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## Raymore Park Board Agenda

Tuesday, March 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 February 28, 2017
6. Committee Reports
  - Budget Committee (March 14, 2017)
  - 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. Festival in the Park - MOU Action Item  
  
Director Musteen will present an updated MOU between the Festival in the Park LLC. and the City of Raymore for the 2017 fall event.
  - B. Shelter Naming Action Item



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Staff is requesting that the East Shelter located in Moon Valley Park officially be named the Moon Valley Picnic Shelter.

**10. Public Comment**

**11. Board Member Comment**

**12. Adjournment**

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

- *February 28, 2017 - Work Session Notes*
- *March 14, 2017 - Budget Committee Notes*
- *Status of Capital Improvements (Provided to the Council the 1st meeting of each month)*
- *Financials - As of February 28, 2017*

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**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, FEBRUARY 28, 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

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

**STAFF PRESENT:** Director Musteen, Superintendent Rulo, Superintendent McLain and Office Assistant Naab. Recreation Coordinator Keith and Athletic Coordinator Hedrick were also in attendance.

**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**

Wesley Horner of Troop 1274 presented his plan for his eagle project. His intent is to complete the back parking lot island project in Recreation Park. The plan includes planting native grasses in the remaining islands and some additional maintenance on all the other islands in the same parking lot. Towards the end of March he will finish his planning stage with the work happening in April. Total time to complete the project is about one day. Superintendent Rulo will provide the mulch for the islands, Wesley hopes the the plants can be donated.

**5. Acceptance of Minutes of January 24, 2017 Meeting**

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

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
	1 Abstain	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Abstain
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Absent

**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 provided a review of the staff report and highlighted the recent RecTrac migration, sports, special events including the Friday Food Fest on March 31, the Easter

Festival on April 15 and the Touch A Truck later in April. He answered general questions of the Park Board.

Parks Superintendent Rulo provided a review of the staff report and additional comments on the disc golf course signs, athletic field preparation for spring sports and the shade structure project nearing completion. He answered general questions of the Park Board.

Parks & Recreation Director Musteen provided a review of the staff report and briefed the Park Board on several projects currently in construction or in the planning stages. Musteen discussed the upcoming Missouri Parks and Recreation Association annual conference March 7 - 10 in Branson.

## **8. Old Business - None**

## **9. New Business**

### A. By-Law Revision

### Discussion Item

Staff provided 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. A hard copy of the revised By-Laws were handed out to each Board Member to insert in their Park Board Handbooks.

### B. Park Board Code of Ethics

### Discussion Item

Staff provided 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. A brief explanation was given regarding the Code of Ethics document and it's omission in recent years. Staff requested that each member read and return a signed copy to the Director at the conclusion of the meeting.

### C. Fireworks Contract

### Action Item

In January, staff requested bids from qualified vendors for the upcoming fireworks display annually held on the 4th of July. An alternate bid was requested from all vendors for pricing and dates for a display not held on July 4. The alternate bid was optional.

One bid was returned with an alternate date and pricing scale for Park Board review.

Staff was requesting two motions from the Park Board.

1) to approve the vendor of J&M Displays for contracted services of fireworks for 2017 with the option of renewal for 2018 and 2019.

2) for direction from the Board regarding the date of the event based on the two options provided by J&M Displays.

Option 1 will move to City Council for Contract Award with no date change  
Option 2 will go to City Council for work session discussion to change the date

**Motion:** Member Harris moved to accept the Fireworks Contract for the next 3 years  
Member Castleman seconded

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

**Discussion:**

Discussion was held on the possibility of moving the firework show and celebration to the Saturday before July 4. This option would include additional fireworks and music.

Member Houdyshell asked if the extra product would make the show longer. The show would stay the same length, but additional product would be included making it a fuller show with less gaps.

Staff would also be able to use a drone to video the crowd and the firework show. Drones cannot be Flown on July 4.

General discussion ensued.

