



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, May 23, 2023

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 April 25, 2023
- 6. Staff Reports**
Recreation/Facilities Superintendent
Parks Superintendent
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business -**
 - A. Festival in the Park - MOU Action Item
Staff is presenting the Festival in the Park MOU for review and approval.



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

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

- *May 9, 2023 - Work Session Notes*
- *Financial Report - As of April 30, 2023*

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, April 25, 2023, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Cooper, Manson, Collier, Scott and Mapes. Member Clark was absent.

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

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

March 28, 2023

Motion: Member Manson moved to approve the Park Board minutes of March 28, 2023. Member Cooper seconded the motion.

Discussion:

Vote:	6 Aye	Member Clark	Absent
	0 Nay	Member Collier	Aye
	1 Absent	Member Cooper	Aye
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

6. Staff Reports

- Recreation/Facilities Superintendent Brennon 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. Contract - Harmon Construction Inc

Action Item

Staff recommended a contract with Harmon Construction Inc. for the construction of Phase II of the Raymore Activity Center. Director Musteen outlined the bidding process and explained to the Board that staff conducted additional reference checks as the two lowest bids were extremely close.

Motion: Member Manson moved to approve the contract recommendation for the RAC expansion project with Harmon Construction Inc.
Member Cooper seconded the motion.

Discussion:

Vote:	6 Aye	Member Clark	Absent
	0 Nay	Member Collier	Aye
	1 Absent	Member Cooper	Aye
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

9. Public Comments

10. Board Member Comments

11. Adjournment

Motion: Member Manson motioned for adjournment.
Member Cooper seconded the motion.

Discussion:

Vote:	6 Aye	Member Clark	Absent
	0 Nay	Member Collier	Aye
	1 Absent	Member Cooper	Aye
		Member Manson	Aye
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye

The regular meeting of the Raymore Parks and Recreation Board adjourned at 6:25 p.m.

Respectfully submitted,

Nathan Musteen



STAFF REPORT

To: Park Board
From: Todd Brennon, CPRP/CYSA
Recreation & Facilities Superintendent
Date: May 23, 2023
Subject: Recreation & Facilities Report

Administrative Operations

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

Meetings/Trainings Attended

- Office Assistant **Greta Naab**
- Athletic Coordinator **Nick Cook**
 - Attended weekly staff meetings with Todd Brennon on Wednesdays
 - Attended weekly concessions meeting with Todd Brennon and Abby Alexander every other Wednesday
- Recreation Coordinator **Corinne Harkins**
 - Attended MPRA Young Professionals Network meeting.
 - Attended NRPA Training “Gun Violence Prevention: The Role of Parks and Recreation” for CEU credit.
 - Conducted meetings with three new potential event sponsors/partners
- Recreation & Facilities Superintendent **Todd Brennon**
 - Took part in an interview at Foxwood Springs Senior Living for their internal news station with Communications Manager Melissa Harmer.
 - Met with a representative from the National Fitness Campaign to discuss what an outdoor fitness court would like in Raymore.
 - Bi-weekly meetings with Communications Manager Melissa Harmer.

Recreation Programs

- Gentle Yoga and Zumba
- Mothers Day Flower (12 participants) painting event
- 50+ Programs Bunco and Bridge Club

Rentals/Events/Concessions

- Rentals/Usage

Ball Fields

- Perfect Game hosted a tournament at Recreation Park on Sunday May 7.
- KC Sports will host a baseball tournament May 26-28 at Recreation Park.

Centerview

- Square Dance Club Monthly Dance
- 2 HOA Meetings
- Garden Club Monthly Meeting
- Summit Homes Business Meeting
- Celebration of Life
- Quinceanera
- Raymore Chamber of Commerce Business Expo
- 7 Graduation Parties
- Senior Health Seminar
- Raymore Chamber of Commerce

City Internal Usage

- Citizens Police Academy
- Police Department CIT Training

Program Usage

- Mother's Day Painting Class-14 participants
- Bunco
- Bridge

RAC

Paid Rental

- Volleyball Practices
- Birthday Party

Program Use

- Zumba-12 participants.
- Open Play Adult Volleyball-Averages 9-10 drop-ins per week.
- Volleyball Games

Shelters

- 38 Shelters Rented

Special Events

- Touch a Truck



Upcoming

- Farmers Market
- Movie in the Bark - June 16

Concessions

- Concession stands at Recreation Park and the Raymore Activity Center are open and operational for sports seasons.
- Raymore Activity Center concessions will soon be closing due to the end of the spring volleyball season
- Memorial Park concession stand is being de-winterized and prepped to be opened for the upcoming baseball/softball season. Opening Monday, May 22.

Sports (Youth)

- Spring
 - Youth Volleyball
 - Volleyball season will conclude Saturday, May 20.
 - End of season tournament is May 20 at the Raymore Activity Center.
 - Youth Soccer
 - Recreational and social soccer games have concluded as of May 13.
 - Recreation Park hosted the end of season soccer tournament for U7, U8, and U13-U15 age divisions.
 - We hosted a total of 63 games in Recreation Park
 - Youth Flag Football
 - Recreational and independent Flag Football conclude May 20
 - The end of season tournament will be held in Recreation Park Saturday, May 20.
 - Youth T Ball/Softball/Baseball
 - 494 players have currently registered for Spring/Summer baseball.
 - Practices began the week of April 17.
 - Games will begin the week of May 22.
 - Youth Social Soccer
 - Social Soccer had their final games Saturday, May 13.

Sports (Tiny)

- Spring
 - Tiny Soccer
 - Tiny Soccer Sessions will conclude Thursday May 18
 - Participants will receive Tiny Soccer shirts and the participation medals

Summer

Tiny T-Ball

- Registration is completely filled for Tiny T-ball.
- Session starts June 1.

Sports (Adult)

Mens Softball League

- End of season tournament will be held on Sunday May, 21

Adult Open Play Volleyball

- Averaging 9 drop-ins per week.

