------|---------------|-------------|-------------|-------------|---------------|-------------|
| 28-6065-1010 EQUIPMENT & FIXTURES      | 0.00        | 0.00        | 0.00        | 1,000.00      | 0.00        | 293.20      | 0.00        | 706.80        | 29.32       |
| 28-6150-1010 SUPPLIES                  | 0.00        | 0.00        | 0.00        | 750.00        | 80.11       | 588.56      | 199.51 (    | 38.07)        | 105.08      |
| 28-6260-1600 TOOLS/EQUIP - LEAGUE MISC | 0.00        | 0.00        | 0.00        | 600.00        | 0.00        | 600.21      | 0.00 (      | 0.21)         | 100.04      |
| 28-6260-1605 TOOLS/EQUIP - DAY CAMP    | 0.00        | 0.00        | 0.00        | 3,680.00      | 1,479.38    | 3,052.96    | 1,177.59 (  | 550.55)       | 114.96      |
| 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        | 94.00       | 0.00        | 706.00        | 11.75       |
| 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      | 1,559.49    | 4,823.68    | 1,377.10    | 1,409.22      | 81.48       |

MAINTENANCE & REPAIRS

|                                   |             |             |             |               |             |             |             |               |             |
|-----------------------------------|-------------|-------------|-------------|---------------|-------------|-------------|-------------|---------------|-------------|
| 28-6400-1010 BUILDING MAINTENANCE | 0.00        | 0.00        | 0.00        | 1,750.00      | 13.47       | 1,317.63    | 0.00        | 432.37        | 75.29       |
| 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      | 13.47       | 1,317.63    | 0.00        | 1,232.37      | 51.67       |

UTILITIES

|                                  |             |             |             |               |             |             |             |               |             |
|----------------------------------|-------------|-------------|-------------|---------------|-------------|-------------|-------------|---------------|-------------|
| 28-6800-1010 ELECTRICITY         | 0.00        | 0.00        | 0.00        | 7,440.00      | 1,786.29    | 7,879.18    | 0.00 (      | 439.18)       | 105.90      |
| 28-6820-1010 NATURAL GAS/PROPANE | 0.00        | 0.00        | 0.00        | 3,240.00      | 70.12       | 4,280.55    | 0.00 (      | 1,040.55)     | 132.12      |
| 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     | 1,856.41    | 12,159.73   | 0.00 (      | 519.73)       | 104.47      |

CONTRACTUAL

|                                    |               |               |             |                 |             |               |                  |                 |             |
|------------------------------------|---------------|---------------|-------------|-----------------|-------------|---------------|------------------|-----------------|-------------|
| 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        | 105.89      | 742.44        | 83.41            | 328.15          | 71.56       |
| 28-7320-1010 PROFESSIONAL SERVICES | 384.75        | 384.75        | 0.00        | 4,340.00        | 519.00      | 3,676.58 (    | 384.75)          | 1,048.17        | 75.85       |
| 28-7330-1600 PROGRAM - LEAGUE MISC | 0.00          | 0.00          | 0.00        | 6,550.00        | 0.00        | 8,019.49      | 0.00 (           | 1,469.49)       | 122.43      |
| 28-7330-1605 PROGRAM - DAY CAMP    | 0.00          | 0.00          | 0.00        | 25,275.00       | 3,435.00    | 4,559.88      | 2,201.85         | 18,513.27       | 26.75       |
| 28-7330-1615 PROGRAM - BASKETBALL  | 0.00          | 0.00          | 0.00        | 8,432.50        | 0.00        | 13,022.52     | 0.00 (           | 4,590.02)       | 154.43      |
| 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       | 4,059.89    | 30,790.91     | 1,585.51         | 26,325.08       | 55.15       |

CAPITAL PROJECTS

|                               |        |        |      |            |           |            |          |           |       |
|-------------------------------|--------|--------|------|------------|-----------|------------|----------|-----------|-------|
| TOTAL RAYMORE ACTIVITY CENTER | 699.75 | 699.75 | 0.00 | 233,382.50 | 43,330.49 | 187,698.47 | 2,962.61 | 42,721.42 | 81.69 |
|-------------------------------|--------|--------|------|------------|-----------|------------|----------|-----------|-------|

|                    |        |        |      |              |            |              |           |            |       |
|--------------------|--------|--------|------|--------------|------------|--------------|-----------|------------|-------|
| TOTAL EXPENDITURES | 824.75 | 824.75 | 0.00 | 1,562,589.50 | 179,078.03 | 1,158,258.20 | 18,772.78 | 385,558.52 | 75.33 |
|--------------------|--------|--------|------|--------------|------------|--------------|-----------|------------|-------|

|                                    |           |        |      |                 |               |                 |              |               |       |
|------------------------------------|-----------|--------|------|-----------------|---------------|-----------------|--------------|---------------|-------|
| REVENUES OVER/(UNDER) EXPENDITURES | ( 824.75) | 824.75 | 0.00 | ( 1,562,589.50) | ( 179,078.03) | ( 1,158,258.20) | ( 18,772.78) | ( 385,558.52) | 75.33 |
|------------------------------------|-----------|--------|------|-----------------|---------------|-----------------|--------------|---------------|-------|

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