**Motion:** Member Harris motioned to accept Option #2  
Member Houdyshell seconded

<b>Vote:</b>	6 Aye	Member Castleman	Aye
	2 Nay	Member Cipolla	No
	1 Absent	Member Eastwood	No
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Absent

D. Recreation Division Quarterly Report

Discussion Item

The Recreation Division Coordinators provided a detailed report on the status of the recreation programs from the 2016 Fall Program Summary Reports. Athletic Coordinator Hedrick highlighted his written report. Recreation Coordinator Keith highlighted her written report.

Both Coordinators answered general questions of the Park Board.

**10. Public Comment**

**11. Board Member Comment**

- Member Seimears thanked the staff for their continued hard work.
- Member Cipolla appreciates all the work to make the outdoors more livable for the community, sporting and non-sports related.
- Member Manson thanked the Coordinators for attending the meeting.

**12. Adjournment**

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

**Discussion:** None

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

The regular meeting of the Raymore Park Board adjourned at 8:33 pm.

Respectfully submitted,  
Greta Naab  
Office Assistant



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## **STAFF REPORT**

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

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### **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, Data Security and Data Destruction, and A Welcoming Customer Culture.
- Staff extended the registration deadline for youth volleyball, soccer, and flag registration.
- Staff worked with Communications Department in updating facebook with adjustments made to program registrations and promotions of up and coming sports registration deadlines.
- Staff conducted interviews for seasonal concessions, summer camp counselors, and summer camp director positions.
- Staff completed background checks for soccer, volleyball, and flag football coaches.
- Staff completed coach placement and roster placement for participants registered in soccer, volleyball, and flag football.
- Staff submitted information for summer program guide to Communications Department.

### **Meetings/Trainings Attended**

- Athletic Coordinator Hedrick
  - March 7-11 - Missouri Parks and Recreation Association Conference
  - March 14 & March 22 - Biweekly meeting with Superintendent McLain.
  - March 14 - Recreation soccer coaches meeting
  - March 15 - South Metro Sports Group volleyball game scheduling meeting
  - March 15 - South Metro Sports Group competitive baseball coaches meeting
  - March 16 - Parks and Recreation Department staff meeting.
  - March 20 - Recreation flag football coaches meeting
  - March 21 - South Metro Sports Group competitive baseball game scheduling meeting
  - March 22 - South Metro Sports Group recreation soccer game scheduling meeting
  - March 23 - Recreation volleyball coaches meeting
- Recreation Coordinator Keith
  - March 13 - Cass County Health Department meeting regarding farmers market regulations
  - March 15 - Friday Food Fest operations planning meeting
  - March 20-24 - Interviews for camp counselors & camp director positions
  - March 27 - Delivered coloring contest pages to schools.



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- o March 29 - Easter Festival operations planning meeting
  - Recreation Superintendent McLain
    - o February 27-March 3 - Rec Trac Migration to 3.1
    - o March 7 - Presented educational session at state conference
    - o March 7-10 - Missouri Parks and Recreation Association Conference
    - o March 9 - Parks and Rec check in with Communications Department
    - o March 14 & 28 - Recreation Coordinator One on One
    - o March 14 & 22 - Athletic Coordinator One on One
    - o March 14 - Office Assistant One on One
    - o March 14 - Park Board Budget Committee meeting
    - o March 15 - Meeting with facilities furniture representative
    - o March 15 - Friday Food Fest operations planning meeting
    - o March 16 - Hawk Ridge planning meeting
    - o March 16 & 29 - Department meeting
    - o March 20 - Program Guide Draft review and submittal to Communications
    - o March 20 - Camp Director Interview
    - o March 20 - Centerview Tour
    - o March 21 - Management Team
    - o March 22 - Hawk Ridge planning with MDC
    - o March 23 - Centerview planning meeting with Finance Department
    - o March 23 - Grand Slam Tournament rep Randy Bates season prep meeting
    - o March 29 - Easter Festival operations planning meeting

### Programs

- Staff assigned coaches and formed teams for the recreational youth soccer league.
- Staff assigned coaches and formed teams for the recreational youth volleyball league.
- Staff assigned coaches and formed teams for the recreational youth flag football league.
- Athletic Coordinator Hedrick ordered uniforms for soccer, volleyball, and flag football youth sports programs.
- Recreation Coordinator Keith met with a potential ceramics instructor regarding arts classes & summer camp programming.
- Recreation Coordinator Keith met with McCallister Stables regarding new horse back riding program offerings.