Adult Cornhole

- We are in the 3rd week of the cornhole season.
- Continuing our share play with Belton parks and recreation

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: May 23, 2023
Subject: Parks and Maintenance Report

Park Operations

- Staff continues the mowing routine.
- Staff planted around 40 seedling trees on the west side of Hawk Ridge Park.
- Staff weed eated during the rain days.
- Staff assembled a memorial bench, will be installed soon.
- Staff planted flowers at City Hall, and other spots.
- Staff prepped for the soccer tournament last weekend.
- Staff mulched the trees at Centerview.
- Staff sprayed the roundabout for broadleaf weeds.
- Parks Superintendent and Crew Leader had 1 interview for a seasonal position.
- Park Superintendent started working on the budget for next year.
- Staff prepped the Hawks Nest for the ribbon cutting.
- Parks Director, and Superintendent met Mr. Eastwood about how we can revive the Disc Golf Course.
- Staff had Britton install new key pad for the curtain in the RAC.
- The MDC let us know that the City of Raymore's application for a Tree City was approved for the 10th year.
- Staff started turning on the irrigation systems at the facilities.

Monthly Highlights

- Centerview was host for an NFL Draft Watch Party** on Thursday night for Raymore's NFL Youth Flag Football League. Academy Sports hosted the event and provided snacks, games and live streaming of the draft. Participants were able to remotely interact with special guests and former players during the event.
- Parks and Recreation Director Nathan Musteen, the Raymore Parks and Recreation Board and the Raymore City Council held a **ribbon cutting ceremony for the Hawk's Nest All Inclusive Playground** at Hawk Ridge Park on Monday.
- The City of Raymore received notification this week that it has reached **10 years as a Tree City USU community**. Members of the community celebrated by taking a photo of our Arbor Day Tree during the ribbon cutting ceremony at the Hawk's Nest Playground.
- The Summer 2023 Parks & Rec Program Guide is available digitally!** Paper copies will be in Raymore mailboxes soon, but you can view the guide to plan your summer calendar. View summer sports and instructional programs, summer camp and community events in this issue! [Click here to read the issue online.](#)
- Raymore Chamber of Commerce hosts The EXPO at Centerview on Saturday, May 13.** The 1st year event is designed to learn about Raymore Chamber of Commerce businesses and their services, shop from local businesses and crafters, and enjoy both indoor and outdoor family friendly activities, live music, food and drinks. [Click here to learn more about the event.](#)



Other News

- Parks and Recreation Director Nathan Musteen and Assistant City Engineer Trent Salsbury met with CFS Engineering on Sunset Lane and Hawk Ridge Park improvements.
- Parks and Recreation Director Nathan Musteen, Development Services Director David Gress and City Planner Dylan Eppert met with consultants regarding a comprehensive master plan for the City.
- Recreation Coordinator Corinne Harkins held interviews for summer camp positions.
- Athletic Coordinator Nick Cook completed the baseball/softball schedules and ordered medals and trophies for the conclusion of our spring flag football, soccer and youth volleyball seasons.
- Recreation Superintendent Todd Brennon worked with contractors in de-winterizing the Variety KC Inclusive Sprayground at T.B. Hanna Station. Brennon and park staff began preparations to have the sprayground open on Memorial Day Weekend.
- Recreation Superintendent Todd Brennon and Athletic Coordinator Nick Cook held a concessions staff meeting at Centerview. The meeting was an orientation meeting for new staff members and preparing for the summer season at Recreation Park.
- Park Staff finalized landscaping and installed signage at the Hawk's Nest All Inclusive Playground. Maintenance staff also painted three new soccer fields at Recreation Park in preparation for a soccer tournament on May 13.
- Recreation Superintendent Todd Brennon met with a representative from the National Fitness Campaign on potential grants for outdoor fitness equipment.
- Recreation Superintendent Todd Brennon and Communications Manager Melissa Harmer were guests on Foxwood Springs TV and discussed parks programs, upcoming events and other City news.
- Athletic Coordinator Nick Cook prepared for the end of season soccer tournament, stocked the concession stands, received medals for soccer, flag football and volleyball, and published the baseball/softball schedules.
- Parks and Recreation Director Nathan Musteen, Parks Superintendent Steve Rulo met with Eric Eastwood on improvements to the Disc Golf course at Recreation Park.
- The Parks and Recreation Board met in a work session on May 9. Topics of discussion included a presentation on the Master Plan, the capital improvement plan for next year and general subjects related to the department.
- Development Services Director David Gress, City Planner Dylan Eppert and Parks Director Nathan Musteen met with representatives from the City of Peculiar to discuss City Code requirements for open space and parkland dedication.

Now Hiring Awesome People!

www.raymore.com/joinparks

Part-time seasonal positions, Park Maintenance Worker 1, Full Time position with benefits. For more information or to complete an application, check us out online at: <https://www.raymore.com/residents/find-city-jobs>



Facility Use for the Month

Centerview

2 HOA Meeting
Live Wires Square Dance
1 Quinceanera
Police Department CIT Training
Garden Club Meeting
Painting Class
Raymore Chamber of Commerce Business Expo
7 Graduation Parties
Senior Health Seminar
Raymore Police Citizens Academy
Summit Homes Business meeting
Raymore Chamber of Commerce Luncheon

RAC

Volleyball Practice
Open play Volleyball
Birthday Party Rental

Picnic Shelters

38 Shelter Rentals

Save the Date - Upcoming Events

- **Movie in the Bark** - Friday, June 16: Dusk at T.B. Hanna Station Park - DC League of Super Pets
- **Spirit of America** - Friday, June 30: 7pm at Recreation Park
- **Snack and Splash** - Saturday July 15: 12 - 1:30 p.m. at T.B. Hanna Station Park
- **Movie in the Park** - Friday July 21: Dusk at T.B. Hanna Station Park - Black Panther Wakanda Forever
- **Mini Mud Run** - Friday August 18: Starting at 5:30 p.m. Hawk Ridge Park



CITY OF RAYMORE
AGENDA ITEM INFORMATION FORM

DATE: May 23, 2023

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks & Recreation

- | | | | |
|---|--|---------------------------------------|---|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Presentation | <input type="checkbox"/> Public Hearing |
| <input checked="" type="checkbox"/> Agreement | <input type="checkbox"/> Discussion | <input type="checkbox"/> Other | |

