



Raymore Park Board Agenda

Tuesday, February 28, 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 January 24, 2017
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. By-Law Revision Discussion Item

Staff will provide the Park Board an updated copy of the By-Law's reflecting an omission to the document voted and approved by the Board in November 2011.
 - B. Park Board Code of Ethics Discussion Item



Staff will provide the Park Board a “Code of Ethics” document to be added to the Park Board Member Handbook. This document was implemented the Park Board in January 2012.

C. Fireworks Contract Action Item

A discussion and recommendation of the fireworks contract for the annual Independence Day Celebration event.

D. Recreation Division Quarterly Report Discussion Item

The Recreation Division will provide a detailed report on the status of the recreation programs from the 2016 Fall Program Summary Reports.

10. Public Comment

11. Board Member Comment

12. Adjournment

Items provided under “Miscellaneous” in the Park Board Packet:

- *February 22, 2017 - Tree Board Meeting Notes*
- *Status of Capital Improvements (Provided to the Council the 1st meeting of each month)*
- *Financials - As of January 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, JANUARY 24, 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

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

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

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearance

5. Acceptance of Minutes of November 22, 2016 Meeting

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

Discussion: None

Vote:	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

6. Committee Reports

<i>Finance Committee</i>	(did not meet)
<i>Recreation Committee</i>	(did not meet)
<i>Grounds Committee</i>	(did not meet)

7. Staff Reports

Recreation Superintendent McLain is absent, a written report was submitted.

Parks Superintendent

- Superintendent Rulo commented on the stocking of trout on Friday January 20.
- Member Seimears asked will the trout have time to reproduce? No they will not do so in the lake as it is too shallow.
- Member Harris asked about catch and release versus keeping your catch. To keep the trout, you must have a trout tag which costs an extra \$7.

Parks & Recreation Director

- Director Musteen commented on a meeting with the City Council on Monday January 30 regarding the Parks Department taking over the cemetery.
- This Friday, Director Musteen will be going to Branson for a meeting on the MPRA State Conference scheduled for March.
- Director Musteen talked briefly about the Minsky's rock program.
- Director Musteen made note that the basketball league had started last Saturday January 21.
- Director Musteen noted that pre-bids for the RAC building begins on Thursday January 26.
- Member Harris asked how often is the Minsky's Rock put out? It is put out every 2-3 days.

8. Old Business - None

9. New Business

A. Rec Trac 3.1 Upgrade

Action Item

Staff provided a report to the Park Board requesting authorization for a budget amendment to fund an upgrade to our current RecTrac Software system.

Motion: Member Harris moved to accept the RecTrac 3.1 upgrade.
Member Castleman seconded.

Discussion:

- Member Eastwood asked if any other software programs were looked at?
 - Director Musteen replied yes but it would cost more to eliminate the current system and install a new one.
- Member Eastwood asked how many other departments use our current system?
 - Director Musteen stated that Rec Trac is the most popular database software.
- Member Harris asked if the new RecTrac will link to our park and rec page?
 - Director Musteen replied yes.
- Member Harris asked if we could use it for scheduling games?
 - Yes, but we will continue to use Teamsideline because the other cities we share play with use Teamsideline as well.
- Can we use it to schedule referees and umpires?
 - We will be implementing a different program for the sport officials at a future date that will incorporate a time clock system we can utilize the wifi / internet in the concession stand.
- Member Heath asked who will be involved in the training for the new system and where is the training located?
 - Director Musteen replied that Superintendent Mclain went to a week long training in Vermont and a representative will come here during the last week of February.
- Chairman Manson asked if all the staff will be trained for the new system?
 - Director Musteen replied that all personnel in our office will receive training.

Vote:	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye

Member Heath	Aye
Member Houdyshell	Absent
Member Manson	Aye
Member Seimears	Aye
Member Trautman	Aye

B. Efficiency Improvement Implementation

Report Item

Director Musteen provided the Board a report of changes in day to day operations that improve efficiency and overall effectiveness of the Department. Highlights include the addition of the Athletic Coordinator, updates to the online registration webpage and interdepartmental cooperation with the communications staff.

10. Public Comment

11. Board Member Comment

- Member Seimears complimented the park staff on a job well done.
- Member Castleman commented that Fox4 did a short two minute story on the 6:00 pm news about the trout being stocked at Hawk Ridge Park.
- Chairman Manson thanked the Park Staff for all their reports and an efficient meeting.

12. Adjournment

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

Discussion: None

Vote:	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

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

Respectfully submitted,
Greta Naab
Office Assistant



STAFF REPORT

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

Administrative Operations

- Staff continued familiarizing themselves with Rec Trac 3.1 software system.
- Staff worked with Rec Trac support staff and the I.T. Department in migrating software system to the new 3.1 version.
- Staff completed online trainings including, Rec Trac 3.1 Tutorial & Migration, Social Networks, Encryption, Passwords - Interactive, and Sexual Harassment Training-Harassment Awareness.
- Staff worked with Communications Department to revise the Vendor Agreement and Performer Contract forms and applications. Staff also worked with Communications on creating a new Parks and Recreation Partnership Program pamphlet.
- Staff continued communications with community supporters in preparations for 2017 partnership opportunities.
- Staff worked on construction of a new Summer Camp Parent Handbook.
- Staff worked on updating a the Special Event Operations Manual.
- Staff worked on development of an organizational chart and updated job descriptions for athletic department staff.
- Staff completed the operation manual for the concession stand operations.
- Staff researched past fall sports program registration numbers to report how those program numbers are trending.
- Staff started training on the new rec trac system to prepare for the upcoming system upgrade.

Meetings/Trainings Attended

- Athletic Coordinator Hedrick
 - February 3 - Rudroff Heating and Cooling sponsorship meeting
 - February 7 & 21 - Bi-Weekly meeting with Superintendent McLain
 - February 8 - KCML Metro League competitive soccer initial bracketing meeting
 - February 10 - Toured Centerview Building
 - February 15 - KCML Metro League competitive soccer final bracketing meeting
- Recreation Coordinator Keith
 - February 6 - Interpretive Site Coalition Professional Conference at Burr Oak Woods
 - February 7 - Met with Touch A Truck partners, Army, Marines and SMFD
 - February 8 - Meetings with program & event sponsors
 - February 8 - Farmers Market Vendor meeting
 - February 9 - Met with Belton Research Hospital regarding future program partnerships.



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- Recreation Superintendent McLain
 - February 1 - Graphic Design Artist meeting for Partnership Program advertisement
 - February 2 - Fireworks Bid Opening
 - February 6 - Met with Grand Slam Tournament Operator Randy Bates
 - February 7 & 21 - Bi-Weekly Athletic Coordinator one on one
 - February 8 - Farmers Market Vendor Meeting
 - February 9 - Communication Manager monthly marketing meeting
 - February 9 - MPRA Educational Session review for Conference Presentation
 - February 10 - Centerview Tour
 - February 15 - KCML Final Bracketing Meeting
 - February 16 & 21 - Bi-Weekly Recreation Coordinator Meeting
 - February 16 - Camp Counselor Interview sit in
 - February 17 - Michelle Alexander from Johnson County Parks and Rec, Community of all Ages
 - February 22 - Hawk Ridge Park Site Design Review
 - February 21- March 3 - Rec Trac Migration to 3.1

Programs

- Athletic Coordinator Hedrick ordered awards for tiny basketball, instructional basketball and recreational basketball leagues.
- Athletic Coordinator Hedrick assigned coaches and formed teams for the recreational youth soccer league.
- Athletic Coordinator Hedrick assigned coaches and formed teams for the recreational youth volleyball league.
- Athletic Coordinator Hedrick conducted background checks for coaches for youth soccer and volleyball league.
- Athletic Coordinator Hedrick instructed the Tiny and Instructional basketball programs in January, February, and March.
- Recreation Coordinator Keith posted open camp counselor positions on the MCC & UMKC websites.
- Recreation Coordinator Keith sent out letters to previous camp staff inviting them to return for the 2017 season.
- Recreation Coordinator Keith worked on securing instructors & counselors for Comic Craze Spring Break Camp.
- Recreation Coordinator Keith scheduled MDC Instructional Fishing Classes, Level I - IV in May & June to be held at Hawk Ridge Park.

Rental/Events/Concessions

- Rentals
 - No major rentals for the months of February
- Events
 - Recreation Coordinator Keith started booking food truck vendors for Friday Food Fest. She also secured the band "Interstate 49" to play at the event.
 - Recreation Coordinator Keith reached out to volunteer groups for the stuffing & filling of Easter eggs.
 - Recreation Coordinator Keith collected donated items for the Easter eggs.
 - Recreation Coordinator Keith booked 3 movies for the summer movies in the park.
- Concessions



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- Staff continued to work on warm days with upgrades and spring prep. Staff checked facilities periodically for any storm or other damage that may occur.

