



Raymore Park Board Agenda

Tuesday, January 24, 2017
7:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Personal Appearances
5. Acceptance of Minutes November 22, 2016
6. Committee Reports
 - Finance Committee (did not meet)
 - Recreation Committee (did not meet)
 - Grounds Committee (did not meet)
7. Staff Reports
 - Recreation Superintendent
 - Parks Superintendent
 - Parks & Recreation Director
8. Old Business
9. New Business
 - A. Rec Trac 3.1 Upgrade Action Item

Staff is seeking Park Board authorization for a budget amendment to fund an upgrade to our current Rec Trac Software system.
 - B. Efficiency Improvement Implementation Report Item



Director Musteen will provide the Board a report of changes in day to day operations that improve efficiency and overall effectiveness of the Department.

10. Public Comment

11. Board Member Comment

12. Adjournment

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

- *November 16, 2016 - Tree Board Meeting Notes*
- *January 10, 2017 - Park Board Work Session Notes*
- *Status of Capital Improvements (Provided to the Council the 1st meeting of each month)*
- *Financials - As of December 31, 2016*

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 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, NOVEMBER 22, 2016, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Manson, Members: Castleman, Cipolla, Eastwood, Harris, Heath, Houdyshell, Seimears and Trautman.

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

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

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearance

No Personal Appearances

5. Acceptance of Minutes of October 25, 2016 Meeting

Motion: Member Eastwood moved to approve the minutes.
Member Castleman seconded.

Discussion: None

Vote:	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

6. Committee Reports

Finance Committee

(did not meet)

Recreation Committee

(did not meet)

Grounds Committee

(did not meet)

7. Staff Reports

Recreation Report

Recreation Superintendent submitted a written report and highlighted a few items listed in his report.

- Member Houdyshell asked about the ages and ability of futsal players. Age groups are U8-U12 & U13 and up. Play is open to all players of all abilities.
- Member Harris asked about the transition meeting listed in the report . The transition was in reference to Athletic Coordinator Mike Hedrick taking over for Superintendent Mclain at the South Metro meetings. Member Harris also asked how the basketball

participation numbers are this season. Superintendent McLain responded the numbers were roughly the same, we will have more players when the Panther Youth Basketball League finishes their season and those teams will come play through us.

Parks Report

Parks Superintendent Rulo submitted a written report and gave the Board an update on the new Mayor's Christmas Tree arrival and set-up, updates on the Recreation Park shade structure project and announced the park restrooms will be closed and winterized.

Director Report

Director Musteen submitted a written report and gave the Board an update on the installation of the Memorial Benches and Honor Bricks through the Raymore Legacy Program. The Tribute Tree will be planted during the spring planting program. Updates on the new Parks and Recreation Office and the naming of the building. The building will be called Centerview.

- Member Castleman asked about the renovation of rail car and its expense. Director Musteen Responded that all the expenses will need to be approved by the City Council and that figure has not been released.

8. Old Business

A. Memorial Park CIP Project Update Report Item

Staff provided an overview and progress of the projects identified for the Memorial Park improvement projects. The report included the additional funding appropriated from the Council dedicated to the Arboretum through the Raymore Tree Board.

Member Harris inquired about the trail to Lucy Webb. Will it be widened to 10'?"

Director

Musteen replied that it would.

Chairman Manson wondered if the Tree Board is working with the parks staff so on the Arboretum. Director Musteen replied that they are.

9. New Business

A. Public Art Location Action Item

Director Musteen gave brief overview of the Arts Commission and their desire to place prominent pieces of art in the park system. Staff is seeking Park Board approval of locations identified within the park system by Assistant City Manager and Parks and Recreation staff.

Motion: Member Eastwood moved to accept the Public Art Locations.
Member Seimears seconded.

Discussion: None

Vote: 9 Aye Member Castleman Aye
 0 Nay Member Cipolla Aye

0 Abstain	Member Eastwood	Aye
	Member Harris	Aye
	Member Heath	Aye
	Member Houdyshell	Aye
	Member Manson	Aye
	Member Seimears	Aye
	Member Trautman	Aye

10. Public Comment

No Public Comment

11. Board Member Comment

- Member Trautman commented on the Veterans Day event saying the turnout was fantastic.
- Member Houdyshell commented on Veterans Day event and mentioned the pins given out for Vietnam Veterans who served stateside as well as overseas. She also commented on the Honor Bricks, they are awesome.
- Member Heath complemented the department on a nice job for the fall baseball season.
- Member Seimears told the department they are doing a great job.
- Member Castleman wished everyone a safe holiday.
- Member Cipolla also wished everyone happy holidays.
- Member Harris offered congratulations to the staff on programs, thanks to the Park Board their dedication to the City. He asked if there was enough budget left over to start the dog park. He wished all a happy holiday.
- Chairman Manson stated there will be lots of work ahead in the new year. He wished everyone happy holidays, and commented that the Park Board and the Park Department has had an excellent year.

12. Adjournment

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

Discussion: None

Vote:	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 7:31 pm.

Respectfully submitted,

Greta Naab
Office Assistant



STAFF REPORT

To: Park Board
From: John McLain, CPRP/AFO
Recreation Superintendent
Date: January 2017
Subject: Recreation Report

Administrative Operations

- Staff continued familiarizing themselves with Rec Trac 3.1 software system.
- Staff worked on pulling reports out of our current Rec Trac system to prepare for migration. Reports collected included Household Credit Balance and Household Duplication. Staff is working to balance households, correct duplications, and update accounts before migration of system information.
- Staff completed end of activity reports for 2016 events & programs.
- Staff completed online trainings including Cyber Security and Ethics, Mobile Device Security, Preventing Slips, Trips, and Falls, and Ethical Behavior for Local Governments.
- Recreation Coordinator Keith renewed her CPRP certification.
- Staff sent out letters to Farmers Market Vendors inviting them to a meeting on February 8 to prepare for 2017.
- Staff worked with Communications Department to revise the Farmers Market packet.
- Recreation Coordinator Keith began preparations for Spring 2017 Special Events.
- Staff started communicating with community supporters in preparations for 2017 partnership opportunities.
- Staff conducted background checks for our youth basketball coaches
- Staff worked on completion of a policy and procedure manual for concession operations.
- Athletic Coordinator trained with Superintendent McLain on how to update the City of Raymore website.

Meetings/Trainings Attended

- Athletic Coordinator Hedrick
 - November 30 - South Metro Sports Group recreational basketball game scheduling meeting
 - December 5 - Recreational Youth Basketball coaches meeting
 - December 12 - Meet with Midwest Sports Productions to discuss scheduling opportunities for baseball tournaments.
 - December 13 & 27 - Biweekly meeting with Superintendent McLain
 - December 21 - Sport Court Tour with Director Musteen and Superintendent McLain
 - January 5 - South Metro Sports Group Competitive Coaches basketball meeting
 - January 6 - South Metro Sports Group competitive basketball game scheduling meeting
 - Jan 10 & 24 - Biweekly meeting with Superintendent McLain
 - January 18 - KCML competitive soccer meeting
- Recreation Coordinator Keith
 - December 14 - Delivered food to Fishes 'N' Loaves from the Mayor's Food Drive
 - December 14 - Farmers Market rules and regulations review