### Rental/Events/Concessions

- Rentals
  - o Weekend of March 31 Grand Slam Baseball Tournament
- Events
  - o Recreation Coordinator Keith met with several potential sponsors.
  - o Recreation Coordinator Keith met with volunteers, sponsorship groups and organizations helping with the stuffing of Easter eggs for the Easter Festival.
  - o Recreation Coordinator Keith finalized food truck vendors for Friday Food Fest.
- Concessions
  - o Staff ordered supplies, de-winterized, cleaned, and organized concession stands for March 31 opening.
  - o Seasonal part time staff have been hired and scheduled for opening.





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### 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
  - Registration is open for Spring League

### Sports (Youth)

- Tiny Sports
  - Instructional Basketball
    - Program ended March 11
- Winter Sports
  - Open Play Futsal
    - Program ended March 3
  - Recreation Basketball
    - Program ended with season end tournament on March 11
- Spring Sports
  - Raymore United
    - Season began March 11
  - Recreation Soccer league
    - Registration closed March 8
    - 291 total participants which is decrease of 9 participants from 2015
    - Soccer has a returning league sponsor of Summit Homes
    - Youth soccer practices started the week of March 20
    - League games will start April 1
  - Recreation Youth Volleyball
    - Registration closed March 8
    - 101 total participants which is increase of 23 participants from 2015
    - Youth Volleyball practices started the week of March 27
    - League games will start April 8
  - Volleyball Warm Up Clinic
    - 22 participated in the 2 hour clinic on March 4
  - Flag Football League
    - Registration closed March 10
    - 44 participants signed up for this new program
    - Youth Flag football practices started the week of March 20
    - League games will start the week of April 10
  - South Metro Competitive Baseball/ Softball League
    - Registration closed March 10
    - 3 teams registered to participate in our competitive baseball league.
  - Recreational Baseball/ Softball Leagues
    - Registration deadline is March 31



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## **STAFF REPORT**

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

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### **Parks Operations**

- Park Staff added mulch to a few of the playgrounds around town.
- Park Staff constructed a frame and installed a new welcome sign at the soccer complex.
- Staff has placed the sponsorship banner out at the Soccer Complex.
- Staff has trimmed a couple of oak trees in the island off of Walker Dr.
- Park Staff has measured out the soccer fields, painted them and have them ready for the start of the season April 1.
- Park Staff has replaced fence signs, home plates and placed the bases for the first tournament March 31.
- Park staff has mulched the round -a- bouts and a few of the flower beds.
- Park Staff has lined and painted the flag football fields for the first games on April 3.
- Staff has pressurized the irrigation system at City Hall.
- Staff has started repainting the wooden eggs for the Easter Celebration.
- Staff has ordered field paint for the spring season.

# Parks and Recreation Monthly Report



## March 2017

### Through the Month



#### February 26 - March 4

- Park staff installed the Raymore Disc Golf Course posts and signs. The new wayfinding system should be completed by the end of next week.
- Park staff trimmed trees and cleaned out debris in the Good Parkway Linear Trail area.
- Recreation staff worked with Vermont Systems to upgrade the online database and registration software, Rec Trac.
- The Parks & Recreation Board received an update on the Hawk Ridge Park Improvement Project at its regular work session on Feb. 28. The Park Board also took action on the annual fireworks contract and heard quarterly reports on the recreation programs and special events from Recreation Coordinator Jerri Keith and Athletic Coordinator Michael Hedrick.
- Director Musteen and Communications Manager Mike Ekey met to discuss the Arts Commission/Park Board MOU. A draft document will be presented to both boards in a future meeting.