Special Events

- March 31 - Friday Food Fest at T.B. Hanna Station
- April 15 - Easter Festival at Memorial Park
- April 22 - Touch A Truck at Recreation Park

Sports (Adult)

- Men's Softball
 - Advertising for Spring League

Sports (Youth)

- Tiny Sports
 - Tiny Basketball
 - Program ended February 11
 - Instructional Basketball
 - Program ends March 11
- Winter Sports
 - Open Play Futsal
 - Enrollment ended 18 participants signed up.
 - Program ends March 3
 - Recreation Basketball
 - Season end Tournament is scheduled for March 11
 - Competitive Youth Basketball
 - Season ends March 2.
- Spring Sports
 - Raymore United
 - Registration closed February 3.
 - We currently have 2 teams registered to play in the Kansas City Metro League.
 - Opening weekend is scheduled for March 11
 - Recreation Soccer league
 - Registration closed February 24
 - Recreation Youth Volleyball
 - Registration Closed February 24
 - Volleyball Warm Up Clinic
 - Registration closes March 3
 - Flag Football League
 - Registration closes March 3
 - South Metro Competitive Baseball/ Softball League
 - Registration closes March 10
 - Recreational Baseball/ Softball Leagues
 - Registration deadline is March 31



STAFF REPORT

To: Park Board
From: Steve Rulo, Parks Superintendent
Date: February 28, 2017
Subject: Park Operations Report

Parks Operations

- Park Staff received the new aerator and the new zero turn mower.
- Park Staff has aerated and seeded the soccer fields.
- Staff has planted trees throughout Recreation Park.
- Park Superintendent Rulo and Jake Powers attended the Tree Board Meeting on February 22.
- Park Staff trimmed trees at the Linear Parks and removed a few beaver dams.
- Park staff completed the remodel of the lunch area at the Maintenance Building.
- The Shade Structure project is moving along, all posts are up. The contractor will come back to install the shade structures when staff is confident there is no chance of snow.
- Staff has ordered the baseball equipment needed for the season.
- Staff has winterized the tractors and mowers and are ready for the season.

Parks and Recreation Monthly Report



February 2017

Through the Month



January 30- February 4

- Recreation staff worked with Challenger Sports to schedule a competitive trainer for the Raymore United Soccer Club and promote their youth soccer camps offered at Recreation Park during the summer.
- Recreation Coordinator Jerri Keith contacted local vendors, sponsors and volunteers regarding Friday Food Fest, Easter Festival and Touch-A-Truck events.
- Recreation staff contacted local colleges and universities about posting seasonal and camp job openings.
- Staff held a pre-bid meeting and site walk-through on Monday and Tuesday for the loop trail and ADA-accessible baseball field projects at Memorial Park.
- Staff opened bids on Thursday for the Fourth of July fireworks display contract.
- Park staff received the new Disc Golf Course signage and sign posts, installation will be begin Feb. 6.
- The City Council and Parks & Recreation Board held a joint meeting on Monday, Jan. 30. The meeting gave both groups the opportunity to discuss the proposed designs for the Hawk Ridge Park improvements and the future management of the Raymore Cemetery.



February 5 - 11

- Park staff attended the Interpretive Site Coalition conference at the Burr Oak Woods. This group specializes in connecting individuals with some of the natural parks and historic sites throughout the Kansas City region through education, theater, activities and other methods.
- Recreation Coordinator Jerri Keith met with area vendors and interested participants for the upcoming Touch-a-Truck event on Saturday, April 22. For more information, visit www.Raymore.com.



Parks and Recreation Monthly Report



- Athletic Coordinator Mike Hedrick attended the Kansas City Metro League's initial bracket meeting for the spring Raymore United Soccer Club teams season.
- Director Nathan Musteen attended the Active Transportation Programming Committee meeting at Mid-America Regional Council.

February 12 - 18

- Park staff worked on the the maintenance facility interior renovations.
- Park staff performed annual tree trimming and mulching. A new tree was planted along the trail at Recreation Park.
- Staff worked on equipment repairs and field maintenance for the upcoming soccer season.
- Empty Easter eggs were delivered to Target in Belton. Each year employees of Target donate time and goodies and stuff several thousand eggs for the upcoming Easter Festival on April 15 at Memorial Park.
- Several seasonal jobs are now posted on the City website (www.Raymore.com/jobs). Staff started interviews for the spring break and summer camp counselor positions.
- Director Nathan Musteen and Recreation Superintendent John McLain met with Associate Planner David Gress and Michelle Alexander from Johnson County Parks and Recreation regarding Community of all Ages programming.
- Director Musteen met with Hank Moyers of Confluence regarding the Hawk Ridge Park Improvement plans.



February 19 - 25

- Park Staff worked the winter tree trimming program along the Good Parkway Linear Trail. Efforts were made to clean out debris and logjams to improve water flow in the creek.
- Parks Superintendent Steve Rulo and Parks Maintenance Worker Jake Powers attended the Tree Board meeting held on February 22nd. Topics of discussion included the upcoming Arbor Day Event and a future tree identification day to be scheduled at the Raymore Arboretum location.
- Park Staff began field maintenance on the soccer fields, including turf aeration, overseeding and field layout. The Raymore United Soccer Club home games begin on March 25 and the Recreation Soccer league games begin on April 1.
- Recreation Staff participated in online training in preparation for the Rec Trac upgrades.
- Raymore United Soccer Club team uniforms and youth basketball league end of season/tournament awards were ordered.
- Preparations continue for the upcoming Friday Food Festival on March 31 and the Easter Festival on April 16.
- Administrative Staff met with Confluence to review progress on the Hawk Ridge Park Improvements project.

Parks and Recreation Monthly Report



- Staff has prepared the information packet for the upcoming Park Board meeting and work session scheduled for February 28.

Day-to-Day

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

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

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

- March 6 - City Council Work Session
- March 7 - 10 - Missouri Parks and Recreation Association Annual Conference
- March 11 - Raymore United Soccer Games begin
- March 13- City Council Work Meeting
- March 14 - Park Board Work Session
- March 20 - City Council Work Session
- March 27 - City Council Meeting
- March 28 - Park Board Work Session / Meeting
- March 31 - Friday Food Festival, T.B. Hanna Station - 6:00pm
- April 1 - Recreation Soccer & Girls Volleyball league games begin
- April 3 - Spring Youth Flag Football League games begin

Missouri Parks and Recreation Association - 2017 State Conference

The MPRA State Conference will be held in Branson the week of March 6 - 10.

Director Musteen, Park Superintendent Rulo, Recreation Superintendent McLain and Athletic Coordinator are scheduled to attend this year.

- Director Musteen is the Conference Program Chair in charge of soliciting and scheduling the educational sessions.
- Recreation Superintendent McLain and Recreation Manager Rodney Sadler of Belton Parks & Recreation will be sharing duties as co-presenters for "Recruitment and Training of Sports Officials".
- Raymore Communications Manager, Mike Ekey, will be presenting two sessions at the conference this year.
 - Marketing Your Programs For (Almost) Free

Parks and Recreation Monthly Report



- What the #*\$@!: Dealing With Your Online Critics



Respectfully Submitted,

Nathan Musteen, Parks and Recreation Director



Raymore Park Board Agenda Item Information Form

Date: February 28, 2017
Submitted By: Nathan Musteen
Division: Park Board
Agenda Item: 9A - By Law Revision

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

Title / Issue / Request:

Park Board By Law Revision

Background / Justification:

In November of 2015, the Board reviewed the Park Board By-Laws and made revisions to the document. The revised document was reformatted, updated and provided to all members in their Park Board Handbooks.

During January 2017, staff was researching archived files and found a revision to the Park Board By-Laws discussed and approved in the February 2011 minutes.

The revision included the removal of the last two sentences referring to "term limits" as stated in:

ARTICLE IV. BOARD

Section 2. Term of Office

*Each member of the Board of Directors shall hold office for a term of three years and until his or her successor is appointed. Full terms of office shall commence on June 1 and shall be staggered so that approximately one-third of the members of the Board of Directors' terms shall commence each year. **No member of the Board of Directors shall serve more than three (3) consecutive full three-year terms. After an absence of two years, the former member of the Board of Directors may again be eligible for appointment.***



According to the approved minutes from February 22, 2011; Member Harris made a motion to remove from the By-Laws :

“No member of the Board of Directors shall serve more than three (3) consecutive full three-year terms. After an absence of two years, the former member of the Board of Directors may again be eligible for appointment.”

The motion was seconded and passed with a 5-2 vote.

In further research, Director Musteen found no updated document with the approved revision.

Provided in the packet are a copies of the minutes from February 2011 and the 2017 revised By-Laws that removes the above statement.

Staff will provide a hard copy of the updated By-Laws for replacement within the Park Board Member Handbooks during the Agenda Item presentation on February 28, 2017.