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- o December 15 - NRPA webinar training "Trends 2016: Whats Hot, Whats Not"
 - o January 18 - MPRA Northwest Regional Meeting in Liberty
 - Recreation Superintendent McLain
 - o December 6 - Management Team meeting
 - o December 6 & 27 - Recreation Coordinator one on one
 - o December 6 - South Metro Administrator Meeting with Belton and Grandview
 - o December 8 - Communications Manager monthly marketing meeting
 - o December 13 & 27 - Athletic Coordinator one on one
 - o December 14 - Mayor's Food Drive pick up and delivery
 - o December 14 - Farmers Market rules and regulations review
 - o December 15 - Recreation Division Meeting
 - o December 15 - Centerview Policies and Procedures Review
 - o December 16 - Hawk Ridge Kick off meeting
 - o December 21 - Sport Court Tours for Activity Center
 - o January 4 - DRC
 - o January 5 & 26 - Recreation Division meeting
 - o January 9 - I.T. Concession Internet Capital Improvement Project Update
 - o January 9 - Centerview Policy and Procedures Review
 - o January 10 & 31 - Recreation Coordinator one on one
 - o January 10 & 24 - Athletic Coordinator one on one
 - o January 10 - Park Board Work Session
 - o January 11 - Communications Manager monthly marketing meeting
 - o January 11 - Ray-Pec School District update on Memorial Park C.I.P. Improvements
 - o January 24 - Park Board Meeting

Programs

- Staff updated Rec Trac and Website with all program, activities, and event offering listed in the Winter/Spring Program Guide.
- Athletic Coordinator Hedrick formed recreational youth basketball league teams.
- Athletic Coordinator Hedrick ordered uniforms for the youth basketball program.
- Athletic Coordinator Hedrick scheduled youth recreational and competitive basketball practices and games.
- Athletic Coordinator Hedrick ordered shirts for Tiny and Instructional Basketball programs.
- Athletic Coordinator Hedrick worked at the Park House cleaning, inventorying, and storing sports equipment.

Rental/Events/Concessions

- Rentals
 - o No major rentals for the months of December and January
- Events
 - o Mayor's Tree Lighting - Had the highest participation we have seen in recent years. The event was held at T. B. Hanna Station. A new tree was used and had local community supporters place trees along a trail in assisting with the holiday look.
- Concessions
 - o Staff are working on warm days with upgrades and inventory counts. Staff check facilities periodically for any storm or other damage that may occur.

Special Events



-
- December 2 - Mayor's Tree Lighting event

Sports (Adult)

- Men's Softball
 - Advertising for Spring League

Sports (Youth)

- Tiny Sports
 - Tiny Basketball
 - Registration closed on January 5.
 - We currently have 41 participants enrolled.
 - The program will start on Saturday, January 14.
 - Instructional Basketball
 - Registration closed on January 5.
 - We currently have 15 participants enrolled.
 - The program will start on Saturday, January 14.
- Winter Sports
 - Open Play Futsal
 - Program started November 11.
 - We currently have 17 participants signed up and registration is open until February 10.
 - Recreation Futsal League
 - The league was canceled due to lack of registrations
 - We did not have any team registrations to play in the Futsal League.
 - Recreation Basketball
 - Registration closed on November 18. We have 227 participants spread out amongst 25 teams.
 - League games begin on January 14.
 - Competitive Youth Basketball
 - Registration closed on December 30. We have 5 teams participating in the South Metro Sports Group Competitive League.
 - Games will start the week of January 16.



STAFF REPORT

To: Park Board
From: Steve Rulo, Parks Superintendent
Date: January 24, 2017
Subject: Park Operations Report

Parks Operations

- Park Staff worked with the Mayor's Christmas event
- Park Staff removed all holiday decorations from T.B. Hanna Station
- Staff has planted trees throughout Recreation Park.
- Park Staff planted the Memorial tree in the Arboretum at Memorial Park.
- Park Superintendent Rulo, Maintenance Worker Jake Powers and Director Musteen attended the Shade Tree Conference in Topeka, Kansas.
- Park Staff trimmed the trees at T.B. Hanna Station.
- Park staff are remodeling the breakroom areas in the Maintenance Building.
- The Shade Structure project is moving along, 3 fields are complete.
- The Mayor's Tree was taken down last week and will be stored until next year.
- Staff has been working on purchasing new equipment and mowers.
- Park Staff and the Missouri Department of Conservation Fisheries Division stocked Johnston Lake at Hawk Ridge Park with 1,340 trout as part of the new Community Assistance Program.



Parks and Recreation Monthly Report



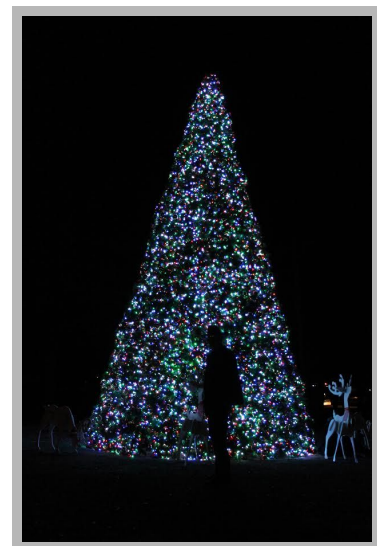
December 2016 / January 2017

Through the Month



December 2 - 10

- December 2 - The Mayor's Tree Lighting at T.B. Hanna Station. This event also kicked off the annual food drive and the 1st Christmas Tree Trail.
- Park staff planted Hyacinth Bulbs in the landscape beds in front of City Hall.
- Park staff replaced two Ash trees in front of City Hall with Black Gum trees and planted a Snow Crab tree at the back of City Hall. Staff also started mulching the beds and trees at City Hall.
- Recreation staff completed distribution of food collection barrels for Mayor's Food Drive. Donations to the Mayor's Food Drive could be left at any of the schools in Raymore or at City Hall. Staff is scheduled to collect the barrels and donations starting on Dec. 14.
- Athletic Coordinator Mike Hedrick organized and gathered equipment for the youth basketball coaches. On Monday he held the youth recreational basketball coaches meeting and equipment check out for the 2016-2017 season.
- Athletic Coordinator Mike Hedrick worked with the Ray-Pec School District and South Metro Sports Group on youth basketball practice and game schedules.
- Recreation Coordinator Keith secured the dates and location for the 2017 summer Lego Camp. You can learn more about the camp and other recreation offerings by visiting www.Raymore.com/Parks.
- Administrative staff worked on addressing Christmas cards to be sent out to all of the department's community partners and sponsors.



December 11 - 17

- Athletic Coordinator Mike Hedrick met with several organizations that plan and organize softball and baseball tournaments.

Parks and Recreation Monthly Report



- Staff worked on updating policy and procedures for concessions and athletic facility rentals.
- Staff met with the farmers market manager to discuss the 2016 season and discuss suggestions for 2017 changes and improvements.
- Superintendents John McLain and Steve Rulo attended Park Board Work session on Tuesday. The meeting topics included updates on Raymore activity center, Hawk Ridge Park and shade structure projects.
- Park staff began a detailed cleaning of the maintenance building and a small remodeling project in the break-room area.
- Administrative staff worked on printing RecTrac household reports to clean up account balances in preparation for the new system migration.
- Administrative staff met with Confluence for the kick-off meeting on the Hawk Ridge Park Design project.

December 18 - 24

- Parks staff completed the annual maintenance on the Park House. This included patching and painting interior walls, fixing tiles in the kitchen area, and deep cleaning everything.
- Recreation staff worked on updating Farmers Market vendor packet.
- Staff worked on writing the concession stand operations manual in preparation for spring 2017 activities.
- Staff started the Raymore Rocks competition in partnership with Minsky's Pizza. This program hides a large painted rock in one of Raymore's parks and asks residents to find it to win prizes from Minsky's, who also sponsors the recreation basketball league.
- Administrative staff worked on updating reports in Rec Trac. Staff also reviewed department policy and procedures.
- Director Nathan Musteen, Superintendent John McLain and Coordinator Mike Hedrick toured local schools and recreational facilities to research flooring options for the Recreation Park activity center.