#### March 5 - 11

- Director Nathan Musteen along with Parks & Recreation staff members Steve Rulo, John McLain and Michael Hedrick attended the 2017 Missouri Parks & Recreation Association State Conference in Branson, Missouri.
- Park staff trimmed trees in Ward Park.
- Park staff prepared the outdoor facilities and restrooms for the spring activities.
- Recreation staff prepared teams and coaches packets for upcoming coaches meetings in youth soccer and volleyball.

#### March 12 - 18

- Director Musteen met with the CIP Committee. The Capital Improvement Project committee began weekly meetings in preparation of the upcoming budget preparation season.
- Director Musteen and members of the Management Team reviewed options for furniture at Centerview to compare options and prices for the new Parks & Recreation Administrative Offices.

# Parks and Recreation Monthly Report



- Park staff installed nets on the soccer goals and began painting soccer field boundary lines for the upcoming season.
- Park staff serviced mowing equipment and installed a new welcome sign at the Soccer Complex in Recreation Park.
- Athletic Coordinator Michael Hedrick and Recreation Coordinator Jerri Keith finalized program guide information for the upcoming Summer Parks & Recreation Program Guide.
- Athletic Coordinator Michael Hedrick held youth soccer, volleyball and competitive baseball coaches meetings.
- Director Nathan Musteen, Recreation Superintendent John McLain and Parks Superintendent Steve Rulo attended the Budget Committee meeting of the Parks & Recreation Board on Tuesday.
- Director Nathan Musteen, Recreation Superintendent John McLain and Parks Superintendent Steve Rulo met with Confluence as work progresses on the Hawk Ridge Park Improvement projects.
- The Raymore Parks & Recreation and Public Works departments partnered with the Missouri Department of Conservation and others to clean up the Good Parkway Linear stream waterway that runs through the heart of Raymore.



## **March 20 - 24**

- Parks and Recreation Director Nathan Musteen, Recreation Superintendent John McLain and Parks Superintendent Steve Rulo met with representatives of the Missouri Department of Conservation and the architect team, Confluence, regarding projects at Hawk Ridge Park. To learn more about the project at Hawk Ridge, visit [www.Raymore.com/BondProjects](http://www.Raymore.com/BondProjects).
- Parks & Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo met with Rosehill Gardens, Draw Architecture and Straub Construction to develop the landscaping plans at Centerview.
- Athletic Coordinator Michael Hedrick constructed game schedules for recreational soccer, volleyball, flag football and competitive baseball. Coaches returned equipment for youth basketball on Tuesday night. Staff also held a coaches' meeting for volleyball on Thursday.
- The concession stands were prepped for the upcoming season and baseball tournaments. A technician from Pepsi set up the new fountain machines and delivered the first round of soap products for the season.
- Recreation Coordinator Jerri Keith held interviews for summer camp counselor and director positions.
- Recreation Superintendent John McLain and Parks Superintendent Steve Rulo met with Grand Slam Tournament organizer Randy Bates to go over this year's tournament schedule and rental agreements.



# Parks and Recreation Monthly Report



- Park staff lined and painted the soccer fields for games beginning April 1. Staff also prepared the baseball fields for a tournament on March 31.
- Park staff mulched the roundabouts and trimmed a oak trees in the island on Walker Drive.
- Staff worked with Kansas City Power & Light to take remove a security light at the Recreation Park baseball concession stand to make room for the Shade Structures. The light will be removed the week of March 27.
- Park Staff pressurized and tested the irrigation system at City Hall.

## **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.

The CIP Committee has began meeting on a weekly basis in preparation for the upcoming FY18 Budget preparation.

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](http://www.raymore.com/parks)



## **Coming Up - Calendar of Events**

- March 31 - Friday Food Festival, T.B. Hanna Station - 6:00pm
- April 1 - Recreation Soccer & Girls Volleyball league games begin
- April 1 - Cass County Job Fair
- April 3 - Spring Youth Flag Football League games begin
- April 3 - City Council Work Session
- April 10 - City Council Meeting
- April 11 - Park Board Work Session
- April 15 - Easter Festival, Memorial Park
- April 17 - City Council Work Session
- April 22 - Touch a Truck, Recreation Park
- April 24 - City Council Meeting
- April 25 - Park Board Work Session / Business Meeting

# Parks and Recreation Monthly Report



Enjoy an evening of food trucks and live music at T.B. Hanna Station Park. The second annual Friday Food Fest will begin at **6 p.m. on Friday, March 31**. The **Interstate 49 Band** will playing throughout the evening.