Financial Impact:

NA

Project Timeline:

NA

Staff Recommendation:

NA

Attachments:

Approved Park Board Minutes - February 22, 2011
Revised Park Board By-Laws - February 28, 2017

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, FEBRUARY 22, 2011, IN CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. MEMBERS PRESENT WERE CHAIRMAN HARRIS, BAALMAN, CARTER, HOPKINS, MAPES, MILLER, WOSTE, SUPERINTENDENT RULO AND DIRECTOR SNOOK.

1. Call to Order/Pledge of Allegiance

2. Roll Call. Member Casas is absent.

3. Acceptance of Minutes of January 25, 2011 Meeting

Motion: Member Miller moved to approve the minutes as presented. Member Baalman seconded.

Discussion: None.

Vote: 6-1

Member Baalman	Aye
Member Carter	Aye
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Aye
Member Miller	Aye
Member Vehige	Abstain
Member Woste	Aye

5. Committee Reports

A. Finance Committee- has not met

B. Facilities Committee- has not met

C. Grounds Committee – Member Carter reported the group met to look at the bids for the playground at Ward Park.

D. Recreation Committee – Chairman Harris reported that the group met to discuss the responses to the Sports Photography solicitation.

6. Old Business

A. G. O. Bond Project Update

Director Snook report no progress since the last meeting.

B. Park Board Strategic Planning Retreat

Chairman Harris reminded everyone that the retreat is scheduled for March 5 in the Community Room at City Hall at 8:00am.

7. New Business

C. Alcohol Service Application

Chairman Harris explained that the public notices had not gone out to the neighbors and that the Board was being to reconsider the application to serve alcohol at the July 4th event in Recreation Park. He asked for public comments. Seeing no one come forward, Harris asked the Board to consider the application.

Motion: Member Vehige moved to recommend that the Council approve the alcohol service area at the 2011 July 4th event. Member Miller seconded.

Discussion: Member Woste stated that he does not approve of serving alcohol at this event.

Vote: 6-1

Member Baalman	Aye
Member Carter	Aye
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Aye
Member Miller	Aye
Member Vehige	Aye
Member Woste	Nay

D. Sports Photography

Chairman Harris explained that the department solicits businesses for proposals to offer league sports photography services to league patrons. He stated that the recreation committee had reviewed a summary of the proposals submitted and that the committee had concurred with the staff recommendation.

Motion: Chairman Harris moved to approve Action Images for the sports photography services for the department.

Member Mapes seconded.

Discussion:

Vote: Unanimous

Member Baalman	Aye
Member Carter	Aye
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Aye
Member Miller	Aye
Member Vehige	Aye
Member Woste	Aye

E. Ward Park Improvements Contract

Member Carter reported that the group examined the bids submitted for the project and recommends the Base Bid #2 with Acton Construction, and their playground subcontractor AB Creative. The committee desires to have the company trade the double slide for a hurricane slide if it can be done within the budget.

Motion: Harris moved to recommend that the Council approve the contract with Acton Construction for Base Bid #2 for the Ward Park Place Park playground with the slide change discussed. Member Vehige seconded

Discussion: None

Vote: Unanimous

Member Baalman	Aye
Member Carter	Aye
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Aye
Member Miller	Aye
Member Vehige	Aye

Member Woste Aye

F. Good Parkway South Project

The Missouri Department of Conservation, Bridging the Gap, Heartland Tree Alliance and South Grand River Watershed Alliance have offered to partner with the department to lead a reforestation effort and to plant native forbs along the trail in the Good Parkway South stream buffer. Director Snook asked for the Board approval to enter into the partnership.

Motion: Member Vehige moved to direct staff to proceed with the Good Parkway reforestation project proposed by the Missouri Department of Conservation and its partners. Harris seconded.

Discussion: None

Vote: Unanimous

Member Baalman	Aye
Member Carter	Aye
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Aye
Member Miller	Aye
Member Vehige	Aye
Member Woste	Aye

G. Bylaws Revisions

Chairman Harris explained due to the recent changes made by the City Council, volunteers are only allowed to serve on one volunteer Board within the City. He stated that he is concerned that there may not be enough volunteers, specifically volunteers from the ward in which there is a vacancy, to fill the board when directors leave. He stated that he thought two changes could be made to the bylaws to help.

Motion: Chairman Harris moved to remove term limits in the current Board bylaws, Article IV, Section II, by removing “No Member of the Board of Directors shall serve more than three consecutive full year terms. After an absence of two years the former Member of the Board of Directors may again be eligible for appointment”. Member Vehige seconded

Discussion: Member Woste stated that he supports term limits because new volunteers bring new ideas, but that in this case he is supportive of the motion. Member Vehige stated that any resident is always welcome to come and get involved in the parks board. Member Mapes stated he supports leaving term limits in place. He thinks that term limits support change. Member Miller said he also supports term limits. Chairman Harris said the Council is not setting a good example. He said that people serving must have a passion for this work and they should be allowed to do it. He also pointed out no other Board within the City has term limits. Member Woste agreed that if no other Boards have term limits then the Park Board should not either.

Vote: 5-2

Member Baalman	Aye
Member Carter	Aye
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Nay

Member Miller	Nay
Member Vehige	Aye
Member Woste	Aye

Motion: Chairman Harris moved to amend the bylaws to remove Ward representation requirements from the bylaws. Member Woste seconded.

Discussion: Director Snook stated that although the term limits were self-imposed and could be changed by the action of the Park Board, changing the ward representation detailed in the bylaws is only the first step in making a recommendation to the Council, who would have to approve the change by rescinding a resolution in force since 1999. Member Vehige said she supports equal ward representation. Member Woste stated he opposed the motion. Member Miller stated he does not support the motion.

<u>Vote:</u> 2-5	Member Baalman	Nay
	Member Carter	Nay
	Member Casas	Absent
	Member Harris	Aye
	Member Hopkins	Absent
	Member Mapes	Aye
	Member Miller	Nay
	Member Vehige	Nay
	Member Woste	Nay

8. Director’s Report

Director Snook asked thanked those for their RSVP to the KC Metro Directors Banquet. She also reminded everyone about the retreat on March 5.

9. Public Comment

None

10. Board Comments

Chairman Harris thanked Member Woste for serving on the Board.

Member Miller thanked Member Woste for his service.

Member Woste appreciated the comments for the other Members and has enjoyed his service on the Park Board. He complimented the staff and agreed that there has been no bias within the members.

Member Carter thanked Member Woste for serving on the grounds committee.

Member Vehige thanked Member Woste for his service. She also thanked the snow removal crews in the City for all their hard work lately.

Member Baalman also thanked Member Woste for his service. He asked for an update on the agriculture bid at Hawk Ridge Park and the maintenance facility. Director Snook reported the fireworks, cultivation and maintenance building bids have been approved through first reading. Baalman asked for the Members to be ready to discuss Park Foundation information at the retreat on March 5.

Motion: Member Vehige moved to adjourn the meeting at 7:42. Member Harris seconded.

Discussion: None

Vote: Unanimous

Member Baalman	Aye
Member Carter	Absent
Member Casas	Absent
Member Harris	Aye
Member Hopkins	Absent
Member Mapes	Aye
Member Miller	Aye
Member Vehige	Aye
Member Woste	Aye

Respectfully submitted,
Jerri Lynn Keith
Administrative Assistant



BY-LAWS

PARKS AND RECREATION BOARD

CITY OF RAYMORE, MISSOURI

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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

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

9. To make recommendations to the City Council about the following:
 - a. policy formation, programming, legislation and use of park and recreation facilities and areas;
 - b. effectiveness of the parks and recreation programs or facilities, including annual budgetary recommendations;
 - c. rules and regulations (including any fees and charges) governing the conduct of persons and the use of all City park and recreational areas and facilities; and
 - d. organization and implementation of a City-wide recreational program for all age groups.

ARTICLE III. ANNUAL REPORT

Section 1. Annual Report

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

ARTICLE IV. BOARD

Section 1. Number and Qualifications

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

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

Section 2. Term of Office

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

Section 3. Compensation

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

Section 4. Resignation

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

Section 5. Removal

A member of the Board of Directors who is absent from three consecutive regular meetings of the Board or six regular meetings of the Board in a period of one year shall automatically forfeit his/her position on the Board. All one-year periods shall be defined as any twelve (12) month period of time. The Mayor may, with consent of the City Council, remove a member of the Board of Directors for misconduct or neglect of duty.

Section 6. Vacancies

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

ARTICLE V. MEETINGS

Section 1. Meetings

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

Section 2. Regular meetings

Regular meetings of the Board shall be held at such place and time within the City as the Board may from time to time designate. In the absence of any such designation, the regular meetings of the Board shall be held at the city's principal offices at 7:00 p.m. on the fourth Tuesday of each month.