TITLE / ISSUE / REQUEST

Resolution 23-25, Festival in the Park Memorandum of Understanding-

STRATEGIC PLAN GOAL/STRATEGY

1.1.4 Create signature events and amenities in our community.

FINANCIAL IMPACT

Award To:	Festival in the Park (In-Kind Services)
Amount of Request/Contract:	\$4,500
Amount Budgeted:	\$5,000
Funding Source/Account#:	25-25-4901-0000

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
Sept. 14, 2023	Sept. 16, 2023

STAFF RECOMMENDATION

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

Name of Board or Commission:

Date:

Action/Vote:

LIST OF REFERENCE DOCUMENTS ATTACHED

2023 Memorandum of Understanding (Signed)

REVIEWED BY:

[Empty box for signature]

BACKGROUND / JUSTIFICATION

The Raymore Festival in the Park is an annual event held in Raymore's Memorial Park. The three-day event includes a main attraction such as carnival rides, etc., vendor booths and various activities for the benefit of the residents of Raymore and surrounding areas.

This year's event will introduce a change in the main attraction. The Festival Committee will be hosting a full line of inflatable rentals including bounce houses, obstacle courses and more in lieu of the tradition carnival rides.

The attached memorandum of understanding outlines the partnership of services, materials and public land offered by the City as an in-kind contribution to the Festival in the Park.

The MOU is reviewed and approved each year between the Parks and Recreation Board and the Festival Committee outlining the in-kind services and park usage.

The Festival MOU document is presented for approval.

RESOLUTION 23-25

“A RESOLUTION OF THE CITY OF RAYMORE, MISSOURI, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF RAYMORE AND THE FESTIVAL IN THE PARK, INC COMMITTEE FOR THE 2023 FESTIVAL IN THE PARK EVENT.”

WHEREAS, the Festival in the Park is an annual event held at Raymore’s Memorial Park; and,

WHEREAS, the City provides staff to support the festival as an in-kind contribution to the Raymore Festival in the Park, Inc.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:

Section 1. The City of Raymore and the Festival in the Park, Inc. Committee agree to the Memorandum of Understanding attached as Exhibit A.

Section 2. This Resolution shall become effective on and after the date of passage and approval.

Section 3. Any Resolution or part thereof which conflicts with this Resolution shall be null and void.

DULY READ AND PASSED THIS 12TH DAY OF JUNE, 2023 BY THE FOLLOWING VOTE:

- Councilmember Abdelgawad
- Councilmember Baker
- Councilmember Barber
- Councilmember Burke III
- Councilmember Engert
- Councilmember Forster
- Councilmember Holman
- Councilmember Townsend

ATTEST:

APPROVE:

Erica Hill, City Clerk

Kristofer P. Turnbow, Mayor

Date of Signature

MEMORANDUM OF UNDERSTANDING



Festival in the Park - 2023
September 14, 15 & 16





MEMORANDUM OF UNDERSTANDING

Between: Raymore Parks and Recreation
And: Festival in the Park, Inc.
Date: May 23, 2023
Re: Raymore Festival in the Park Operations 2023

The Raymore Festival in the Park is an annual event held in Raymore's Memorial Park. Since the event will be held on City property in Memorial Park and the Festival in the Park organizers have expressed an interest in using the services of certain city staff for the event, both parties recognize the need to document in writing certain specific details of the relationship between the two organizations. The City of Raymore through the Raymore Parks and Recreation Department (City) and the Raymore Festival in the Park, Inc. (RFIPI), agree that this Memorandum of Understanding shall be the agreement under which both parties will operate in concert to provide the city-wide special event that benefits the residents of Raymore.

1. City Contribution

The City Council has determined that the Festival in the Park is a unique event of public interest and importance such that an in-kind contribution of park staff labor, electrical service, and park license fee of up to \$4,500 is found to be justified and in the best interests of the citizens of Raymore and is authorized as a material term of this Memorandum of Understanding to preserve and promote the Festival. Such contribution will be made from the General Fund of the City. For its sponsorship, the City will receive those benefits outlined in Attachment # 3.

2. Procedures for approval of this document

The RFIPI shall negotiate the following license agreement to include the reservation and use of certain areas of Memorial Park and Recreation Park, as well as several areas in the City Hall and certain services listed below. The license agreement shall be reviewed by the Park Board for recommendation to the City Council. RFIPI shall present the license agreement to the Council for approval.

3. Communication between CITY and RFIPI

Both CITY and RFIPI shall each designate a single contact person through which all contact shall be made. Requests pursuant to this license agreement and requirements of the agreement as listed in the duties and responsibilities attachments shall be made in writing.

4. The License Agreement Policy of the Park Board

The Raymore Park Board has adopted a policy for the license of City-owned facilities to outside agencies for special events. This policy ensures that the City will be reimbursed for costs related to organizational use of facilities in the amount of \$150 per day for standard special events. Standard event set up shall include fresh mowing of the park area, daily trash servicing, and daily rest room servicing. Additional duties related to park



set up, event staffing, and post-event clean up shall be billed to organizations at a rate of \$20 per man hour for regular time, \$30 per man hour for overtime, and any additional expenses incurred as agreed upon by the Board and the organization.

5. License Agreement. The term of the 2023 license of City facilities by the RFIPI shall begin on Thursday, September 14, 2023 and end on Saturday, September 16, 2023.

The RFIPI shall have use of the following Memorial Park facilities for the term of this license (see map attached):

1. northeast parking lot and east central parking lot
2. east field
3. ball fields #1 and #2 and areas surrounding those fields
4. Lions shelter
5. West shelter
6. Concession stand
7. park areas north and west of the tennis courts
8. park areas south of the west shelter to Lucy Webb Road

RFIPI shall have license to use Recreation Park parking lot and trail area for the parade on the morning of Saturday, September 16, 2023.