Confirmed food trucks include:

- [Cajun Cabin](#)
- [KC Pinoy](#)
- [American Fusion](#)
- [The Carlsons](#)
- [Slaters Pizza & Wings](#)
- [CoffeeCakeKC](#)

For more information, visit [www.Raymore.com](http://www.Raymore.com) and click on the calendar or call 816-322-2791.

Respectfully Submitted,

Nathan Musteen, Parks and Recreation Director



## Raymore Park Board Agenda Item Information Form

**Date:** *March 28, 2017*  
**Submitted By:** *Director Musteen*  
**Division:** *Administration*

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

### ***Title / Issue / Request:***

Festival in the Park - Memorandum of Understanding

### ***Background / Justification:***

The Memorandum (MOU) between the Festival in the Park, LLC. details the relationship between the Festival Committee and the Department as well as the amount of in-kind support being requested of the City Council.

The MOU sets up the Festival as a rental event in Memorial Park that includes cooperation of our Parks Crews for certain operational activities related to the Festival. The Festival in the Park Committee is required to reimburse the Department for the rental of the Park as well as for the services provided to the event. The City Council will consider the MOU in a future business meeting to determine whether or not they wish to support the Festival by providing the parks crew services and rental as in-kind support. The Council approved the FY17 budget with the in-kind support for the event included.



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Specific Changes to the 2017 MOU include the following:

- Dates of event or year references listed: Changed to September 21 - 23 or 2017 throughout the document as necessary
- Dates of previous Festival years of activity as needed.

***Financial Impact:***

Transfer from General Fund offsets departmental expenses for this event

***Project Timeline:***

Review of Festival Committee and Park Board -	March 2017
Signatures of Festival President and Park Board Chair -	March 28, 2017
Present to Council and Mayor Signature -	May 2017
Signed Copy to Festival -	May 2017

***Staff Recommendation:***

Accept Changes and approve the 2017 Festival in the Park / City of Raymore Memorandum of Understanding.

***Attachments:***

Attached is the draft Memorandum of Understanding for Festival in the Park's use of Memorial Park for the 2017 event.



# MEMORANDUM OF UNDERSTANDING



Festival in the Park - 2017  
September 21 - 23

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



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

## MEMORANDUM OF UNDERSTANDING



**Between:** Raymore Parks and Recreation  
**And:** Festival in the Park, Inc.  
**Date:** March 28, 2017  
**Re:** Raymore Festival in the Park Operations 2017

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

### **1. City Contribution**

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

### **2. Procedures for approval of this document**

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

### **3. Communication between CITY and RFIPI**

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

### **4. The License Agreement Policy of the Park Board**

The Raymore Park Board has adopted a policy for the license of City-owned facilities to outside agencies for special events. This policy ensures that the City will be reimbursed for costs related to organizational use of facilities in the amount of \$150 per day for standard special events. Standard event set up shall

include fresh mowing of the park area, daily trash servicing, and daily rest room servicing. Additional duties related to park

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

**5. License Agreement.** The term of the 2017 license of City facilities by the RFIPI shall begin on Thursday, September 21, 2017 and end on Saturday, September 23, 2017.

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

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

RFIPI shall have license to use Recreation Park parking lot and trail area for the parade on the morning of Saturday, September 23, 2017.

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

Based on the 2016 event request, the amount of reimbursable charges is expected to be approximately \$4,000. RFIPI shall pay CITY for all services provided by CITY, if any, that exceed the City’s in-kind contribution of up to \$4,500.