Section 3. Special meetings

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

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

Section 4. Quorum

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

Section 5. Voting

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

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

Section 5. Work Sessions

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

ARTICLE VI. OFFICERS

Section 1. Officers

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

Section 2. Chairman

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

Section 3. Vice-chairman

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

ARTICLE VII. COMMITTEES

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

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

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

ARTICLE VIII. GENERAL

Section 1. Fiscal Year

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

Section 2. Amendments

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



Raymore Park Board Agenda Item Information Form

Date: February 28, 2017
Submitted By: Nathan Musteen
Division: Park Board
Agenda Item: 9B - Code of Ethics

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

Title / Issue / Request:

Parks & Recreation Board Code of Ethics
--

Background / Justification:

In January 2017, staff was researching archived files and found that the Park Board voted and approved a Board Member Code of Ethics in January 2012.

According to the approved minutes from January 24, 2012; Member Casas made a motion to approve the document as presented. The motion was seconded and passed with a 9-0 vote. Member Harris and Eastwood were on the Board at that time.

Although a draft version of the Code of Ethics was provided in the meeting packet for January 2012, Staff has found no official document in the archives that implements the Code.

Provided in the packet are a copies of the minutes from January 2012, the draft document from 2012 and the 2017 revised Code of Ethics that has been reformatted.

As presented in 2012, the Code of Ethics does require each Board Member to sign and date the document. Staff will provide hard copies at the February 2017 meeting for Board Member signatures. Department staff will keep the signed documents in the Board Member files at the Parks and Recreation Office. A copy of the signed document will be provided to each member at the March meeting.



Financial Impact:

NA

Project Timeline:

NA

Staff Recommendation:

NA

Attachments:

Approved Park Board Minutes - January 24, 2012
Code of Ethics (Draft) - January 2012
Code of Ethics (Reformatted) - February 2017

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, JANUARY 24, 2012, IN CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI. PRESENT WERE CHAIRMAN BAALMAN, MEMBERS ABDELGAWAD, CASAS, EASTWOOD, HARRIS, LEWIS, MEDSKER, MILLER, ROLLER, SUPERINTENDENT RULO AND DIRECTOR SNOOK.

1. Call to Order/Pledge of Allegiance

2. Roll Call.

3. Acceptance of Minutes of November 22, 2011 Meeting

Motion: Member Harris moved to approve the minutes as presented. Member Medsker seconded.

Discussion: None

Vote: 6-0-2

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Abstain
Member Medsker	Aye
Member Miller	Abstain
Member Roller	Aye

4. Committee Reports

A. Recreation Committee – met December 8 to discuss a coach background check disqualification action. The coach appealed the decision and the committee reinstated the coach.

5. Old Business

A. G. O. Bond Project Update

Staff reported that the Public Works crew installed and paved over the pedestrian crossing at the tennis courts in Recreation Park that was a part of the bioswales project. The Council has approved the use of remaining GO Bond funds for the two playground projects originally funded within the Park Sales Tax Fund (47), but that were removed to add additional funds to the Park Maintenance Facility project. The remaining fund balance is about \$8,435.

B. Board Member Code of Ethics

Chairman Baalman presented a revised Code of Ethics document to the group for recommendation. The Board Members discussed the changes made in the text to address concerns from the last meeting.

Motion: Member Casas moved to approve the document as presented. Member Medsker seconded.

Discussion: Member Lewis asked for clarification on the conflict of interest passage. The intent was explained to Member Lewis as she was not on the Board at the time of the original presentation of the document.

Vote: Unanimous

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Aye
Member Miller	Aye
Member Roller	Aye

6. New Business

C. User Group Agreements

Director Snook presented agreements with Cass County Mothers N More, Sunset Garden Club and the Festival in the Park for the use of park properties during 2012. She noted that the agreements with the youth sports organizations were multi-year agreements and were not in need of renewal or revision.

Motion: Member Harris moved to approve all three user group agreements as presented. Member Eastwood seconded.

Discussion:

Vote: Unanimous

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Aye
Member Miller	Aye
Member Roller	Aye

D. Special Events Calendar

Jerri Lynn Keith submitted a drafted list of the special events scheduled for the year. The Board was asked to consider the event listing prior to formal publication in all media.

Motion: Member Harris moved to direct staff to pursue alcohol service at the July 4th special event. Member Miller seconded.

Discussion:

Vote: 8 for, 1 opposed

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Nay
Member Miller	Aye
Member Roller	Aye

Motion: Member Medsker moved to approve the special events calendar for 2012 as presented. Member Harris seconded.

Discussion: None

Vote: Unanimous

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Aye
Member Miller	Aye
Member Roller	Aye

E. Playground Project Bid Scope

Director Snook has drafted a scope of services detailing both playground projects budgeted in FY 2012, one in Recreation Park and the other in Eagle Glen. The Board was asked to consider the proposed scope of services for the projects prior to project bidding.

Member Miller suggested having a neighborhood meeting for residents to make suggestions on what they would like in their neighborhood. Director Snook said she would like to have such a meeting. Member Abdelgawad suggested offering some kind of fitness or circuit training on the East Shelter playground. Discussion ensued regarding all the options available for playground equipment.

Member Harris asked why mulch is being submitted for the playground surface instead of turf that was used at Ward Park Place. Superintendent Rulo and Director Snook explained that if they installed the turf, the project would be considerably more expensive or less playground equipment could be purchased. The consensus of the Board was to add the surfacing as an alternate to the bid document.

Motion: Member Harris moved to move forward with the advertisement of Eagle Glen and East Shelter playground projects. Member Miller seconded.

Discussion: Member Abdelgawad asked that more options be added to the equipment in the scope of services for both playgrounds. Discussion ensued about options for playground equipment. Director Snook stated she would be comfortable proceeding with neighborhood meetings and including additional alternates in the bid documents.

Vote: 8 for, 1 opposed

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Aye
Member Miller	Aye
Member Roller	Nay

F. Recreation Park Tennis Court Reconstruction Bid Scope

Director Snook submitted a draft scope of services detailing the reconstruction of the Recreation Park Tennis Courts budgeted in FY 2012, including the addition of two add-alternates. The Board was asked to consider the proposed scope of services for the project prior to project bidding.

Motion: Member Harris moved to approve the bid document as presented with the two alternates (geo-textile fabric and windscreens) and not including pickle ball striping. Member Abdelgawad seconded.

Discussion: Member Medsker asked if the drainage been addressed to prevent continued water erosion under the courts and how expensive is the windscreens. Director Snook stated that there was not much that could be done to divert the water, which is the reason for the addition of rock in the subsurface and the geotextile grid alternate. The windscreens were not an enormous expense, but would require a minimal amount of maintenance.

Vote: Unanimous

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Aye
Member Miller	Aye
Member Roller	Aye

G. Family Initiative Team

Director Snook reported on the current status of the Family Initiative Team. The meetings and activities have dwindled. The Department still hosts, with South Metro support, the two Movie Night events each year. However, the newsletters and calendars are not being distributed on paper through the schools, and are not receiving the Web site hits staff desires. Staff requests that the Park Board consider eliminating the program, but continue the Movie Night events as planned.

The Board discussed options to keep getting the information out to the community as an alternative to the FIT newsletter, directing staff to infuse positive family ideas and activities into the department's communications and activities.

H. Park Board Retreat

Chairman Baalman reminder everyone of the upcoming retreat scheduled for February 18, 9am - 1pm. Director Snook will contact everyone with the location.

8. Staff Reports

Status reports were verbally submitted by Director Snook, Superintendent Rulo, and Nathan Musteen.

The Board approved moving their February 28th meeting to combine with the retreat on February 18th due to staff being away at the Missouri Park & Recreation Conference at Lake of the Ozarks.

9. Public Comment

None

10. Board Comments

Member Miller thanked everyone for serving with him over the last couple of years. He thanked the staff for all their hard work.

Member Lewis thanked everyone for welcoming her back to the Board. She looks forward to serving again.

Motion: Member Miller moved adjourn the meeting at 9:05pm. Member Medsker seconded.

Discussion: None

Vote: Unanimous

Member Abdelgawad	Aye
Member Baalman	Aye
Member Casas	Aye
Member Eastwood	Aye
Member Harris	Aye
Member Lewis	Aye
Member Medsker	Aye
Member Miller	Aye
Member Roller	Aye

Respectfully submitted,
Jerri Lynn Keith

Raymore Parks and Recreation Board of Directors

Code of Ethics

Service on the Board of Directors of the Raymore Parks and Recreation Board is an important honor and responsibility. The City of Raymore's residents rely on the Parks and Recreation Board to:

- Act in the public's best interest,
- To be knowledgeable about and proactive with respect to the issues facing the parks and recreation department,
- To study the questions before the Board and to base decisions on reliable information, to be a good steward of the resources allocated to the Board, and
- To be a good steward of the resources allocated to the board, and
- To be honest and trustworthy in all park board actions.

To assure the continued trust and ethical expectations of the members of the Raymore Parks and Recreation Board, I affirm the following:

Duty of Care

In all matters affecting the Raymore Parks and Recreation Board (Board), I will act in good faith and exercise my best efforts in the performance of my duties.

I will faithfully prepare for discussions and decisions that affect the Board by reading information sent to me and by striving to be knowledgeable on issues of importance to the Board and Raymore residents.