- A. Park Closure.** At no time shall the park be closed to the public. Facilities not specifically listed in "5" above shall remain available for public use.
- B. Damage to facilities or grounds.** Any damage to facilities or grounds caused by the festival, ordinary wear and tear excepted, shall be charged to the organization in an amount to include supplies and man hours spent repairing said damage.
- C. Compensation and Reimbursables.** The amount of \$450 (\$150 daily license fee X 3 days) shall be taken from \$4,500 in-kind contribution, leaving the remainder to apply toward electrical service and park staff labor. Charges for electrical service shall be equal to the amount charged by KCPL for the meter located near the NW corner of Raymore Elementary School during the term of the license. Charges for park staff labor to perform duties listed below shall be at the rate of \$20 for regular time activities and \$30 for overtime activities.

Based on the 2022 event request, the amount of reimbursable charges is expected to be approximately \$4,000. RFIPI shall pay CITY for all services provided by CITY, if any, that exceed the City's in-kind contribution of up to \$4,500.

Duties requested by RFIPI:

1. provide trash receptacles, collect trash, dispose of trash to RFIPI provided dumpster, and clean in accordance with the following schedule:
 - Collect trash every two to three hours during the course of the event

- Clean rest rooms every two to three hours during the course of the event
- 2. Provide standard City forms as required.
- 3. Prepare the parks for the event to include non-standard items such as set up of chairs, tables, tents, parade line up areas, boy scout areas, carnival areas, vendor booth areas with electricity, sound system and lighting under the shelter, volleyball and basketball areas, operational barriers and cones, and transporting equipment to the site.
- 4. Provide staff for the Sunday carnival arrival and provide staff for the three-day event to perform manual duties including set up and tear down of individual activity areas, regular trash pick up, transportation of equipment between the park and the maintenance building, coordination of the parade with the police department, and troubleshooting electrical and emergency issues.
- 5. Lend equipment that has traditionally been used during the festival to RFIPI by transporting it on the day needed to the event site. Equipment includes popup tents, sound systems, extension cords, power cords and junction boxes, trailers, event/activity supplies, portable basketball hoops, t-posts and streamers, and traffic cones.

D. Independent Contractor

RFIPI is an independent contractor with respect to all services performed under this license agreement. RFIPI accepts full and exclusive liability for the payment for any services or products purchased for the event and for all premiums, contributions, or taxes for worker's compensation, social security, unemployment benefits, or other benefits now or hereinafter imposed under any state or federal law which are measured by the wages, salaries, or other remuneration paid to persons employed by RFIPI on work performed under the term of this license. RFIPI shall defend, indemnify, and hold harmless the City from any claims or liability for such contributions or taxes. Nothing contained in this license agreement nor any act of the City or of RFIPI shall be deemed or construed to create any third party beneficiary or principal or agent association or relationship with the City. RFIPI is not the City's agent and RFIPI has no authority to take any action or execute any documents on behalf of the City.

E. Indemnification

RFIPI shall defend, indemnify, and hold harmless the City from and against any and all claims arising out of or resulting from all acts or omissions in connection with this agreement caused in whole or in part by RFIPI or RFIPI's agents, regardless of whether or not caused in part by any act or omission including negligence of the City. RFIPI is not obliged under this section to indemnify CITY for the sole negligence of the City.

F. Insurance Requirements

RFIPI shall procure and maintain in effect throughout the duration of the license agreement insurance coverage listing the CITY as an additional insured that is not less than the types and amounts specified as follows:

1. Commercial general liability insurance: with limits of \$2,000,000 per occurrence and \$2,000,000 aggregate,
2. Worker's compensation insurance to meet statutory requirements,
3. Commercial automobile liability insurance, and
4. If applicable, professional liability insurance.



In the event that additional insurance, not specified herein, is required during the term of this agreement, CITY reserves the right to require RFIPI to provide such insurance or, if RFIPI fails to provide such insurance, to obtain such insurance at RFIPI's expense. Policies containing a self-insured retention are unacceptable to CITY and shall not be deemed to meet the insurance requirements of this agreement.

Policies may not be materially changed or cancelled during the term of this agreement without the City's prior written consent. Prior to any material change or cancellation, the City shall be given thirty (30) days advance notice by certified or registered mail to the City at the following address:

City of Raymore
Attn: Parks and Recreation Department
100 Municipal Circle
Raymore, MO 64083

Further, the City shall be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

RFIPI shall, by no later than **August 18, 2023**, provide the City with proof of insurance evidencing that RFIPI has met the insurance requirements of this agreement. Such insurance policies shall name the CITY as additional insured.

G. Compliance with laws

RFIPI shall comply with all federal, state and local laws, ordinances, and regulations applicable to this license agreement. RFIPI, at its own expense, shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this license agreement. All references to "code" shall mean the City's code of ordinances, including any amendments thereto or recodification thereof.

H. RFIPI Responsibilities

See attachment #1, RFIPI's responsibilities, incorporated into this agreement.

I. Termination of Agreement

CITY may, at any time upon ten (10) days notice to RFIPI specifying the effective date of termination, terminate this agreement, in whole or in part, if RFIPI is determined by the City to be in breach of any portion of this agreement. RFIPI may terminate this agreement upon ten (10) days notice to CITY if CITY is in material breach before the end of the ten day notice period. If this agreement is terminated prior to the completion of the services to be performed hereunder, all finished or unfinished documents and agreements prepared or obtained by RFIPI pursuant to this agreement shall become City property. If this agreement is terminated prior to the completion of the term, RFIPI shall immediately remove all property owned by it or its agents that is located on the licensed premises.



J. Defaults and Remedies

Should RFIPI be in default or breach of any provision of the agreement, CITY may terminate, suspend CITY's performance, or invoke any other legal or equitable remedy after giving RFIPI reasonable notice and opportunity to correct such default or breach.

K. Annual Report

A detailed report shall be presented to the City Council after the event.

L. Americans with Disabilities Act

RFIPI shall comply, during the course of this license agreement, with all provisions of the Americans with Disabilities Act.

M. Assignability or Subcontracting

RFIPI shall not subcontract, transfer, or assign any part or all of RFIPI's privileges, obligations, or interests without CITY's prior written approval.

N. City logo.

RFIPI shall place the City of Raymore's logo or name and title usage as set forth on attachment #2 on all festival information distributed to the public.

SIGNATURES:

President, Raymore Festival in the Park, Inc.