Duties requested by RFIPI:

1. provide trash receptacles, collect trash, dispose of trash to RFIPI provided dumpster, and clean in accordance with the following schedule:
  - Collect trash every two to three hours during the course of the event
  - Clean rest rooms every two to three hours during the course of the event
2. Provide standard City forms as required.
3. Prepare the parks for the event to include non-standard items such as set up of chairs, tables, tents, parade line up areas, boy scout areas, carnival areas, vendor booth areas with electricity, sound system and lighting under the shelter, volleyball and basketball areas, operational barriers and cones, and transporting equipment to the site.

4. Provide staff for the Sunday carnival arrival and provide staff for the three-day event to perform manual duties including set up and tear down of individual activity areas, regular trash pick up, transportation of equipment between the park and the maintenance building, coordination of the parade with the police department, and troubleshooting electrical and emergency issues.
5. Lend equipment that has traditionally been used during the festival to RFIPI by transporting it on the day needed to the event site. Equipment includes popup tents, sound systems, extension cords, power cords and junction boxes, trailers, event/activity supplies, portable basketball hoops, t-posts and streamers, and traffic cones.

#### **D. Independent Contractor**

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

#### **E. Indemnification**

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

#### **F. Insurance Requirements**

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

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

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

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

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

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

RFIPI shall, by no later than August 22, 2017, provide the City with proof of insurance evidencing that RFIPI has met the insurance requirements of this agreement. Such insurance policies shall name the CITY as additional insured.

**G. Compliance with laws**

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

**H. RFIPI Responsibilities**

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

**I. Termination of Agreement**

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

**J. Defaults and Remedies**

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

**K. Annual Report**

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

**L. Americans with Disabilities Act**

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

**M. Assignability or Subcontracting**

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

**N. City logo.**

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

**SIGNATURES:**

***President, Raymore Festival in the Park, Inc.***

\_\_\_\_\_  
Printed Name                      RFIPI President Signature                      Date

***Mayor, City of Raymore***

\_\_\_\_\_  
Printed Name                      Mayor Signature                      Date

***Chair, Raymore Parks and Recreation Board***

\_\_\_\_\_  
Printed Name                      Park Board Chair Signature                      Date

## **RFIPI's Responsibilities**

## **Attachment #1**

1. Designate in writing a person to act as RFIPI representative with respect to this license.
2. Provide an event operations map – draft by the First week of August for City review.
3. Provide an event operations map - final including all staging and vendor booth locations by the First week of September.
4. Provide a Festival event schedule – draft by First week of August for CITY review
5. Provide a Festival event schedule – final by First week of September for CITY review
6. Coordinate and provide all advertising and promotion
7. Coordinate and provide all mailing of and postage for all flyers direct mailed
8. Accept and receipt participant registrations
9. Field event information requests
10. Contract with a carnival
11. Coordinate the carnival's pre-event inspection
12. Supply tents, tables, chairs, port-a-potties (minimum 4 plus 1 ADA accessible)
13. Provide staffing of event activities and parking areas
14. Coordinate and provide concession stand operations
15. Provide all concessions equipment and supplies
16. Clean up concession stand after the event
17. Supply any equipment not currently in the parks inventory necessary for the safe and efficient operation of the event to include: Paint, office supplies, money bags, extension cords, and any other items in the inventory of the parks that are not sufficient in number.
18. Supply electricity for carnival housing trailers
19. Coordinate event activities with RPD for overnight security, parking and parade traffic assistance
20. Coordinate with SMFPD for on-site first aid
21. Coordinate with Emergency Mgmt for emergency plan, if necessary
22. Provide all activity and event awards
23. Coordinate sales tax collection by vendors with the state
24. Include the City in the text of all waivers on activity registration forms
25. Coordinate street clean up after the parade
26. Maintain all park areas in a professional manner -No decorations or signs may be taped to any city facilities.
27. Provide 40-yard dumpster on site for daily trash collection
28. Communicate any changes from the 2016 festival in the park to CITY by First week of August for review and incorporation into the staffing and operational plans by the department

## **City of Raymore Name and Title Usage**

## **Attachment #2**

### **Guidelines**

*(All questions or changes regarding the City of Raymore Name and Title Usage shall be addressed with the City Communications Department)*

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

In association with the City of Raymore

In cooperation with the City of Raymore

Operated in agreement with the City of Raymore

As authorized by the City of Raymore.