December 25 - 31

- Park staff began the winter tree trimming project in Recreation Park. Staff also worked on cleaning, organizing, and inventorying sports equipment in Park House basement.
- Park Staff removed and stored the holiday lights at T.B. Hanna Station Depot
- Administrative staff continued updating household accounts in Rec Trac and updating
- Recreation staff continued working on special event activity reports.
- Staff worked on facility pricing research of other municipalities in the KC Metro area in preparation of new upcoming Centerview and Activity Center rental opportunities.

Parks and Recreation Monthly Report



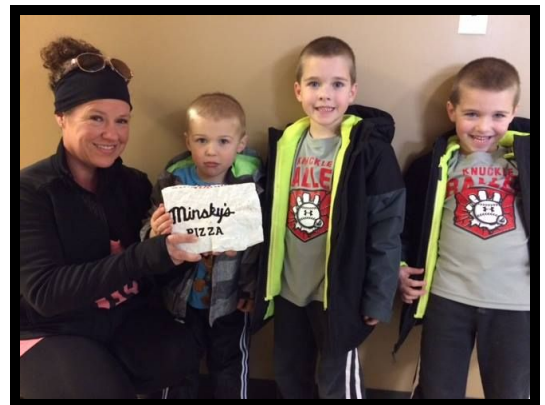
- Staff continued working on operation manual updates.
- Recreation Staff finalized all Winter/Spring Program Guide information.

January 1 - 7

- Recreation staff updated the operations manuals for concessions and special events.
- Staff finalized the special event reports for the 2016.
- Staff sent letters inviting Farmers Market vendors to a meeting on Feb. 8 to discuss changes in the market's policies and procedures.
- Athletic Coordinator Hedrick attended South Metro Sports Group Competitive Basketball Coaches meeting on Thursday and the game scheduling meeting on Friday.
- Staff completed interviews for part-time seasonal scorekeepers and clock operators for youth basketball program.
- Staff researched clock systems for recreational facilities and staffing.
- Staff sent maintenance equipment to the service shop for annual maintenance. They also continued to trim trees and cleaned/repared baseball field equipment.
- Staff finalized the Park Board Work Session Packet for Jan. 10. Discussion at that meeting included the future of the Raymore Cemetery.

January 8 - 14

- Director Nathan Musteen and Recreation Superintendent John McLain submitted a draft of the Centerview policies and procedures manual to Assistant City Manager Hauck for her review.
- Director Nathan Musteen and Recreation Superintendent John McLain met with Raymore-Peculiar School Assistant Superintendent Bryan Pettentill and Maintenance Supervisor Scott Dobson to discuss Memorial Park and Raymore Elementary improvement projects.
- The Parks & Recreation Board held a work session on Tuesday, Jan. 10, to discuss the Raymore Cemetery.
- Recreation Coordinator Jerri Keith sent sponsorship letters to former sponsors of programs and events.
- Raymore Parks and Recreation and Minsky's Pizza partner again for the Raymore Rocks promotion.
- Recreation Staff met with the 2016 Summer Camp director. Topics included revisions to the parent handbook and summer camp operations manual.
- Recreation Coordinator Jerri Keith started lining up staff for the Spring Break Comic Craze Camp. Learn more about the camp at www.Raymore.com/Parks.



Parks and Recreation Monthly Report



- Recreation Coordinator Mike Hedrick distributed youth basketball team uniforms and made preparations for league games scheduled to begin on Saturday, Jan. 14. (Games were canceled due to inclement weather)
- Park maintenance staff worked on the remodeling project in the parks maintenance shop break room.
- Parks Director Nathan Musteen, Parks Superintendent Steve Rulo and Parks Maintenance Worker Jake Powers attended the Shadetree Conference in Topeka, Kansas.

January 15 - 21

- Director Musteen and Park Superintendent Rulo met with Confluence and SFS Architecture to review the presentation of the Hawk Ridge Park Improvements to be presented to the Council and Park Board on January 30th.
- The Mayor's Christmas Tree is being taken down to store for the year.
- Park Staff and the Missouri Department of Conservation Fisheries Division stocked Johnston Lake at Hawk Ridge Park with 1,340 trout as part of the new Community Assistance Program.
- Park Staff remodeled the breakroom and restroom areas in the maintenance shop.
- Superintendent Rulo attended the South Grand Watershed River Alliance meeting on January 18th
- Director Musteen prepared the packets for the Park Board meeting on January 24th.
- Recreation Coordinator Hedrick attended the Missouri Parks and Recreation Regional Meeting in Liberty, MO



Day-to-Day

Weekly construction meetings with Draw Architecture and Straub Construction on the progress of Centerview.

Meetings with SFS Architecture on finalizing construction documents at the RAC.

The Management Team is reviewing the Municipal Code. This is a weekly work session that coincides with the Charter Review Commission.

Parks and Recreation Monthly Report



Ongoing preparation for upcoming CIP/GO Bond projects that include drafting RFP's documentation, meeting with consultants and working with the Engineering Department.

Raymore Legacy

Donations and orders may now be placed for the 2017 Raymore Legacy Program.

Brochures are available at City Hall and more information is located at www.raymore.com/parks



Coming Up - Calendar of Events

- January 21 - Youth Basketball League Tips-off (canceled on the 14th due to inclement weather)
- January 16 - City Council Work Session
- January 23 - City Council Meeting
- January 24 - Park Board Work Session & Business Meeting
- January 27 - Missouri Parks and Recreation Annual Conference Meeting - Branson, MO (Director Musteen)
- January 30 - City Council / Park Board / Arts Commission Joint Work Session
- February 2 - Fireworks Contract, Bid Opening
- February 6 - City Council Work Session
- February 8 - Active Transportation Committee Meeting, MARC
- February 9 - Bid Opening: Raymore Activity Center, Memorial Park Improvements
- February 13 - City Council Meeting
- February 14 - Park Board Work Session
- February 20 - City Council Work Session
- February 27 - City Council Meeting
- February 28 - Park Board Meeting
- March 6 - City Council Work Session
- March 7 - 10 - Missouri Parks and Recreation Association Annual Conference

Respectfully Submitted,

Nathan Musteen, Parks and Recreation Director



Raymore Park Board Agenda Item Information Form

Date: *January 24, 2017*
Submitted By: *John McLain, Recreation Superintendent*
Division: *Parks and Recreation*
Agenda Item: *9A - Rec Trac 3.1 Upgrade*

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

Title / Issue / Request:

Budget Amendment to upgrade Rec Trac Software System

Background / Justification:

During the FY17 budget preparation process, staff placed a request for an expansion item to upgrade, install, and migrate our Rec Trac software system to the new 3.1 version.

In October 2014, the updated 3.1 version was released as a totally new system. In November 2015, a statement was released that all systems currently in use would be phased out over the next two years with no updates.

The November 2015 email also notified current users that a 12-14 month wait period for upgrades and trainings should be expected. Staff contacted Rec Trac and asked when they could be scheduled for the upgrade. The first two openings at that time were February 2017 or April 2017. A request to be placed on the open February week was issued due to the anticipated facilities (Centerview and the RAC) and any further delays into the spring would be a major inconvenience to patrons and staff as April is a very busy month for the department.

The expansion request was submitted through the IT Department as a general fund CIP project. The request was not funded in 2017 and currently is listed as an unfunded project scheduled for review in the FY18 budget process.



Due to the length of the waitlist staff would recommend keeping the February schedule dates. Staff would like to use funding from the Parks Fund Balance to move forward with the project.