Dan Barnes

Printed Name

Dan Barnes

RFIPI President Signature

5-17-23

Date

City Manager, City of Raymore

Printed Name

City Manager Signature

Date

Chair, Raymore Parks and Recreation Board

Printed Name

Park Board Chair Signature

Date



RFIPI's Responsibilities

Attachment #1

1. Designate in writing a person to act as RFIPI representative with respect to this license.
2. Provide an event operations map – draft by the First week of August for City review.
3. Provide an event operations map - final including all staging and vendor booth locations by the First week of September.
4. Provide a Festival event schedule – draft by First week of August for CITY review
5. Provide a Festival event schedule – final by First week of September for CITY review
6. Coordinate and provide all advertising and promotion
7. Coordinate and provide all mailing of and postage for all flyers direct mailed
8. Accept and receipt participant registrations
9. Field event information requests
10. Contract with a carnival
11. Coordinate the carnival's pre-event inspection
12. Supply tents, tables, chairs, port-a-potties (minimum 2 plus 1 ADA accessible)
13. Provide staffing of event activities and parking areas
14. Coordinate and provide concession stand operations
15. Provide all concessions equipment and supplies
16. Clean up concession stand after the event
17. Supply any equipment not currently in the parks inventory necessary for the safe and efficient operation of the event to include: Paint, office supplies, money bags, extension cords, and any other items in the inventory of the parks that are not sufficient in number.
18. Supply electricity for carnival housing trailers
19. Coordinate event activities with RPD for overnight security, parking and parade traffic assistance
20. Coordinate with SMFPD for on-site first aid
21. Coordinate with Emergency Mgmt for emergency plan, if necessary
22. Provide all activity and event awards
23. Coordinate sales tax collection by vendors with the state
24. Include the City in the text of all waivers on activity registration forms
25. Coordinate street clean up after the parade
26. Maintain all park areas in a professional manner -No decorations or signs may be taped to any city facilities.
27. Provide 40-yard dumpster on site for daily trash collection
- 28. Communicate any changes from the 2023 festival in the park to CITY by First week of August for review and incorporation into the staffing and operational plans by the department**
29. Protect (by all means necessary) park facilities, amenities and features. This includes the Arboretum and exercise trail.



City of Raymore Name and Title Usage

Attachment #2

Guidelines

(RFIPI is responsible for adhering to the policy for use of the City logo. All questions or changes regarding the City of Raymore Name and Title Usage shall be addressed with the City Communications Department)

The City of Raymore name and title usage may be used in or in substitution of logo recognition of the significant contributions of the City. Below is the approved title usage:

In association with the City of Raymore

In cooperation with the City of Raymore

Operated in agreement with the City of Raymore

As authorized by the City of Raymore.

The Logo

The City logo may be used in addition to or in substitution of written recognition of the significant contributions of the City.

The logo is designed to reflect the City's identity, therefore it must be used correctly and consistently.



City of Raymore Sponsorship and Benefits

Attachment #3

1. All printed materials such as flyers, entry forms, posters and the like will carry the City of Raymore logo or the City's name and title usage as set forth on Attachment #2.
2. All advertising local as well as metro wide will carry the City of Raymore logo or the City's name and title usage as set forth on Attachment #2.
3. The City of Raymore will be provided booth space, at no charge, during the Festival in which to promote City activities or programs.
4. The City of Raymore will be provided the opportunity, at no charge, to enter a float in the parade.
5. A representative of the City or City Council will be invited to serve on the Festival Committee.
6. A representative of the City or City Council will be invited to serve as a goodwill ambassador in the Hospitality venue during the Festival, if such a venue is in operation.



MISCELLANEOUS ITEMS

- *May 9, 2023 - Work Session Notes*
- *Financial Report - Ending on April 30, 2023*



Raymore Parks and Recreation Board Work Session Agenda

**Tuesday, May 9, 2023
6:00pm**

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

Members Present: Chairman Trautman; Members Manson, Mapes, Collier, Scott and Cooper. Member Clark was not present.

Director Musteen, Superintendent Brennon and Superintendent Rulo were present. Also, Development Services Director David Gress and City Planner Dylan Eppert were present.

1. Open Discussion

Member Scott made a request of the Board to include a budget line item in the FY24 budget for maintenance and improvements to the The Ridge Mountain Bike Trail. The request would be under the parks maintenance budget. The Board indicated to staff that this would be acceptable to include in the budget recommendation to the City Manager.

2. Master Plan Update

Development Services Director David Gress and City Planner Dylan Eppert provided an update on the master plan. Members of the Board asked a few questions and general discussion was held regarding the plan. Staff will provide more updates as the contract is finalized and the process begins.

3. FY24 - Capital Improvement Program

Director Musteen presented staff's recommendation on the FY24 CIP plan. Musteen outlined the proposal with the following highlights:

- a) With the upcoming Master Plan, Musteen recommends our normal 5 year plan be pushed back one year in efforts to utilize the recommendations from the master plan to reprioritize projects.
- b) With a 1 year push on the current 5 year plan, staff recommends 3 projects to be placed on the FY24 capital project list.
 - 1) \$250,000 for the Hawk Ridge Park Plaza construction. The \$250,000 will be used not only for construction, but as matching funds for the Land Water Conservation Fund grant cycle. The amount is the maximum allowed for a matching grant.
 - 2) \$60,000 for the conversion of the old skatepark pad in Recreation Park into 3 regulation size pickleball courts. Originally programmed for Hawk Ridge Park on the east side, this location is much more

conducive to pickleball with established amenities such as parking, water and access to restrooms. Use of this location is several hundred

thousand dollars cheaper than a new construction build at Hawk Ridge Park.

- 3) \$200,000 for a full size outdoor basketball court at Hawk Ridge Park's Athletic area on the west side. A long time project on the Park Board's capital list, this is a much needed and requested project on the north side of 58 Hwy as the only other basketball court in town are at Recreation Park. The court at Recreation Park is heavily used and popular.

Members of the Board were provided maps and project estimates. Each project was provided an opportunity for discussion. The Board gave staff approval to move forward with the plan.