I will be responsible for disseminating information I received as a Board Member to all Board Members with my primary responsibility being to inform my constituency.

I will base my decisions on the best information available to me rather than unsubstantiated opinions.

I will make decisions based on what is in the best interest of all citizens of Raymore rather than any one group, individual or special interest group.

I will be honest in doing the work of the Board, be honest in speaking on behalf of the Board and its leadership, in order to foster trust among Board Members and the public.

I will respect my fellow Board Members and fellow Raymore residents, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and available data.

I will publicly support the decisions made by the Board of Directors, reserving my right to respectfully disagree personally.

I will refrain from any discussion that might be construed as an infraction of Missouri Sunshine Law.

I will comply with all applicable statutes and regulations applying to the Board, the Board bylaws, and the policies adopted by the Board.

I will support and encourage participation in all public meetings held by the Board.

I will exercise authority as a Member of the Board only when acting in a meeting with the full body or as I am delegated by the Board.

I will hold my own business to the highest standards of professionalism, quality, and integrity because the manner in which I conduct my individual business affairs can affect the public image of the Board.

Confidentiality

I will not disclose, beyond its intended scope, any information which is marked, designated or treated as confidential by other Board Directors, or Raymore Parks and Recreation staff and which I receive as a Director of the Raymore Parks and Recreation Board.

Conflict of Interest

I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussion or decision making on an issue before the Board while having business, professional, or personal interests that could bias my decisions. I further acknowledge that the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict of interest, and if so, what the remedy will be, if any.

Failure to Comply

I further understand that, as defined in the Code of Ethics Complaint Process, failure to comply with these codes may result in a reprimand, or, if extreme in nature, may result in Council consideration of removal from the Board.

Signature of Director: _____

Date: _____

Raymore Parks and Recreation Board of Directors Code of Ethics - Complaint Process

In the event a complaint is brought against a member of the Board for a violation of the Code of Ethics, the Chairman of the Board will appoint a review committee made up of the Vice Chair, Finance Committee Chair and one other Board member. The accused member (Respondent) may not serve on this committee; adjustments will be made to the composition of the committee as necessary to ensure this. Only those complaints that are submitted in writing and are signed by the person filing the complaint will be acted upon.

The complaint shall be assessed and a decision made by reviewing all pertinent information and interviewing all individuals involved. A majority vote of the committee will be used to determine what action(s) will be taken, if any.

Decisions made by the committee may be appealed by submitting a written signed request for appeal not more than 30 days from receipt of the committee decision.

The voting members of the Board will review the appeal at the next Board meeting and hear testimony from the appealing party. A simple majority vote will be required to overturn the actions of the complaint review committee.

The complaint shall be disposed of by the Board Chairman as soon as humanly possible and allowing sufficient time for thorough investigation. The decision shall be rendered in writing to all parties involved and will be final and binding on all parties.



Code of Ethics

PARKS AND RECREATION BOARD CITY OF RAYMORE, MISSOURI

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- To study the questions before the Board and to base decisions on reliable information,
- To be a good steward of the resources allocated to the Board, and
- To be honest and trustworthy in all Park Board actions.

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I will be responsible for disseminating information I received as a Board Member to all Board Members with my primary responsibility being to inform my constituency.

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I will make decisions based on what is in the best interest of all citizens of Raymore rather than any one group, individual or special interest group.

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I will publicly support the decisions made by the Board of Directors, reserving my right to respectfully disagree personally.

I will refrain from any discussion that might be construed as an infraction of Missouri Sunshine Law.

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I will exercise authority as a Member of the Board only when acting in a meeting with the full body or as I am delegated by the Board.

I will hold my own business to the highest standards of professionalism, quality and integrity because the manner in which I conduct my individual business affairs can affect the public image of the Board.

CONFIDENTIALITY

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CONFLICT OF INTEREST

I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussion or decision making on an issue before the Board while having business, professional or personal interests that could bias my decisions. I further acknowledge that the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict of interest and if so, what the remedy will be, if any.

FAILURE TO COMPLY

I further understand that, as defined in the Code of Ethics Complaint Process, failure to comply with these codes may result in a reprimand, or, if extreme in nature, may result in Council consideration of removal from the Board.

Printed Name

Signature

Date

Code of Ethics

Enacted: January 24, 2012
Revised: February 27, 2017



Raymore Parks & Recreation Board

Code of Ethics - Complaint Process

In the event a complaint is brought against a member of the Board for a violation of the Code of Ethics, the Chairman of the Board will appoint a review committee made up of the Vice Chair, Finance Committee Chair and one other Board member. The accused member (Respondent) may not serve on this committee; adjustments will be made to the composition of the committee as necessary to ensure this. Only those complaints that are submitted in writing and are signed by the person filing the complaint will be acted upon.

The complaint shall be assessed and a decision made by reviewing all pertinent information and interviewing all individuals involved. A majority vote of the committee will be used to determine what action(s) will be taken, if any.

Decisions made by the committee may be appealed by submitting a written signed request for appeal not more than 30 days from receipt of the committee decision.

The voting members of the Board will review the appeal at the next Board meeting and hear testimony from the appealing party. A simple majority vote will be required to overturn the actions of the complaint review committee.

The complaint shall be disposed of by the Board Chairman as soon as humanly possible and allowing sufficient time for thorough investigation. The decision shall be rendered in writing to all parties involved and will be final and binding on all parties.



Raymore Park Board Agenda Item Information Form

Date: February 28, 2017
Submitted By: John McLain Recreation Superintendent
Division: Parks and Recreation
Agenda Item: 9C - Fireworks Contract

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

Title / Issue / Request:

Fireworks Display Contract

Background / Justification:

The 2016 Fireworks display was the final year of the extended 3 year contract with J&M displays. In January the City requested proposals for the 2017 Fireworks Display. The Request for Proposals (RFP) included the same criteria and specifications as in previous years. Based on suggestions from pyrotechnic vendors, it was suggested that we include an alternate date in the RFP for additional cost savings and/or product increase. An alternate bid was included in the RFP.

The RFP was open for bid in January, bids were received on February 2nd. One proposal was submitted. J&M Displays was the only bidder for the contract and was the previous contract holder. J&M Displays did submit two options for the City to review. The two options are outlined below:



Option 1: \$16,000 / July 4

- Fireworks Display would be held on July 4th
 - Rainout date of July 5th
- Cost of Fireworks including product, quantity discount of \$2,473.30, delivery and shooting: \$16,000
- Additional product free of charge includes \$2,755.30 for a total value display of \$21,228.60
- Current Activities provided by Parks and Recreation:
 - Car Show, Food Vendors, Live Music, and Sponsored Kid Activities and Games
 - Event is scheduled 4:00 pm - 10:00pm

Option 2: \$16,000 / July 1

- Fireworks Display earlier than July 2nd or later than July 6th
- Staff would request the Saturday before the 4th be the set date
- Cost of Fireworks including product, quantity discount of \$2,473.30, delivery and shooting: \$16,000
- Additional product and a pyromusical production of \$1,934.10
- Additional product free of charge includes \$2,755.30 for a total value display of \$23,162.70

Benefits of Option 2:

- Currently - only one fireworks display in the KC Metro area provides the pyromusical option.
- Additional advertising opportunities through the pyromusical app. A 30 second pre and post event video clip along with scrolling thank you banners while music is playing.
- Raymore Police and South Metro Fire Departments would be allowed to have a stronger presence on event day with this option. Staff has had discussions with both Raymore PD and South Metro Fire regarding the change of dates, both are in favor of the change.
 - Emergency situations increase on the July 4th Holiday, forcing emergency personnel to be called away from the event.
 - Having our Independence Day Celebration on a different evening would greatly reduce the chances of emergency personnel being called away from one of our largest events.
- The entire event could be recorded with the drone for marketing purposes. According to FAA regulations, a drone is not permitted to take flight on July 4th.

Event Advantages of the Option 2:

- Provides opportunity for larger participation and enhanced spectator satisfaction.
- Increased vendor availability.
- Additional proposed activities could be included with the current activities provided by the Parks and Recreation Department.
- Increase of volunteers, partnerships and event assistance.

Both options for contract do not exceed \$16,000. This is currently what is budgeted for the event and falls in the guidelines set forth in the proposal.



Financial Impact:

\$16,000 (This amount includes the annual transfer from General Fund to offset the Fireworks Display Cost)

Project Timeline:

N/A

Staff Recommendation:

Staff recommends two motions. 1) award of the contract to J&M Displays and 2) recommendation to the City Council for Option 1 or 2

Motion #1:

Staff recommends awarding of the Fireworks Display Contract to J&M Displays for 2017 with the option of a 2 year extension (2018 & 2019).

Motion #2:

Staff requests direction from the Board for Option 1 or 2.