Benefits to completing the project as scheduled include:

- Transition prior to the new facilities are open and operational will be much smoother.
- Training employees and customer service staff hired for the operation of the new facilities will be much easier on the new system instead of training on current system and then additional training on the new system a year later.
- Our current system is outdated, cannot be updated and will be obsolete within 2-3 years.
- New system has more to offer the staff and patrons regarding usability.
- New system has an improved navigational web component.
- Recreation Superintendent McLain attended a training on new system in August 2016 to help with transition and training preparations.
- The new 3.1 will provide external/off site access for system administrators.
- Staff has worked with Rec trac system support staff for 9 months to prepare for transition.
- Pricing of upgrade and training will continue to rise.
- New system is URL based and will be easier to add to current concession stands once internet access is available.
- New system will provide a more advanced facility scheduling system.

Financial Impact:

Park Fund: 25-26-6245-1010
Amount: \$6,975

Project Timeline:

February 27 - March 3

Staff Recommendation:

Approval to use \$6,975.00 out of Park Fund Balance for Rec Trac 3.1 software system upgrade and onsite training.

Attachments:

Rec Trac Quote for Service
Program Expansion Request

PROGRAM EXPANSION REQUEST FORM

Dept. Number:

Department: Parks and Recreation

Program Description:

Rec Trac Upgrade, Installation, and Migration to 3.1

Justification (Explain necessity, cost/benefits, quantity of same item currently used for purpose):

The Rec Trac 3.1 system was released in 2014. Staff have been working over the last six months to prepare for an upgrade of our current 10.3 version to the new 3.1 version. The upgrade to 3.1 will provide a more user friendly system for staff and patrons, higher programming productivity, more efficient time management, and easier visibility for all facilities being used. With the increase facilities and programming the department is expecting over the next 2 years, having a current version of the software system will assist in higher efficiency of daily operations. The current 10.3 system is not being updated as often due to the 3.1 product availability.

Cost or other additional expense (include maintenance) to place program in full operation:

Description:	Cost
Personnel _____	_____
Capital _____	_____
Operating Installation / Training / Migration _____	6,975.00
Other _____	_____
_____	_____
_____	_____
Total:	\$ 6,975.00

Describe impact on future budgets:

There are no further impacts once the Installation has been completed. The Department currently has a maintenance agreement which will remain in place to cover the new system.	FY 2018 _____ FY 2019 _____ FY 2020 _____ FY 2021 _____ FY 2022 _____
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Additional Comments:

Staff believe with the additional facilities and potential staffing it would be beneficial to upgrade our Software system before all the changes occur. Rec Trac 10.3 is losing and will continue to lose support options over the next 5 years.



RecTrac Workgroup Multi-User Software
Recreation Tracking Software
VSI Quote Number: 55094
 Please Review Notes on Last Page
 Software Pricing Is Valid For 120 Days
 Hardware Pricing Is Subject to Change

Description: **RecTrac 3.1 Upgrade Migration Assistance**
 Prepared For: **Raymore Parks & Recreation, Raymore, MO**
 Contact Name: **John McLain, Recreation Superintendent**
 Contact Email: **jmclain@raymore.com**
 Approved By: **Sarah Otoka, Sales Admin (saraho@vermontsystems.com)**

Phone Number: **(816)322-2791 Ext - 1315**
 Fax Number:
 Quote Date: **03/02/2016**

Qty	Unit	Description	Unit Price	Extended Price	Annual Maint/Svs
Support Services - Training & Expenses					
5	Day(s)	Installation/Training, Municipal, On-Site/Day (X-S-TNG-01)	\$750.00	\$3,750.00	\$0.00
1	Day(s)	Travel Time (X-S-TNG-09)	\$375.00	\$375.00	\$0.00
5	Each	Travel Expenses - per day (estimated) (X-X-EXP)	\$330.00	\$1,650.00	\$0.00
1	Each	Expense Airfare (estimated-pay actual only) (X-X-AIR)	\$1,200.00	\$1,200.00	\$0.00
Total Support Services - Training & Expenses:				\$6,975.00	\$0.00

Total Software, Hardware and Support Services			\$6,975.00	\$0.00
Grand Total - RecTrac:			\$6,975.00	
* NOTE: Shipping is FOB - Origin			(Plus Tax Where Applicable / Includes Shipping FOB - Origin)	

Scheduled Live Upgrade: 2/27/17



**Proposal Summary Pricing
VSI Quote Number: 55094**

Please See Detail Breakdown
on Following Pages

Description: **RecTrac 3.1 Upgrade Migration Assistance**
Prepared For: **Raymore Parks & Recreation, Raymore, MO**
Contact Name: **John McLain, Recreation Superintendent**
Contact Email: **jmclain@raymore.com**
Approved By: **Sarah Otoka, Sales Admin (saraho@vermontsystems.com)**

Phone Number: **(816)322-2791 Ext - 1315**
Fax Number:
Quote Date: **03/02/2016**

-
- 1 The included expenses are ESTIMATED for airfare, lodging, meals, parking, tolls, and rental vehicle (for non-flying trips, car rental can be more due to tolls and gasoline usage). Actual expenses are billed after each trip. For states with Cashless Tolls, there may be a delay in billing these charges as we sometimes don't get these bills from the car rental companies until weeks after a trip is complete.



Raymore Park Board Agenda Item Information Form

Date: *January 24, 2017*
Submitted By: *Nathan Musteen*
Division: *Park Board*
Agenda Item: *9B - Efficiency Improvement Implementation*

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

Title / Issue / Request:

Efficiency Improvement Implementation - Quarterly Report

Background / Justification:

During the 2016 annual evaluation of Director Musteen, the Park Board and the City Manager implemented five SMAART Goals for the upcoming year for the Director.

One of these five goals requires Director Musteen to report to the Park Board on a quarterly basis an agenda item that would qualify as an "efficient or economic improvement" that benefits the day to day operations within the Department.

Implementation Report:

Listed below are several individual items that have made a significant impact on our day to day operations:

- New Athletic Coordinator position filled
 - Michael Hedrick began his career as the Recreation Coordinator in September. Since his arrival, he has taken over daily duties regarding scheduling, team placement, coaches meeting preparation, coaches meeting facilitation, equipment inventory which includes cleaning,



purchasing and organizing. These duties have reduced hours from part-time staff that helps offset the cost of the position as promised.

- Michael's presence has reduced additional workload of the Office Assistant which allows her to work on job duties and functions more specific to the job description associated with that position.
 - More time is allowed for the Office Assistant and Recreation Superintendent to prepare for the upgrades necessary for our current Rec Trac software system.
 - The new position has also reduced the day to day involvement of the Recreation Superintendent's role in sports and reallocated more time to focus on administrative and division program growth and development, policy revision and operational manuals for the division.
 - The addition of the Athletic Coordinator has streamlined our job duties and allowed each team member to focus on their specific job duties and defined roles, creating a focused environment and high levels of success for everyone.
- Website / Online Updates
 - Raymore.com
 - The Parks and Recreation web page was completely updated as the City of Raymore launched a brand new webpage.
 - Staff works with the Communication Department weekly to update the web with current and upcoming program, activity, and event information.
 - Superintendent McLain trained both the Recreation Coordinator and the Athletic Coordinator on how to update their website content, ensuring that the program and event content is constantly monitored and updated as needed.
 - New updates to web links we use including our scheduling website "Team Sideline" and our online registration website "Web Trac" have had significant changes in the latter part of 2016.
 - Both pages have adapted their look to match the City's new website.
 - Many navigational options were updated on both sites for a more customer friendly visit and user friendly experience.
 - Communications Department / Recreation Division
 - During the past four months, the administrative staff has worked with the Communications Department in transitioning all marketing and publications for the Parks and Recreation Department.
 - The Communications Department was created to provide a message and vision of all City Departments to the public.
 - Over the last quarter, staff has focused on providing all the key components of the Parks and Rec vision to the Communications Department.
 - With this change, the duties of marketing, promoting, and educating our community of all things related to Parks and Recreation has shifted to the Communication Department. This frees up valuable time and resources for staff.
 - The Parks and Recreation Department has seen tremendous value at the Coordinator level. A reduction in day to day tasks has led to more research for new programs,



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- interviewing of new/additional instructors, more detail given to current programs, and growth of partnerships and sponsorships opportunities.
- Program Guide Budget
 - All revenue and expenses associated with the program guide have been transferred to the general fund under the Communications Department.
 - This transfer provides a significant savings of money and time on an annual basis.