4. **Adjournment** - 7:15pm

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2023

25 -PARK FUND

FINANCIAL SUMMARY

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>									
<u>NON-DEPARTMENTAL</u>									
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	474,915.00	5,394.31	485,678.07	0.00	(10,763.07)	102.27
MISCELLANEOUS	0.00	0.00	0.00	2,470.00	2,709.62	13,939.27	0.00	(11,469.27)	564.34
FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,075.00	2,227.50	5,472.50	0.00	7,602.50	41.85
TRANSFERS - INTERFUND	0.00	0.00	0.00	550,000.00	45,833.33	274,999.98	0.00	275,000.02	50.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	1,040,460.00	56,164.76	780,089.82	0.00	260,370.18	74.98
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	60,000.00	913.75	1,698.00	0.00	58,302.00	2.83
FACILITY RENTAL REVENUE	0.00	0.00	0.00	44,575.00	0.00	2,732.00	0.00	41,843.00	6.13
PROGRAM REVENUE	0.00	0.00	0.00	244,200.00	8,010.00	137,204.89	0.00	106,995.11	56.19
TOTAL RECREATION DIVISION	0.00	0.00	0.00	348,775.00	8,923.75	141,634.89	0.00	207,140.11	40.61
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	70,675.00	10,156.37	26,911.72	0.00	43,763.28	38.08
PROGRAM REVENUE	0.00	0.00	0.00	9,600.00	10.00	1,745.00	0.00	7,855.00	18.18
TOTAL CENTERVIEW	0.00	0.00	0.00	80,275.00	10,166.37	28,656.72	0.00	51,618.28	35.70
<u>RAYMORE ACTIVITY CENTER</u>									
MISCELLANEOUS	0.00	0.00	0.00	2,490.00	105.00	1,668.00	0.00	822.00	66.99
CONCESSION REVENUE	0.00	0.00	0.00	2,000.00	311.50	425.25	0.00	1,574.75	21.26
FACILITY RENTAL REVENUE	0.00	0.00	0.00	24,825.00	1,466.25	5,270.00	0.00	19,555.00	21.23
PROGRAM REVENUE	0.00	0.00	0.00	218,325.00	12,730.00	50,790.00	0.00	167,535.00	23.26
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	247,640.00	14,612.75	58,153.25	0.00	189,486.75	23.48
TOTAL REVENUES	0.00	0.00	0.00	1,717,150.00	89,867.63	1,008,534.68	0.00	708,615.32	58.73
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	2,100.00	0.00	2,100.00	962,496.90	73,844.12	473,986.92	20,320.40	468,189.58	51.36
RECREATION DIVISION	570.55	570.55	0.00	375,079.00	34,537.69	130,645.88	3,803.45	240,629.67	35.85
CENTERVIEW	0.00	0.00	0.00	102,771.04	6,039.92	41,490.34	1,038.36	60,242.34	41.38
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	263,628.54	19,577.52	116,484.36	1,518.36	145,625.82	44.76
TOTAL EXPENDITURES	2,670.55	570.55	2,100.00	1,703,975.48	133,999.25	762,607.50	26,680.57	914,687.41	46.32
REVENUES OVER/(UNDER) EXPENDITURES	(2,670.55)	570.55	(2,100.00)	13,174.52	(44,131.62)	245,927.18	(26,680.57)	(206,072.09)	1,664.17

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2023

25 -PARK FUND

REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL									
=====									
<u>MISCELLANEOUS</u>									
<u>TRANSFERS - INTERFUND</u>									
PARKS DIVISION									
=====									
<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	395,609.00	1,279.28	392,546.53	0.00	3,062.47	99.23
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	79,306.00	4,115.03	93,131.54	0.00	(13,825.54)	117.43
TOTAL PROPERTY TAXES	0.00	0.00	0.00	474,915.00	5,394.31	485,678.07	0.00	(10,763.07)	102.27
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	2,140.00	2,709.62	13,939.27	0.00	(11,799.27)	651.37
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	330.00	0.00	0.00	0.00	330.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	2,470.00	2,709.62	13,939.27	0.00	(11,469.27)	564.34
<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	13,075.00	2,227.50	5,472.50	0.00	7,602.50	41.85
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,075.00	2,227.50	5,472.50	0.00	7,602.50	41.85
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	150,000.00	12,500.00	75,000.00	0.00	75,000.00	50.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	400,000.00	33,333.33	199,999.98	0.00	200,000.02	50.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	550,000.00	45,833.33	274,999.98	0.00	275,000.02	50.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	1,040,460.00	56,164.76	780,089.82	0.00	260,370.18	74.98
RECREATION DIVISION									
=====									
<u>PROPERTY TAXES</u>									
<u>MISCELLANEOUS</u>									
<u>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	60,000.00	913.75	1,698.00	0.00	58,302.00	2.83
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	60,000.00	913.75	1,698.00	0.00	58,302.00	2.83

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2023

25 -PARK FUND

REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	44,575.00	0.00	2,732.00	0.00	41,843.00	6.13
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	44,575.00	0.00	2,732.00	0.00	41,843.00	6.13
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	28,300.00	85.00	23,305.00	0.00	4,995.00	82.35
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	89,025.00	4,975.00	49,324.00	0.00	39,701.00	55.40
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	70,900.00	10.00	39,506.00	0.00	31,394.00	55.72
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	18,000.00	0.00	5,250.00	0.00	12,750.00	29.17
26-4715-1630 PROGRAM - MISC	0.00	0.00	0.00	0.00	590.00	810.00	0.00	(810.00)	0.00
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	1,500.00	135.00	2,450.00	0.00	(950.00)	163.33
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	14,400.00	45.00	6,525.00	0.00	7,875.00	45.31
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	0.00	120.00	1,034.89	0.00	(1,034.89)	0.00
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	22,075.00	2,050.00	9,000.00	0.00	13,075.00	40.77
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	244,200.00	8,010.00	137,204.89	0.00	106,995.11	56.19
TOTAL RECREATION DIVISION	0.00	0.00	0.00	348,775.00	8,923.75	141,634.89	0.00	207,140.11	40.61