Option 1 will move to City Council for Contract Award
Option 2 will go to City Council for work session discussion

Attachments:

J&M Displays Bid Cover Letter
J&M Displays Bid Cover Letter Page 2
J&M Option 1 Summary
J&M Option 2 Summary



January 17th, 2017

Ms. Kim Quade, CPPB
City of Raymore
100 Municipal Circle
Raymore, MO 64083

RE: Fireworks

Dear Fireworks Committee:

Thank you for giving J&M Displays the opportunity to present a bid for the City of Raymore's July 4th, 2017 fireworks display! It has been our pleasure to present your display for the past few years and we welcome the opportunity to continue that tradition. A brief history and description of J&M Displays, Inc. and its operation can be found on the inside cover of this bid package.

J&M created two outstanding proposals for you to review. Proposal #22719 is the alternate proposal. It includes over \$1900 in free product for scheduling your show July 2nd or earlier, or July 6th or after and it would also be a pyromusical production unlike the July 4th proposal. Both include the popular J&M brand shells, known for their bright hues and dense star bursts. Photos from our Fair St. Louis show and Jefferson, MO show are enclosed highlighting these superior qualities.

J&M stores the largest inventory of 1.3G display grade fireworks in the Midwest. This allows for a display with a vast array of unique special effect shells and little to no repetition. We included a breakdown of the assortments in these proposals, listing each shell individually. As in your past shows, each proposal includes over \$2500 in bonus product for a multi-year agreement and early payment.

As requested, a list of five references is enclosed for your review. We included additional local and regional references for you as well to give you an idea of the number of displays J&M handles in the area. J&M does not disclose budgets but 90% of shows referenced exceed \$10,000.

Our Missouri representative, Mr. Judd Ward, is one of our most professional and experienced representatives and has serviced your account since 2014. Judd and his team of technicians hold an impeccable safety record. The main technician that will shoot the show on July 4th is Jared Brummer. He is an experienced member of Judd's team and has shot the Raymore show for the past few years.

Below is a list of additional contract extensions offered by J&M:

- Professional pyrotechnicians will set up, fire, and clean up after the display. Jared Brummer will be the contact person the day of the display. If awarded this contract, a list of additional technicians and their qualifications can be furnished to you upon request.

18064 170th Avenue, Yarmouth, Iowa 52660-9772

1-800-648-3890 • Fax: 1-319-394-3265 • main@jandmdisplays.com • www.jandmdisplays.com

Raymore Fireworks Committee

January 17th, 2017

Page 2

- Any unfired product will be identified and the cost refunded to the City of Raymore. J&M also offers the option of doubling the value of any unfired product and applying it to the following year's show.
- Fireworks will be delivered by a Department of Transportation HazMat certified driver and vehicle covered under our \$10,000,000 insurance policy. Our general liability insurance is through Everest, which carries a rating of A+XV. A description is enclosed.
- J&M will obtain all permits required.
- A Hold Harmless can be signed if requested by the City.
- J&M pyrotechnicians are covered under \$10,000,000 of workers compensation insurance.
- If your event cannot be held because of inclement weather, another day can be designated on the insurance certificate, which is usually the next day.
- The cost of this electronically fired display will not exceed \$16,000.00 and is all-inclusive. It will last 18-22 minutes. All prices will remain firm for 2017. If awarded the contract for an additional two years, J&M will guarantee a similar value show with similar shell counts.
- J&M Displays will evaluate the shoot site prior to the display and provide site security from set-up to clean up.
- Payment may be made up to 15 days after your display if not participating in the early pay bonus program.

We appreciate the opportunity to present this bid. Should you have any questions regarding this information, please do not hesitate to contact us.

Regards,



James J. Oetken
Chief Executive Officer

Judd Ward
Sales Representative

J & M Displays Proposal For: City of Raymore #1

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Fireworks price:	\$14,433.30
Discount:	<u>\$2,473.30</u>
Sub-total Fireworks:	\$11,960.00
Sales tax:	
Local sales tax:	
Insurance processing :	\$1,700.00
License and permit:	\$100.00
Shoot fee	\$1,600.00
Delivery:	\$640.00
Musical firing:	
Shoot cost:	
Total price of show:	\$16,000.00

Total shot count:	1228
Packing check:	629
Date of display:	7/4/2017
Customer number:	10378

Proposal print 11

Summary of Free Items Added to Your Show

See previous pages for a listing of free items

Free items are based on the \$11,960.00 fireworks subtotal

\$1,791.60 Free for Multiple Year Agreement

\$963.70 Free for early pay

\$2,755.30 Total free

Total value of show is \$21,228.60. Your price is \$16,000.00

Free Items Summary

Please note the following comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J & M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J & M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice.

J & M Displays Proposal For: City of Raymore #2

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Fireworks price:	\$14,433.30	Total shot count:	1360
Discount:	<u>\$2,473.30</u>	Packing check:	643
Sub-total Fireworks:	\$11,960.00	Date of display:	7/4/2017
Sales tax:		Customer number:	10378
Local sales tax:			
Insurance processing :	\$1,700.00		
License and permit:	\$100.00		
Shoot fee :	\$1,600.00		
Delivery:	\$640.00		
Musical firing:			
Shoot cost:			
Total price of show:	\$16,000.00		

Proposal print 11

Summary of Free Items Added to Your Show

See previous pages for a listing of free items

Free items are based on the \$11,960.00 fireworks subtotal

\$1,934.10	Free for Advertising
\$1,791.60	Free for Multiple Year Agreement
\$963.70	Free for early pay
\$4,689.40	Total free

Total value of show is \$23,162.70. Your price is \$16,000.00

Free Items Summary

Please note the following comments:

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Raymore Park Board Agenda Item Information Form

Date: February 28, 2017
Submitted By: John McLain Recreation Superintendent
Division: Recreation
Agenda Item: 9D - 2016 Fall Program Summary Reports

<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:

2016 Fall Sports/Events/Programs Summary Reports

Background / Justification:

At the end of each season as specified by the Program Guides, staff complete an end of activity report. These reports are detailed with direct and indirect revenues and expenses for each program offered. The coordinators have summarized the information collected in the submitted reports attached so they may present them to the Board. The presentations will encompass all offered sports, events, and programs offered in the Fall 2016 program guide.

Financial Impact:

N/A

Project Timeline:

Fall 2016

100 Municipal Circle (Mail)
1021 South Madison St. (Office)



www.Raymore.com/Parks
816-322-2791 | fax 816-331-9426

Staff Recommendation:

N/A

Attachments:

2016 Fall Sports Summary Report from Athletic Coordinator Hedrick
2016 Fall Program & Event Summary Report from Recreation Coordinator Keith



Date: *February 28, 2017*
Submitted By: *Mike Hedrick Athletic Coordinator*
Topic: *2016 Fall Sports Report*

Tiny Soccer

- 47 Participants
 - Registration in 2015 was 49
- Program Financials
 - Revenue \$1,880.00
 - Expenses \$ 768.50
 - Net Profit \$1,111.50

Tiny Flag Football

- 48 Participants
 - Registration in 2015 was 41
- Program Financials
 - Revenue \$1920.00
 - Expenses \$ 852.00
 - Net Profit \$1068.00

Flag Football League

- 81 Participants
 - Registration in 2015 was 90
 - Since concussion concerns with youth football have been brought to the forefront there has been a decline in the participation in youth football nationwide. More recently there have been studies done that suggest flag football is not any safer to play than tackle football. Parents are concerned about the long term effects of their children participating in football and are encouraging their children to participate in other sports.
- Program Financials
 - Revenue \$7154.50
 - Expenses \$4462.00
 - Net Profit \$2692.50

Recreational Baseball and Softball League

- 288 Participants
 - Registration in 2015 was 251
 - With the success of the local professional team the last three seasons it would be expected to see the growth we have had in this program the last two years.
- Program Financials
 - Revenue \$22,980.00
 - Expenses \$20,843.50
 - Net Profit \$2,136.50



Recreational Soccer League

- 259 Participants
 - Registration in 2015 was 265
 - With the addition of our Raymore United competitive program our recreation soccer league numbers decreased slightly from last year. 19 Players were taken from this feeder program and placed on two competitive soccer teams. Combining those two programs we had 278 players participating in our fall soccer programs.
- Program Financials
 - Revenue \$25,999.00
 - Expenses \$16,098.00
 - Net Profit \$9,901.00

Recreational Volleyball League

- 94 Participants
 - Registration in 2015 was 72
- Program Financials
 - Revenue \$7982.00
 - Expenses \$5257.00
 - Net Profit \$2725.00

Adult Men's Softball

- 15 Teams
 - Registration in 2015 was 9 teams
 - This fall we saw a large number of new teams sign up for our Men's Softball Program. A local competitor was offering a Men's Softball Program on Sunday nights and they decided to change their Men's Softball Program to a Wednesday night league which brought new teams to our Sunday Night Men's Softball League.
- Program Financials
 - Revenue \$6000.00
 - Expenses \$5074.00
 - Net Profit \$ 926.00

Participation in fall sports programs have seen increases over the past three years; in 2016 we had 851 participants, 2015 - 777, and 2014 - 748. Over the three year span we have an average increase of 17% in total participation in our fall sports programs.