All of these have streamlined and added new opportunities for the Administrative and Recreation Divisions along with the Department as a whole.

MISCELLANEOUS ITEMS



- November 16, 2016 - Tree Board Meeting Notes
- January 10, 2017 - Park Board Work Session Notes
- Status of Capital Improvements (P&R Related)
- Financials - As of December 31, 2016

Raymore Tree Board Meeting

Public Works Facility
1021 S. Madison St.
Wednesday November 16, 2016
6:00pm



THE RAYMORE TREE BOARD MET ON WEDNESDAY NOVEMBER 16, 2016 IN THE CONFERENCE ROOM AT 1021 SOUTH MADISON, RAYMORE, MISSOURI.



PRESENT WERE MEMBERS RUST, RIGGS, AND DIAZ, PARKS SUPERINTENDENT RULO.

1. Arboretum Tour and Tree Identification
 - a. Superintendent Rulo will set a date that Forester Chuck Conner can make so group can see the site and identify tree's.
2. N.Cass Tree Project Update
 - a. Superintendent Rulo has talked with the City of Belton Parks Department about using some tree's they have grown. They are willing to donate a number of tree's and help spade them in.
3. Arboretum Sign Money
 - a. The Board was asked if they would be interested if the City Council budgeted \$10,000 to get the Arboretum started? They voted 4-0 to accept the money and use it towards signs and identification markers.
4. Arbor Day
 - a. It was discussed and voted that we celebrate Arbor Day in the new Arboretum.
 - b. Will discuss a date at the next meeting.
5. Other Business
 - a. Identification markers were discussed. Member Diaz stated that Larklabel.com has many to choose from.
 - b. Member Riggs moved to spend \$100 to become Grow Native Members. Unanimous vote
 - c. Superintendent Rulo will look into this
6. The meeting adjourned at 7:00pm.



THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, JANUARY 10, 2017 AT 6:00PM IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

PRESENT WERE CHAIRMAN MANSON, MEMBERS CASTLEMAN, CIPOLLA, HARRIS, HOUDYSHELL AND TRAUTMAN. MEMBER EASTWOOD AND HEATH WERE ABSENT.

Chairman Manson called the meeting to order at 6:03pm.

1. Discussion of the Raymore Cemetery

- a. In 2016, the Raymore Cemetery Board approached the City Council regarding the City's interest in taking ownership of the cemetery. During a Council Work Session on November 21, the Council advised staff to take the item to the Park Board for their input and further discussion.

Director Musteen gave an overview on the discussion of the Raymore Cemetery, including previous meetings occurring between the Cemetery Board and the City Council. Discussion also included the obligations required of the City should the property be abandoned.

Member Trautman asked if the Cemetery Board was ready to dissolve, staff answered yes. Member Cipolla asked if the property is solely for cemetery purposes, staff answered yes. Member Castleman referenced a previous time when the cemetery board approached the City, staff has no knowledge of any prior discussions.

Director Musteen presented to the Board

- Survey results that were sent to the Kansas City Metro Parks and Recreation Director's Association.
- A 10 year financial analysis spreadsheet provided by the Finance Department
- Facts and details of the Raymore Cemetery at it's current state

General questions from the board for Park Superintendent Rulo and Director Musteen ensued. Questions were asked about the administrative or business aspects of maintaining a cemetery. The board also discussed the additional workload and level of maintenance care that the park staff would incur, discussion included equipment needs, resources to operate and funding.



Staff related that many of the details have not been determined yet as the Council wanted to see if the Park Board was interested in acquiring the property.

Further discussion included the initial funding which would include necessary equipment and tools as well as on-going funding through council support or an endowment. Questions were raised as to whether it is expected to be park fund supported or general fund supported. Staff explained that initial discussions assumed it would be general fund supported for the Park and Recreation Department to operate and maintain.

Many board members expressed their desire to see the City ensure that the property is operated and maintained at high level with reverence and respect.

Member Castleman questioned if any city staff had inquired about insurance and how that affects our budget and liability. Director Musteen stated that they had not discussed insurance.

Staff defined the details of day to day operation and administrative duties in regards to selling of plots and record keeping.

Park Board Chair Manson asked what staff needs to respond to the Council. Director Musteen presented three options for discussion:

- 1) The Board is interested maintaining only the grounds through general fund support.
 - a) This option is strictly a mowing/maintenance agreement between the Council and the Park Board functioning like the mowing and maintenance of the City Hall complex.
- 2) The Board is interested in managing the cemetery through general fund support.
 - a) Administratively through a sub-committee of the Park Board
 - b) Parks and Recreation Staff handling day to day administrative operations and ground maintenance duties.
- 3) The Board is not interested at this time.

Chairman Manson mentioned an amendment to the current memorandum of understanding between the Council and the Park Board to include the cemetery and further defining the details of how the care and management would work.

Chairman Manson called for final discussion and a recommendation for staff.



The Board agreed unanimously for staff to communicate to the Council that they would be interested in option 1 listed above with an amendment to the MOU.

Director Musteen indicated that future discussions would be held, possibly at a future joint work session. He would keep the Board informed of any further developments.

4. Adjournment - 7:13pm



Status of Capital Improvements - January 23, 2016

Buildings & Grounds

2017 Projects

Security Cameras at Parks & Public Works - This project involves the installation of a total of 20 security cameras in Recreation Park, Memorial Park, Moon Valley Park and the public works facility. The installation of additional cameras in these locations would allow for continuous monitoring by the Police department. Cameras would be placed to view public areas and concessions stands. Staff is currently working with Comcast to install cable Internet to Parks locations and then security cameras will be scheduled to be installed. *Capital Improvement Sales Tax Fund \$35,000 (JM) 01/09/2017*

Internet and Public Wifi in the Parks - This project involves the installation of internet service and public wifi at the concession stands in Recreation Park and Memorial Park. Internet access at these locations would allow for electronic purchasing transactions at the concession stands and the wifi will enhance the park experience for patrons. Staff is currently working with Comcast to install cable Internet to Parks locations. *Capital Improvement Sales Tax Fund \$18,000 (JM) 01/09/2017*

2016 Projects

201 S. Adams Street Property: This project involves remediation of hazardous materials, demolition of structures and restoration of site. The house was demolished and properly backfilled the week of September 19, 2016. The area has been seeded. The fence was removed for the winter and staff will release the project in the spring after establishment of turf. *Capital Improvement Sales Tax Fund, \$30,000 (CW) 12/27/16*

Community Development

2017 Projects

- T.B. Hanna Station Parking Improvements - This project will provide on street angle parking on; Maple Street between Adams St and Washington St. Adams St. between Maple and Olive, and Olive from Adams to the Depot. As part of

the purchase of the 201 S. Adams St. property the City agreed to construct angle parking on Maple St. from Adams St. to Washington St. to be completed in 2017. With the improvements approved by the voters for the remainder of the property, there will be an increased need for additional parking within close proximity to the features. *Capital Improvement Sales Tax Fund \$68,000 (MEK)*