CENTERVIEW

=====

MISCELLANEOUS

<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	70,675.00	10,156.37	26,911.72	0.00	43,763.28	38.08
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	70,675.00	10,156.37	26,911.72	0.00	43,763.28	38.08
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	9,600.00	10.00	1,745.00	0.00	7,855.00	18.18
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	9,600.00	10.00	1,745.00	0.00	7,855.00	18.18
TOTAL CENTERVIEW	0.00	0.00	0.00	80,275.00	10,166.37	28,656.72	0.00	51,618.28	35.70

RAYMORE ACTIVITY CENTER

=====

MISCELLANEOUS

28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	2,490.00	105.00	1,668.00	0.00	822.00	66.99
TOTAL MISCELLANEOUS	0.00	0.00	0.00	2,490.00	105.00	1,668.00	0.00	822.00	66.99
<u>CONCESSION REVENUE</u>									
28-4700-0000 CONCESSION	0.00	0.00	0.00	2,000.00	311.50	425.25	0.00	1,574.75	21.26
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	2,000.00	311.50	425.25	0.00	1,574.75	21.26

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2023

25 -PARK FUND									
PARKS DIVISION									
DEPARTMENTAL EXPENDITURES									
	PRIOR YEAR	PRIOR YEAR	REMAINING						
	ENDING PO BAL.	PO ADJUST.	PO BALANCE	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
				BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>PERSONNEL</u>									
25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	492,442.00	33,835.82	234,728.28	0.00	257,713.72	47.67
25-5020-0000 FICA	0.00	0.00	0.00	39,039.00	2,547.18	17,858.28	0.00	21,180.72	45.74
25-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	480.00	130.11	130.11	0.00	349.89	27.11
25-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	78,579.00	7,383.16	44,363.70	0.00	34,215.30	56.46
25-5045-0000 LAGERS	0.00	0.00	0.00	69,680.00	4,944.42	34,263.31	0.00	35,416.69	49.17
25-5050-0000 OVERTIME	0.00	0.00	0.00	17,871.00	973.79	7,585.05	0.00	10,285.95	42.44
25-5060-0000 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,952.00</u>	<u>877.57</u>	<u>5,265.42</u>	<u>0.00</u>	<u>5,686.58</u>	<u>48.08</u>
TOTAL PERSONNEL	0.00	0.00	0.00	709,043.00	50,692.05	344,194.15	0.00	364,848.85	48.54
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	17,887.40	698.88	4,766.44	3,919.05	9,201.91	48.56
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	500.00	0.00	56.69	0.00	443.31	11.34
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	1,200.00	515.61	591.61	0.00	608.39	49.30
25-6270-1010 UNIFORMS	0.00	0.00	0.00	225.00	0.00	0.00	0.00	225.00	0.00
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,992.50</u>	<u>285.67</u>	<u>3,021.96</u>	<u>0.00</u>	<u>1,970.54</u>	<u>60.53</u>
TOTAL COMMODITIES	0.00	0.00	0.00	30,304.90	1,500.16	8,436.70	3,919.05	17,949.15	40.77
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00	3,000.00	0.00	220.00	0.00	2,780.00	7.33
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	45.00	0.00	455.00	9.00
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	44,800.00	8,676.95	23,543.12	8,842.50	12,414.38	72.29
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	5,000.00	0.00	45.97	210.00	4,744.03	5.12
25-6490-1010 VEHICLE MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>576.00</u>	<u>139.99</u>	<u>707.23</u>	<u>0.00</u>	<u>(131.23)</u>	<u>122.78</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	53,876.00	8,816.94	24,561.32	9,052.50	20,262.18	62.39
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	45,484.00	4,233.38	23,585.87	0.00	21,898.13	51.86
25-6810-1010 WATER	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00	0.00
25-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>	<u>0.00</u>	<u>1,086.76</u>	<u>609.34</u>	<u>2,503.90</u>	<u>40.38</u>
TOTAL UTILITIES	0.00	0.00	0.00	49,819.00	4,233.38	24,672.63	609.34	24,537.03	50.75
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	4,500.00	0.00	780.00	0.00	3,720.00	17.33
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	605.00	0.00	395.00	120.00	90.00	85.12
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	14,810.00	0.00	13,034.61	0.00	1,775.39	88.01
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	1,175.00	0.00	0.00	0.00	1,175.00	0.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	6,570.00	0.00	864.80	15.00	5,690.20	13.39
25-7240-1250 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	0.00	0.00	277.42	0.00	(277.42)	0.00
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	250.00	0.00	421.96	0.00	(171.96)	168.78
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,950.00	75.00	935.00	0.00	1,015.00	47.95
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	220.00	0.00	0.00	110.00	110.00	50.00
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,142.00	171.61	1,114.88	37.51	989.61	53.80
25-7320-1250 PROFESSIONAL SERVICES	<u>2,100.00</u>	<u>0.00</u>	<u>2,100.00</u>	<u>46,700.00</u>	<u>3,183.31</u>	<u>23,268.43</u>	<u>6,457.00</u>	<u>16,974.57</u>	<u>63.65</u>
TOTAL CONTRACTUAL	2,100.00	0.00	2,100.00	81,072.00	3,429.92	41,092.10	6,739.51	33,240.39	59.00