Date: *February 28, 2017*
Submitted By: *Jerri Keith Coordinator*
Topic: *2016 Fall Program & Event Report*

Program/Instructor

- **Yoga-Becky Stevens**
 - 15 Average Participants
 - Becky offers several different forms of yoga fitness. Her class following has been consistent and has increased in the last couple of years.
 - Program Financials (Based on Average per Session)
 - Net Profit \$300.00
- **Jr Karate-Jeremy Rowan**
 - 8 Average Participants
 - Jeremy offers instruction for all ages. His students tend to last a couple of years and move on to other activities, but more students have joined so his average has been consistent and during the summer it increases.
 - Program Financials (Based on Average per Session)
 - Net Profit \$350.00
- **American Heart Assoc-Debi Gattenby**
 - 5 Average Participants
 - Debi offers several different classes per month. Her minimum registrations often cause the class to be cancelled, so her classes do not bring a large profit but is more of a provided service to our residents.
 - Program Financials (Based on Average per Session)
 - Net Profit \$100.00

Events

- **Trucktoberfest- September 30**
 - 200 Estimated Participants
 - This is the first time for the event and was not budgeted. Five food trucks served our event participants and Jason Vivone & the Billy Bats played live music. The turnout was amazing, the lines were long, and the weather was great.
 - Event Financials
 - Net Profit \$225.00
- **Harvest Night-October 28**
 - 500 Estimated Participants
 - This was the highest attended Harvest Night with over 500 people. Staff recognized the need for more volunteers moving forward.
 - Event Financials
 - Net Profit \$3,355.00

100 Municipal Circle (Mail)
1021 South Madison St. (Office)



www.Raymore.com/Parks
816-322-2791 | fax 816-331-9426

- **Veteran's Day-November 10**
 - 100 Estimated Participants
 - This year the Honor Bricks were installed at the Depot flag pole. Several special guests were in attendance. The weather was great.
 - Event Financials
 - Net Loss \$160.00
- **Tree Lighting-December 2**
 - 100 Estimated Participants
 - This year we added a "Christmas Tree Trail", a community sponsored program where businesses set up decorated artificial trees in the park. This was the first year the event was held at the Depot, T.B. Hanna Station. A new artificial Mayor's Tree was purchased and was well received. The public turnout was very good.
 - Event Financials
 - Net Loss \$1,081.00

MISCELLANEOUS ITEMS



- February 22, 2017 - Tree Board Meeting Notes
- Status of Capital Improvements (P&R Related)
- Financials - As of January 31, 2016

Raymore Tree Board Meeting

Public Works Facility
1021 S. Madison St.
Wednesday February 22, 2017
6:00pm



THE RAYMORE TREE BOARD MET ON WEDNESDAY FEBRUARY 22, 2017 IN THE CONFERENCE ROOM AT 1021 SOUTH MADISON, RAYMORE, MISSOURI.

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



MEETING CALLED TO ORDER AT 6:11pm.

1. Arboretum Tour and Tree Identification
 - a. MDC Forester Chuck Connor could not attend the meeting. Superintendent Rulo will coordinate next months meeting with his schedule.
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. Project still in the works, working with different employee.
3. Arboretum Sign Money
 - a. Director Musteen and Superintendent Rulo are working on the sign project.
4. Arbor Day
 - a. Staff presented an idea to celebrate Arbor Day at the new building. More to discuss at a later date.
5. Grow Native Membership update
 - a. Superintendent Rulo checked into the membership. He had some questions that Board Member Diaz is looking into before becoming a member.
6. Other Business
 - a. Forest Keiling Thank you card
Director Musteen and Superintendent Rulo will work on getting a thank you card in the mail for the donation of a number of trees last year.
 - b. Lark Labels
Superintendent Rulo asked the Board if the Lark Labels are heavy duty and would last in the Parks. Board Member Diaz said they were and we should proceed.
7. Next meeting set March 15, 2017

8. The meeting adjourned at 6:37pm.



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 reviewing plans for camera locations for installation at the Public Works facility. *Capital Improvement Sales Tax Fund \$35,000 (JM) 02/13/2017*

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. *Capital Improvement Sales Tax Fund \$18,000 (JM)*

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 replacing the flag pole. This project also includes the ADA Access to fields #1 and #2. Bids were opened on February 9th. Following a review of proposals the City has determined to reject all bids received at this time due to disparity in submitted pricing and in consideration of the City's budget constraints for this project. Staff will provide alternative options to the Park Board at its March meeting. *Park Sales Tax Fund, \$150,000 (NM) 2-27-2017*
- 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. 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) 2-13-2017*
- 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. This project will be bid in early summer. *Park Sales Tax Fund, \$37,500 (NM) 2-13-2017*
- 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 providing 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. Discussion from the Community Conversations and resident safety drives the need for trail lighting. Staff is preparing a scope of work narrative and will be post for qualifications in late March. *Park Sales Tax Fund, \$100,000 (NM) 2-27-2017*
- 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 and Confluence presented to the City Council and Park Board at a joint work session on January 30th the schematic design and theme of the project. A revised presentation with updates based on Park Board and Council suggestions will be presented to the Park Board in February and the Council in March. *Parks Sales Tax Fund, \$45,000 (NM) 2-27-2017*

- 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. . The project is nearing completion and the shade fabric is scheduled to be installed in early April. *Park Sales Tax Fund, \$194,000 (NM) 2-27-2017*

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 have been delivered to the Park Maintenance facility for installation. The posts are scheduled to be powder-coated and final installation should take place in March bringing the project to a close. *Park Sales Tax Fund, \$25,000 (NM) 2-27-2017*

2013 Projects

- Landscaping Throughout the City – 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. The bid opening is scheduled for Thursday, April 10th. 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.. Landscaping boulders have been ordered to place in Recreation Park, additional landscaping will take place within the disc golf course and near the ball field areas. *Park Sales Tax Fund, \$28,700.* (NM) 2-27-2017

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 and

Confluence presented to the City Council and Park Board at a joint work session scheduled on January 30th the schematic design and theme of the park project. A revised presentation with updates based on Park Board and Council suggestions will be presented to the Park Board in February and the Council in March. *2016 General Obligation Bond, \$85,000 (NM) 2-27-2017*

- 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*

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	59.66	240.92	0.00	(240.92)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	59.66	240.92	0.00	(240.92)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	359,377.00	44,708.09	344,511.95	0.00	14,865.05	95.86
MISCELLANEOUS	0.00	0.00	0.00	12,596.00	487.90	1,145.68	0.00	11,450.32	9.10
PARK REVENUE	0.00	0.00	0.00	28,500.00	1,710.00	2,524.00	0.00	25,976.00	8.86
TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	118,749.99	0.00	356,250.01	25.00
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	875,473.00	86,489.32	466,931.62	0.00	408,541.38	53.33
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	395,430.00	13,282.00	33,864.75	0.00	361,565.25	8.56
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	395,430.00	13,282.00	33,864.75	0.00	361,565.25	8.56
TOTAL REVENUES	0.00	0.00	0.00	1,270,903.00	99,830.98	501,037.29	0.00	769,865.71	39.42
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	0.00	0.00	0.00	668,179.50	44,091.87	137,858.94	6,872.84	523,447.72	21.66
RECREATION PROGRAMS	0.00	0.00	0.00	602,724.00	25,970.07	83,519.18	1,396.99	517,807.83	14.09
TOTAL EXPENDITURES	0.00	0.00	0.00	1,270,903.50	70,061.94	221,378.12	8,269.83	1,041,255.55	18.07
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(0.50)	29,769.04	279,659.17	(8,269.83)	(271,389.84)	7,868.00-

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>									
00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	59.66	240.92	0.00	(240.92)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	59.66	240.92	0.00	(240.92)	0.00
<u>TRANSFERS - INTERFUND</u>									
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	59.66	240.92	0.00	(240.92)	0.00

PARKS DEPARTMENT
 =====

<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	302,525.00	41,318.66	298,173.01	0.00	4,351.99	98.56
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	56,852.00	3,389.43	46,338.94	0.00	10,513.06	81.51
TOTAL PROPERTY TAXES	0.00	0.00	0.00	359,377.00	44,708.09	344,511.95	0.00	14,865.05	95.86
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	6,896.00	487.90	1,245.67	0.00	5,650.33	18.06
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	5,700.00	0.00	(99.99)	0.00	5,799.99	1.75
TOTAL MISCELLANEOUS	0.00	0.00	0.00	12,596.00	487.90	1,145.68	0.00	11,450.32	9.10
<u>PARK REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	28,500.00	1,710.00	2,524.00	0.00	25,976.00	8.86
TOTAL PARK REVENUE	0.00	0.00	0.00	28,500.00	1,710.00	2,524.00	0.00	25,976.00	8.86
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	24,999.99	0.00	75,000.01	25.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	375,000.00	31,250.00	93,750.00	0.00	281,250.00	25.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	118,749.99	0.00	356,250.01	25.00
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	875,473.00	86,489.32	466,931.62	0.00	408,541.38	53.33