- Railroad Business Car - This project involves the acquisition of a donated 1899 railroad executive business car. The car will be renovated to be utilized as a conference center/meeting space. It would include a kitchen, bathroom, conference space with seating and a serving area/bar. This project would provide additional meeting space while honoring the historic ties our community has with the railroad. The RFP's for relocation and for renovation were issued on Friday November 4, 2016 with bid openings on November 22, 2016. Staff received one bid for the renovation. *Capital Improvement Fund, \$301,500. (MEK) 11/28/16*

Parks and Recreation

2017 Projects

- Memorial Park Improvements: This project will provide much needed improvements at Memorial Park including upgrades to the walking trail, the addition of a loop trail and lighting of the sand volleyball courts. Staff is working with Engineering on the scope of services to bid out the project. This project will include the ADA Access to fields #1 and #2. The RFP has been posted for public bidding. Bid opening is scheduled for February 9th.. *Park Sales Tax Fund, \$150,000 (NM) 1-23-2016*
- ADA Access to Memorial Park Ball Fields: A project that improves the accessibility on fields #1 and #2 at Memorial Park. Concrete pads will be installed at the spectator areas of both fields and connect to the future trail scheduled for FY17. Staff is working with Engineering on the scope of services to bid out the project. This project will be bid out in conjunction with the Memorial Park Improvements. Please see the update for the MP Improvements. *Park Sales Tax Fund, \$65,000 (NM) 12/27/2016*
- Memorial Park West Parking Lot Extension: With the improvements scheduled for Memorial Park's west side, the current parking lot is not sufficient to support the expected use. This project will expand the current lot and increase parking opportunities. Staff is working with Engineering on the scope of services to bid out the project. *Park Sales Tax Fund, \$37,500 (NM) 12/12/2016*
- Ward Park Shelter Facility: A small picnic shelter will be built on a 12' x 12' pad to provide shade and offer a place to rest and picnic near the playground at Ward Park. Staff is researching designs and working with manufacturers to

provide feasible options for the Park Board. *Park Sales Tax Fund, \$6,500 (NM) 1/9/2017*

- Raymore Arboretum: This project converts the west side of Memorial Park into a living Arboretum with entrance and educational signage and supplemental tree planting. This project provides the Raymore Tree Board the opportunity to fund enhancements at the designated area of Memorial Park into an Arboretum. The Arboretum will provide a destination location for Memorial Park and preserve the park's natural resource while provide educational opportunities for residents and the local schools. Staff presented signage samples to the Tree Board on 11/16/16. This project will move forward after the Memorial Park Improvements and Parking Extension projects are complete. *04 - Restricted Revenue Fund \$10,000 (NM) 1/9/2017*
- Trail Lighting: This project involves a systematic study of costs, safety and needs assessment prioritizing the installation of lights along the trail system in the Parks and Recreation Department. Once the trail portions have been identified, staff will begin installation in the high priority areas. Discussion from the Community Conversations and resident safety drives the need for trail lighting. *Park Sales Tax Fund, \$100,000 (NM)*
- Park Maintenance Facility Fencing & Building Apron - This project would involve installation of a six foot high chain link fence around the work area on the east side of the main shop facility, along with a concrete parking apron and maintenance bay approach to the building. The parking lot is currently gravel and the driveway approach is deteriorating. A recent MPR risk management audit identified the Parks work area east of the shop as a high risk for liability and recommends enclosure as soon as possible. *Capital Improvement Sales Tax Fund \$50,000, (NM)*

2016 Projects

- Hawk Ridge Park Phase (I-b) ADA Dock: This phase 1 project will start adding amenities to the Hawk Ridge Park. This particular project involves the purchase and installation of an ADA dock in Johnston Lake at the park. Staff worked with CAPS (Community Assistance Program) with the Missouri Department of Conservation seeking opportunities for grants and partnerships to obtain additional funding. The Council and Park Board approved an updated agreement in which the MO Department of Conservation will provide assistance with this project and other amenities totalling 75% of total project costs,. In addition, a 50 ft long fishing jetty will be added to the overall fishing access portion of the project. Bill 3222 Award of Contract to Confluence for Hawk Ridge Park design and engineering, was approved for 1st reading on November 28. A notice to proceed was issued on December 16. Staff has been meeting with Confluence preparing a presentation to be presented to the City Council and Park Board at a joint work session scheduled for January 30th. *Parks Sales Tax Fund, \$45,000 (NM) 1-23-2017*

- Hawk Ridge Park Phase (I-c) Restroom: This phase 1 project will start adding amenities to the Hawk Ridge Park. This project would involve the installation of a restroom facility at the park. There is currently no water or electricity in the Park. With a trail and a fishing dock being added to Hawk Ridge Park in 2016, there will be increased use and the need for these facilities. This project has been partnered with the ADA Dock listed above and is also being completed and jointly funded under the CAPS agreement. *Park Sales Tax Fund, \$90,000 (NM) 12/27/2016*
- Recreation Park Baseball Fields Shade Structure Project: This project involves the installation of spectator shade structures at the Recreation Park ballfields. These structures will provide shade and foul ball protection for park patrons. This project was contracted in June 2016. Mobilization began November 21, post materials have been delivered. Work has commenced and progresses daily. *Park Sales Tax Fund, \$194,000 (NM) 1-23-2017*

2015 Projects

- Hawk Ridge Park Walking Trail - Lake Loop
In 2015 the Park Board approved staff to prepare an RFP for the construction of a trail around Johnston Lake in Hawk Ridge Park. This trail will be a concrete path that is 4" in depth and 10' in width that loops around the perimeter of Johnston Lake. This project was initially delayed and has been partnered with the ADA Dock listed above. The loop trail is also being completed and partially funded under the CAPS agreement. *Park Sales Tax Fund, \$160,000; (NM) 12/27/2016*

2014 Projects

- Disc Golf Course: This project involves the creation of a disc golf course in Recreation Park. In February 2014, the Park Board directed that the Disc Golf Course be designed in house. Park Board Member Eric Eastwood volunteered to complete the course design and present it to the Park Board for its review. The Park Board reviewed the Disc Golf Project during its November 2015 and January 2016 Work Sessions. Park Staff installed a french drainage system on the southeast corner of the Recreation Park Trail near Hole #10 and the kiosk has been installed for the back 9 holes. Course signage and current Hole re-location will be designed to accommodate changes in the course with the addition of the new Activity Center. Additional sleeves for alternate holes have been installed. The Park Board reviewed signage options in the October work session. Staff requested three quotes and selected a vendor. Final design is complete. Manufacturing began the 1st week of January. Signage and posts should be delivered to the Park Maintenance facility for installation by the end of January. *Park Sales Tax Fund, \$25,000 (NM) 1-23-2017*

2013 Projects

- Landscaping in Recreation, Ward, Hawk Ridge and Memorial Parks - This project involves replacing or installing trees, shrubs and flowers in four City parks. Project was bid in September, 2013, but all bids received were either unresponsive or high. A new Request for Bid (RFB) has been issued. Two bids were received for this project. Neither bid complied with specifications of the RFP. The bids were rejected and staff will do the work in house buying the plants as needed. A special fund has been established to accurately track all expenditures related to this project. Park Staff has planted trees along the trail at Moon Valley Park and installed a Butterfly Garden at Eagle Glen Natural Area. Additional plantings have been completed that include annuals for beautification in flower beds, park trees and general landscaping. Staff will be utilizing these funds for additional plantings in the proposed Memorial Park Arboretum area and for park entrance beautification. *Park Sales Tax Fund, \$28,700. (SR) 2/8/16*