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2023

25 -PARK FUND

RECREATION DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
26-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	141,900.00	9,810.72	60,958.34	0.00	80,941.66	42.96
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	0.00	0.00	120.00	0.00	(120.00)	0.00
26-5020-0000 FICA	0.00	0.00	0.00	11,440.00	727.49	4,604.92	0.00	6,835.08	40.25
26-5020-1310 FICA	0.00	0.00	0.00	0.00	0.00	9.18	0.00	(9.18)	0.00
26-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	128.00	34.70	34.70	0.00	93.30	27.11
26-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	22,158.00	1,173.30	8,397.53	0.00	13,760.47	37.90
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	0.00	0.00	14.12	0.00	(14.12)	0.00
26-5045-0000 LAGERS	0.00	0.00	0.00	17,666.00	1,211.53	6,540.28	0.00	11,125.72	37.02
26-5045-1310 LAGERS	0.00	0.00	0.00	0.00	0.00	17.16	0.00	(17.16)	0.00
26-5050-0000 OVERTIME	0.00	0.00	0.00	7,642.00	67.59	1,941.83	0.00	5,700.17	25.41
26-5060-0000 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,952.00</u>	<u>877.57</u>	<u>5,265.42</u>	<u>0.00</u>	<u>5,686.58</u>	<u>48.08</u>
TOTAL PERSONNEL	0.00	0.00	0.00	211,886.00	13,902.90	87,903.48	0.00	123,982.52	41.49
<u>COMMODITIES</u>									
26-6190-1010 POSTAGE	0.00	0.00	0.00	180.00	0.00	78.60	0.00	101.40	43.67
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	0.00
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	550.00	44.01	44.01	0.00	505.99	8.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	4,500.00	239.60	3,238.40	0.00	1,261.60	71.96
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	1,200.00	0.00	665.00	29.85	505.15	57.90
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	400.00	0.00	0.00	190.05	209.95	47.51
26-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>378.00</u>	<u>207.20</u>	<u>207.20</u>	<u>0.00</u>	<u>170.80</u>	<u>54.81</u>
TOTAL COMMODITIES	0.00	0.00	0.00	7,608.00	490.81	4,233.21	219.90	3,154.89	58.53
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	27,950.00	3,254.20	3,254.20	69.83	24,625.97	11.89
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,160.00	0.00	35.00	0.00	3,125.00	1.11
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,650.00	3,186.39	4,531.75	15.00	103.25	97.78
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	175.00	0.00	0.00	135.00	40.00	77.14
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,960.00	1,680.95	7,475.12	0.00	(515.12)	107.40
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	16,177.50	5,315.00	5,389.25	928.00	9,860.25	39.05
26-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	0.00	12.99	25.98	0.00	(25.98)	0.00
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	29,610.00	18.50	37.00	425.50	29,147.50	1.56
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	15,702.50	3,718.50	8,496.04	1,430.50	5,775.96	63.22
26-7330-1625 PROGRAM - ADULT SOFTBALL	91.05	91.05	0.00	5,850.00	1,284.20	1,375.25	205.95	4,268.80	27.03
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	2,000.00	430.50	1,074.50	0.00	925.50	53.73
26-7330-1640 PROGRAM - TINY SPORTS	479.50	479.50	0.00	2,700.00	0.00	838.32	(479.50)	2,341.18	13.29
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	0.00	0.00	441.00	0.00	(441.00)	0.00
26-7340-1600 RENT	0.00	0.00	0.00	5,900.00	319.00	1,595.00	319.00	3,986.00	32.44
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>34,750.00</u>	<u>923.75</u>	<u>3,940.78</u>	<u>534.27</u>	<u>30,274.95</u>	<u>12.88</u>
TOTAL CONTRACTUAL	570.55	570.55	0.00	155,585.00	20,143.98	38,509.19	3,583.55	113,492.26	27.05

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2023

25 -PARK FUND

RAYMORE ACTIVITY CENTER

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
28-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	128,881.00	10,131.93	62,568.85	0.00	66,312.15	48.55
28-5020-0000 FICA	0.00	0.00	0.00	10,170.00	748.61	4,637.47	0.00	5,532.53	45.60
28-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	64.00	17.35	17.35	0.00	46.65	27.11
28-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	15,143.00	1,003.85	6,672.76	0.00	8,470.24	44.06
28-5045-0000 LAGERS	0.00	0.00	0.00	9,001.00	622.43	3,434.76	0.00	5,566.24	38.16
28-5050-0000 OVERTIME	0.00	0.00	0.00	4,063.00	17.53	454.69	0.00	3,608.31	11.19
TOTAL PERSONNEL	0.00	0.00	0.00	167,322.00	12,541.70	77,785.88	0.00	89,536.12	46.49
<u>COMMODITIES</u>									
28-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
28-6150-1010 SUPPLIES	0.00	0.00	0.00	750.00	205.50	470.62	0.00	279.38	62.75
28-6260-1600 TOOLS/EQUIP - LEAGUE MISC	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
28-6260-1605 TOOLS/EQUIP - DAY CAMP	0.00	0.00	0.00	4,380.00	0.00	228.77	164.93	3,986.30	8.99
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	1,000.00	0.00	413.95	0.00	586.05	41.40
28-6260-1630 TOOLS/EQUIP - MISC	0.00	0.00	0.00	800.00	0.00	252.32	0.00	547.68	31.54
28-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	8,860.00	205.50	1,365.66	164.93	7,329.41	17.28
<u>MAINTENANCE & REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,750.00	186.46	278.14	0.00	1,471.86	15.89
28-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	2,550.00	186.46	278.14	0.00	2,271.86	10.91
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	12,600.00	705.03	4,064.62	0.00	8,535.38	32.26
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	5,000.04	992.34	5,142.68	0.00	(142.64)	102.85
28-6850-1010 TRASH	0.00	0.00	0.00	960.00	88.55	459.85	88.55	411.60	57.13
TOTAL UTILITIES	0.00	0.00	0.00	18,560.04	1,785.92	9,667.15	88.55	8,804.34	52.56
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	1,000.00	0.00	39.05	0.00	960.95	3.91
28-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,094.00	182.92	566.33	195.04	332.63	69.60
28-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	5,840.00	542.75	1,429.25	143.00	4,267.75	26.92
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	13,570.00	3,631.77	3,925.77	488.00	9,156.23	32.53
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	25,700.00	0.00	12.99	438.84	25,248.17	1.76
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	13,132.50	0.00	20,413.64	0.00	(7,281.14)	155.44
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	3,500.00	0.00	500.00	0.00	3,000.00	14.29
28-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	2,500.00	500.50	500.50	0.00	1,999.50	20.02
TOTAL CONTRACTUAL	0.00	0.00	0.00	66,336.50	4,857.94	27,387.53	1,264.88	37,684.09	43.19
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	263,628.54	19,577.52	116,484.36	1,518.36	145,625.82	44.76
TOTAL EXPENDITURES	2,670.55	570.55	2,100.00	1,703,975.48	133,999.25	762,607.50	26,680.57	914,687.41	46.32
REVENUES OVER/(UNDER) EXPENDITURES	(2,670.55)	570.55	(2,100.00)	(1,703,975.48)	(133,999.25)	(762,607.50)	(26,680.57)	(914,687.41)	46.32

*** END OF REPORT ***