RECREATION PROGRAMS
 =====

<u>PROPERTY TAXES</u>									
<u>PARK REVENUE</u>									
26-4700-0000 PARK CONCESSION REVENUE	0.00	0.00	0.00	45,000.00	0.00	125.25	0.00	44,874.75	0.28
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	26,700.00	1,420.00	1,620.50	0.00	25,079.50	6.07
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	92,800.00	0.00	0.00	0.00	92,800.00	0.00
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	95,050.00	3,185.00	3,825.00	0.00	91,225.00	4.02
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	23,800.00	350.00	13,310.00	0.00	10,490.00	55.92
26-4715-1620 REC PROGRAMS-SOCCER	0.00	0.00	0.00	62,700.00	3,470.00	7,364.00	0.00	55,336.00	11.74
26-4715-1625 REC PROGRAMS-ADULT SOFTBA	0.00	0.00	0.00	12,800.00	400.00	400.00	0.00	12,400.00	3.13

CITY OF RAYMORE
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: JANUARY 31ST, 2017

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
26-4715-1630 REC PROGRAMS-MISC	0.00	0.00	0.00	6,030.00	1,052.00	1,100.00	0.00	4,930.00	18.24
26-4715-1635 REC PROGRAM-INSTRUCTIONAL	0.00	0.00	0.00	4,550.00	815.00	1,670.00	0.00	2,880.00	36.70
26-4715-1640 REC PROGRAM-TINY SPORTS	0.00	0.00	0.00	10,000.00	840.00	2,200.00	0.00	7,800.00	22.00
26-4715-1645 REC PROGRAM-FITNESS	0.00	0.00	0.00	6,000.00	1,250.00	1,750.00	0.00	4,250.00	29.17
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	10,000.00	500.00	500.00	0.00	9,500.00	5.00
TOTAL PARK REVENUE	0.00	0.00	0.00	395,430.00	13,282.00	33,864.75	0.00	361,565.25	8.56
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	395,430.00	13,282.00	33,864.75	0.00	361,565.25	8.56

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
<u>PERSONNEL</u>									
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	313,401.00	22,559.54	78,635.70	0.00	234,765.30	25.09
25-5020-1250 FICA	0.00	0.00	0.00	24,489.00	1,700.01	5,942.51	0.00	18,546.49	24.27
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	45.79	45.79	0.00	(45.79)	0.00
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	867.00	0.00	0.00	0.00	867.00	0.00
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	48,622.00	4,023.78	12,057.43	0.00	36,564.57	24.80
25-5045-1250 LAGERS	0.00	0.00	0.00	41,192.00	1,833.28	6,394.57	0.00	34,797.43	15.52
25-5050-1250 OVERTIME	0.00	0.00	0.00	11,708.00	714.99	2,090.13	0.00	9,617.87	17.85
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	5,808.00	509.02	1,527.06	0.00	4,280.94	26.29
TOTAL PERSONNEL	0.00	0.00	0.00	446,087.00	31,386.41	106,693.19	0.00	339,393.81	23.92
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,200.00	0.00	0.00	0.00	6,200.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,187.50	221.35	580.43	404.88	10,202.19	8.81
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	428.06	932.72	54.74	1,512.54	39.50
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	239.00	239.00	0.00	2,261.00	9.56
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	0.00	0.00	437.00	(147.00)	150.69
25-6270-1250 UNIFORMS	0.00	0.00	0.00	3,680.00	1,030.74	2,546.67	0.00	1,133.33	69.20
TOTAL COMMODITIES	0.00	0.00	0.00	26,357.50	1,919.15	4,298.82	896.62	21,162.06	19.71
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	38,450.00	1,639.76	2,358.56	1,432.11	34,659.33	9.86
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,105.00	0.00	0.00	0.00	4,105.00	0.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	4,270.00	0.00	25.36	0.00	4,244.64	0.59
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	1,000.00	0.00	81.56	0.00	918.44	8.16
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	50,325.00	1,639.76	2,465.48	1,432.11	46,427.41	7.74
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	2,752.00	5,114.13	0.00	35,065.87	12.73
25-6810-1010 WATER	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
25-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	1,800.00	235.94	649.98	126.52	1,023.50	43.14
25-6840-1010 TELEPHONE	0.00	0.00	0.00	1,480.00	121.68	255.34	0.00	1,224.66	17.25
TOTAL UTILITIES	0.00	0.00	0.00	47,460.00	3,109.62	6,019.45	126.52	41,314.03	12.95
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,025.00	0.00	0.00	0.00	2,025.00	0.00
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	710.00	0.00	345.00	0.00	365.00	48.59
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	11,250.00	0.00	0.00	0.00	11,250.00	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	4,220.00	180.82	202.30	0.00	4,017.70	4.79
25-7240-1250 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	48.99	(48.99)	0.00
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	600.00	0.00	0.00	176.05	423.95	29.34
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,100.00	0.00	1,045.00	0.00	55.00	95.00
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00

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>									
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	258,586.00	14,850.68	52,636.33	0.00	205,949.67	20.36
26-5020-1310 FICA	0.00	0.00	0.00	20,206.00	1,099.56	3,914.86	0.00	16,291.14	19.37
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	716.00	37.81	37.81	0.00	678.19	5.28
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	40,118.00	2,502.02	7,498.85	0.00	32,619.15	18.69
26-5045-1310 LAGERS	0.00	0.00	0.00	33,987.00	1,116.63	3,894.22	0.00	30,092.78	11.46
26-5050-1310 OVERTIME	0.00	0.00	0.00	721.00	47.89	78.99	0.00	642.01	10.96
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	4,797.00	364.54	1,093.62	0.00	3,703.38	22.80
TOTAL PERSONNEL	0.00	0.00	0.00	359,131.00	20,019.13	69,154.68	0.00	289,976.32	19.26
<u>COMMODITIES</u>									
26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	40.92	46.97	73.33	1,857.70	6.08
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	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	5,000.00	0.00	0.00	0.00	5,000.00	0.00
26-6260-1615 TOOLS/EQUIPMENT-BASKETBAL	0.00	0.00	0.00	1,200.00	198.77	497.42	0.00	702.58	41.45
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	0.00
26-6260-1625 TOOLS/EQUIPMENT-ADULT SOF	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
26-6270-1010 UNIFORMS	0.00	0.00	0.00	800.00	404.75	404.75	0.00	395.25	50.59
TOTAL COMMODITIES	0.00	0.00	0.00	15,578.00	644.44	949.14	73.33	14,555.53	6.56
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	17,500.00	200.00	200.00	0.00	17,300.00	1.14
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,845.00	0.00	0.00	60.00	2,785.00	2.11
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0.00
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	410.00	0.00	0.00	0.00	410.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,300.00	108.66	610.36	0.00	5,689.64	9.69
26-7315-1010 PRINTING	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
26-7330-1600 REC EXP- MISC LEAGUES	0.00	0.00	0.00	12,000.00	481.00	750.50	0.00	11,249.50	6.25
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	39,000.00	0.00	0.00	0.00	39,000.00	0.00
26-7330-1615 REC EXP-BASKETBALL LEAGUE	0.00	0.00	0.00	9,300.00	3,744.09	3,744.09	1,012.50	4,543.41	51.15
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	55,850.00	36.00	62.78	0.00	55,787.22	0.11
26-7330-1625 REC EXP - ADULT SOFTBALL	0.00	0.00	0.00	5,900.00	0.00	362.50	0.00	5,537.50	6.14
26-7330-1630 REC EXP - PROGRAMS MISC	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00
26-7330-1635 REX EXP - INSTRUCTION	0.00	0.00	0.00	3,000.00	288.00	576.00	0.00	2,424.00	19.20
26-7330-1640 REC EXP - TINY SPORTS	0.00	0.00	0.00	2,800.00	0.00	0.00	251.16	2,548.84	8.97
26-7330-1645 REX EXP - FITNESS	0.00	0.00	0.00	4,500.00	0.00	712.50	0.00	3,787.50	15.83
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	5,250.00	0.00	5,082.57	0.00	167.43	96.81
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	27,000.00	448.75	1,314.06	0.00	25,685.94	4.87
TOTAL CONTRACTUAL	0.00	0.00	0.00	228,015.00	5,306.50	13,415.36	1,323.66	213,275.98	6.46

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>CAPITAL PROJECTS</u>									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	602,724.00	25,970.07	83,519.18	1,396.99	517,807.83	14.09
TOTAL EXPENDITURES	0.00	0.00	0.00	1,270,903.50	70,061.94	221,378.12	8,269.83	1,041,255.55	18.07
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(1,270,903.50)	(70,061.94)	(221,378.12)	(8,269.83)	(1,041,255.55)	18.07

*** END OF REPORT ***