Bond Projects

Raymore Parks

- Centerview: This Project includes the design and construction of a facility located on Municipal Circle that will include: Parks and Recreation Department offices, meeting room, event space, and outdoor gathering space. The building would provide the much need community room space that was eliminated in 2011 with the facility remodeling of the Police Department. This would also create a relief at City Hall for the numerous meetings for Council Chambers that overlap and have to be rescheduled. This project is currently under construction with scheduled completion in Spring of 2017. *Capital Improvement Sales Tax Fund, \$1,815,250; 2016 General Obligation Bond, \$1,774,000 (MH) 12/27/16*
- Activity Center at Recreation Park: This project will replace the current Park House Rental / Camp Facility at Recreation Park. The Activity Center will include staff support space, a basketball gym, walking track, volleyball courts and recreation equipment storage space. SFS has completed a concept floor plan, exterior and interior design is near completion. Staff is in the process of creating an RFP for construction for release in early 2017. *General Obligation Bond, \$2,843,000 (MH) 12/27/2016*
- Hawk Ridge Park - Additional Signage: The final phase of the Hawk Ridge Park Master Plan calls for park signage that includes monument entrance signs, facility signs, trail and wayfinding signage, furnishings and other features that will enhance the park experience. Bill 3226, Award of Contract to Confluence for Hawk Ridge Park design and engineering was approved for 1st reading on November 28. A notice to proceed was issued on December 16. Staff has been meeting with Confluence preparing a presentation to be presented to the City Council and Park Board at a joint work session scheduled for January 30th. *2016 General Obligation Bond, \$85,000 (NM) 1/23/2017*

- Hawk Ridge Park - Amphitheater: Located on the east side of Johnston Lake in Hawk Ridge Park, the amphitheater is the focal point of the HRP Master Plan and would be the facility for theater, musical performances and other community arts programming. This project involves other amenities that include additional parking, restrooms, trail enhancements, infrastructure and grading work. Bill 3226, Award of Contract to Confluence for Hawk Ridge Park design and engineering was approved for 1st reading on November 28. This project is in conjunction with the the Hawk Ridge Park Additional Signage listed above. Please refer to those updates for this project. *2016 General Obligation Bond, \$675,100 (NM) 12/27/2016*
- Hawk Ridge Park - Parking lot expansion & ADA Playground: This phase of the Hawk Ridge Park improvements include an all-inclusive playground, parking and infrastructure expansion on the north-west side of Johnston Lake. These enhancements will connect to the trail, restrooms and fishing dock. Bill 3226, Award of Contract to Confluence for Hawk Ridge Park design and engineering was approved for 1st reading on November 28. This project is in conjunction with the the Hawk Ridge Park Additional Signage listed above. Please refer to those updates for this project. *General Obligation Bond, \$700,000 (NM) 12/27/2016*
- Recreation Park Parking Lot: This project will rejuvenate the parking lots and the patron areas around the concession stands in Recreation Park. Work is scheduled to begin in mid-August. The parking lot project is complete. *2016 General Obligation Bond, \$54,000 (NM) 11/14/2016*
- Recreation Park Trail Rehabilitation: This project will replace broken down portions of the Recreation Park walking trail, crack seal and reseal the entire loop trail. Trail work for this fall is complete, final completion will be in the spring. *2016 General Obligation Bond, \$55,000 (NM) 12/27/2016*
- T.B Hanna Station Park - Splash Park/Skate Rink: T.B. Hanna Station will gain a number of new amenities that would join the newly opened Depot shelter. Included in this project would be a spray water park, community ice rink and playground. Staff is preparing an RFQu for preliminary site design. *2016 General Obligation Bond, \$600,000 (NM) 11/14/2016*

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2016

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>									
MISCELLANEOUS	0.00	0.00	0.00	0.00	12.97	181.26	0.00 (181.26)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	12.97	181.26	0.00 (181.26)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	351,956.00	299,139.07	299,803.86	0.00	52,152.14	85.18
MISCELLANEOUS	0.00	0.00	0.00	3,041.00	643.14	657.78	0.00	2,383.22	21.63
PARK REVENUE	0.00	0.00	0.00	21,250.00	539.00	814.00	0.00	20,436.00	3.83
TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	39,583.33	79,166.66	0.00	195,833.34	28.79
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	339,904.54	380,442.30	0.00	270,804.70	58.42
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	352,905.00	4,713.00	20,582.75	0.00	332,322.25	5.83
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	352,905.00	4,713.00	20,582.75	0.00	332,322.25	5.83
TOTAL REVENUES	0.00	0.00	0.00	1,004,152.00	344,630.51	401,206.31	0.00	602,945.69	39.95
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	28,640.36	0.00	28,640.36	690,765.75	56,270.74	93,767.07	3,429.60	593,569.08	14.07
RECREATION PROGRAMS	0.00	0.00	0.00	542,026.00	35,915.38	57,549.11	1,352.47	483,124.42	10.87
TOTAL EXPENDITURES	28,640.36	0.00	28,640.36	1,232,791.75	92,186.12	151,316.18	4,782.07	1,076,693.50	12.66
REVENUES OVER/(UNDER) EXPENDITURES	(28,640.36)	0.00 (28,640.36)	(228,639.75)	252,444.39	249,890.13	(4,782.07)	(473,747.81)	107.20-

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2016

25 -PARK FUND

REVENUES

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

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MISCELLANEOUS

00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	12.97	181.26	0.00	(181.26)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	12.97	181.26	0.00	(181.26)	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	12.97	181.26	0.00	(181.26)	0.00
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PARKS DEPARTMENT

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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	294,691.00	256,762.58	256,854.35	0.00	37,836.65	87.16
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	57,265.00	42,376.49	42,949.51	0.00	14,315.49	75.00
TOTAL PROPERTY TAXES	0.00	0.00	0.00	351,956.00	299,139.07	299,803.86	0.00	52,152.14	85.18

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	3,041.00	743.13	757.77	0.00	2,283.23	24.92
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	0.00	(99.99)	(99.99)	0.00	99.99	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	3,041.00	643.14	657.78	0.00	2,383.22	21.63

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	21,250.00	539.00	814.00	0.00	20,436.00	3.83
TOTAL PARK REVENUE	0.00	0.00	0.00	21,250.00	539.00	814.00	0.00	20,436.00	3.83

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	125,000.00	8,333.33	16,666.66	0.00	108,333.34	13.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	150,000.00	31,250.00	62,500.00	0.00	87,500.00	41.67
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	39,583.33	79,166.66	0.00	195,833.34	28.79

TOTAL PARKS DEPARTMENT

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	339,904.54	380,442.30	0.00	270,804.70	58.42
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RECREATION PROGRAMS

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PROPERTY TAXES

PARK REVENUE

26-4700-0000 PARK CONCESSION REVENUE	0.00	0.00	0.00	40,000.00	0.00	125.25	0.00	39,874.75	0.31
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	25,700.00	(75.00)	200.50	0.00	25,499.50	0.78
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	83,850.00	0.00	0.00	0.00	83,850.00	0.00
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	78,220.00	0.00	640.00	0.00	77,580.00	0.82
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	22,100.00	3,080.00	12,960.00	0.00	9,140.00	58.64
26-4715-1620 REC PROGRAMS-SOCCER	0.00	0.00	0.00	55,050.00	80.00	3,894.00	0.00	51,156.00	7.07
26-4715-1625 REC PROGRAMS-ADULT SOFTBA	0.00	0.00	0.00	15,935.00	0.00	0.00	0.00	15,935.00	0.00

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2016

25 -PARK FUND

PARKS DEPARTMENT

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
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PERSONNEL

25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	313,221.00	33,356.56	56,076.16	0.00	257,144.84	17.90
25-5020-1250 FICA	0.00	0.00	0.00	24,716.00	2,525.96	4,242.50	0.00	20,473.50	17.16
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	473.00	0.00	0.00	0.00	473.00	0.00
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	48,586.00	4,023.75	8,033.65	0.00	40,552.35	16.53
25-5045-1250 LAGERS	0.00	0.00	0.00	27,061.00	2,717.50	4,561.29	0.00	22,499.71	16.86
25-5050-1250 OVERTIME	0.00	0.00	0.00	17,031.00	658.40	1,375.14	0.00	15,655.86	8.07
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,288.00</u>	<u>1,018.04</u>	<u>1,018.04</u>	<u>0.00</u>	<u>4,269.96</u>	<u>19.25</u>
TOTAL PERSONNEL	0.00	0.00	0.00	436,376.00	44,300.21	75,306.78	0.00	361,069.22	17.26

COMMODITIES

25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,693.75	359.08	359.08	221.35	11,113.32	4.96
25-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	1,660.00	0.00	0.00	0.00	1,660.00	0.00
25-6130-1250 OFFICE EQUIPMENT	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,000.00	504.66	504.66	44.99	1,450.35	27.48
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	0.00	239.00	2,261.00	9.56
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	0.00	0.00	0.00	290.00	0.00
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,880.00</u>	<u>1,515.93</u>	<u>1,515.93</u>	<u>1,030.74</u>	<u>2,333.33</u>	<u>52.19</u>
TOTAL COMMODITIES	0.00	0.00	0.00	29,773.75	2,379.67	2,379.67	1,536.08	25,858.00	13.15

MAINTENANCE & REPAIRS

25-6400-1010 BUILDING MAINTENANCE	3,722.36	0.00	3,722.36	5,722.00	0.00	0.00	0.00	5,722.00	0.00
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	42,200.00	718.80	718.80	1,639.76	39,841.44	5.59
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	25.36	25.36	0.00	(25.36)	0.00
25-6490-1010 VEHICLE MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>81.56</u>	<u>81.56</u>	<u>0.00</u>	<u>918.44</u>	<u>8.16</u>
TOTAL MAINTENANCE & REPAIRS	3,722.36	0.00	3,722.36	55,422.00	825.72	825.72	1,639.76	52,956.52	4.45

UTILITIES

25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	2,154.62	2,362.13	0.00	37,817.87	5.88
25-6810-1010 WATER	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	2,350.00	0.00
25-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	1,800.00	414.04	414.04	0.00	1,385.96	23.00
25-6840-1010 TELEPHONE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>596.00</u>	<u>0.00</u>	<u>133.66</u>	<u>0.00</u>	<u>462.34</u>	<u>22.43</u>
TOTAL UTILITIES	0.00	0.00	0.00	44,926.00	2,568.66	2,909.83	0.00	42,016.17	6.48

CONTRACTUAL

25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	90.00	0.00	0.00	0.00	90.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,115.00	0.00	0.00	0.00	2,115.00	0.00
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	530.00	345.00	345.00	0.00	185.00	65.09
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
25-7180-1010 INSURANCE	0.00	0.00	0.00	11,229.00	0.00	0.00	0.00	11,229.00	0.00
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,645.00	21.48	21.48	180.82	3,442.70	5.55
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,315.00	885.00	1,045.00	0.00	270.00	79.47
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2016

25 -PARK FUND

RECREATION PROGRAMS

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	10,000.00	0.00	0.00	0.00	10,000.00	0.00
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	224,331.00	21,516.49	37,785.65	0.00	186,545.35	16.84
26-5020-1310 FICA	0.00	0.00	0.00	17,702.00	1,608.36	2,815.30	0.00	14,886.70	15.90
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	339.00	0.00	0.00	0.00	339.00	0.00
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	34,797.00	2,502.03	4,996.83	0.00	29,800.17	14.36
26-5045-1310 LAGERS	0.00	0.00	0.00	19,381.00	1,663.29	2,777.59	0.00	16,603.41	14.33
26-5050-1310 OVERTIME	0.00	0.00	0.00	698.00	16.96	31.10	0.00	666.90	4.46
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,787.00</u>	<u>729.08</u>	<u>729.08</u>	<u>0.00</u>	<u>3,057.92</u>	<u>19.25</u>
TOTAL PERSONNEL	0.00	0.00	0.00	311,035.00	28,036.21	49,135.55	0.00	261,899.45	15.80

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	6.05	6.05	0.00	1,971.95	0.31
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	1,400.00	100.00	0.00	0.00	1,400.00	0.00
26-6260-1605 TOOLS/EQUIP-SUMMER QUEST	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
26-6260-1615 TOOLS/EQUIPMENT-BASKETBAL	0.00	0.00	0.00	1,150.00	298.65	298.65	17.97	833.38	27.53
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,300.00	0.00	0.00	0.00	2,300.00	0.00
26-6260-1625 TOOLS/EQUIPMENT-ADULT SOF	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
26-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>883.00</u>	<u>0.00</u>	<u>0.00</u>	<u>404.75</u>	<u>478.25</u>	<u>45.84</u>
TOTAL COMMODITIES	0.00	0.00	0.00	17,611.00	404.70	304.70	422.72	16,883.58	4.13

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,020.00	0.00	0.00	0.00	3,020.00	0.00
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,550.00	0.00	0.00	0.00	3,550.00	0.00
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
26-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	4,320.00	262.99	501.70	0.00	3,818.30	11.61
26-7315-1010 PRINTING	0.00	0.00	0.00	1,550.00	0.00	0.00	0.00	1,550.00	0.00
26-7330-1600 REC EXP- MISC LEAGUES	0.00	0.00	0.00	11,600.00	269.50	269.50	481.00	10,849.50	6.47
26-7330-1605 REC EXP - SUMMER QUEST	0.00	0.00	0.00	17,360.00	0.00	0.00	0.00	17,360.00	0.00
26-7330-1610 REC EXP-BASEBALL & SOFTBA	0.00	0.00	0.00	35,500.00	0.00	0.00	0.00	35,500.00	0.00
26-7330-1615 REC EXP-BASKETBALL LEAGUE	0.00	0.00	0.00	14,702.50	0.00	0.00	0.00	14,702.50	0.00
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	24,552.50	0.00	26.78	0.00	24,525.72	0.11
26-7330-1625 REC EXP - ADULT SOFTBALL	0.00	0.00	0.00	7,400.00	0.00	362.50	0.00	7,037.50	4.90
26-7330-1630 REC EXP - PROGRAMS MISC	0.00	0.00	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0.00
26-7330-1635 REC EXP - INSTRUCTION	0.00	0.00	0.00	2,445.00	36.00	288.00	0.00	2,157.00	11.78
26-7330-1645 REC EXP - FITNESS	0.00	0.00	0.00	3,600.00	712.50	712.50	0.00	2,887.50	19.79
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	0.00	0.00	0.00	5,800.00	0.00
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,780.00	5,082.57	5,082.57	0.00	(302.57)	106.33
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,250.00</u>	<u>1,110.91</u>	<u>865.31</u>	<u>448.75</u>	<u>23,935.94</u>	<u>5.20</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	213,380.00	7,474.47	8,108.86	929.75	204,341.39	4.24

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: DECEMBER 31ST, 2016

25 -PARK FUND
RECREATION PROGRAMS

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
<hr/>									
CAPITAL PROJECTS									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	542,026.00	35,915.38	57,549.11	1,352.47	483,124.42	10.87
TOTAL EXPENDITURES	28,640.36	0.00	28,640.36	1,232,791.75	92,186.12	151,316.18	4,782.07	1,076,693.50	12.66
REVENUES OVER/(UNDER) EXPENDITURES	(28,640.36)	0.00	(28,640.36)	(1,232,791.75)	(92,186.12)	(151,316.18)	(4,782.07)	(1,076,693.50)	12.66

*** END OF REPORT ***