### **The Logo**

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

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



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



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## Raymore Park Board Agenda Item Information Form

**Date:** *March 28, 2017*  
**Submitted By:** *Director Musteen*  
**Division:** *Administration*

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

### ***Title / Issue / Request:***

Renaming of the East Shelter in Moon Valley Park
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### ***Background / Justification:***

Moon Valley Park located at 500 Chestnut Circle is an 18.5 acre park that is directly adjacent to Recreation Park on the east side. The park has a shelter facility, play equipment, public restrooms and access to trails and the Raymore Disc Golf Course.

The entire 18.5 acre park was formerly referred to as the east side of Recreation Park and the shelter facility was named the East Shelter. In March of 2013, a resolution of the City Council officially changed the name of the east side of Recreation Park to Moon Valley Park.

During a work session on March 14, 2017, staff was directed by members of the Park Board to rename the East Shelter to Moon Valley Shelter to reflect its actual location and minimize confusion since Memorial Park has a shelter named the West Shelter.



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With a vote of approval by the Park Board, all references to the East Shelter will be changed to Moon Valley Shelter.

***Financial Impact:***

No financial impact

***Project Timeline:***

Not - Applicable

***Staff Recommendation:***

Motion to change the naming of the East Shelter to Moon Valley Shelter on all city documentation and future publications.

***Attachments:***

Not - Applicable

# MISCELLANEOUS ITEMS



- February 28, 2017 - Work Session Notes
- March 14, 2017 - Budget Committee Notes
- Status of Capital Improvements (P&R Related)
- Financials - As of February 28, 2017



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## Raymore Park Board Work Session Minutes

**Tuesday, February 28, 2017  
6:00PM - City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

Members Castleman, Cipolla, Eastwood, Harris, Houdyshell, Seimears, and Board Chairman Manson were present. Staff present included Director Musteen, Superintendents McLain and Rulo, and Coordinators Hedrick and Keith.

Board Chairman Manson called meeting to order at 6:04pm.

Director Musteen addressed the board and introduced representatives of Confluence. Musteen announced the Hawk Ridge Plan has been updated including the feedback from the joint work session with City Council.

Mr. Moyers of Confluence addressed the board and gave a summary of the agenda, new proposals, project timeline, and presentation for the meeting.

Mr. Smith with SFS Architecture addressed the board and presented on the architectural fixtures including Amphitheater and Shelter.

Mr. Moyers followed up with the project plan and proposed timeline. Mr. Moyers opened the meeting into a question and answer session.

- Chairman Manson asked about the overhang on the shelter. Will it deter people from climbing up on the top. Mr. Smith stated it would and it has been designed to try and eliminate birds building nests.
- Manson inquired about the staff access from the south parking lot to the amphitheater. Mr. Moyers stated that in efforts to save on infrastructure costs they believed the access to the overflow parking would be adequate for staff access and it would disturb less ground.
- Manson asked if the shelter had the ability to be modified in the future if it was needed to be more of a closed facility. Mr. Smith responded the design is in accordance to master plan and that it would not be adaptable to the additional construction per the question.



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- Manson followed up with the style of the walls at the amphitheater and how easy is it for staff to work with them if they were portable or if they ever were to be vandalized. Mr. Smith discussed the texture and how staff discussed movable panels vs. having removable ones.
  - Member Harris asked if they thought we had enough parking spots for the amphitheater. Director Musteen addressed all parking lots and overflows and how staff would operate the parking during high use events.
  - Harris asked how soon it could be to get the adult play area in place. Director Musteen stated staff would present the additional pods to the Budget Committee for review of when and where to place them in the CIP plan.
  - Member Houdyshell asked why the bridge was changed to a 6ft vs. the original proposed 10ft. Mr. Moyers stated after first initial pricing it was determined to go with a 6ft bridge at this time.
  - Member Castleman asked if the plan included fixed lighting at the amphitheater. Mr. Smith stated there is standard lighting at the facility and we have not gotten to that point of the project to determine how much and where they will be located.
  - Member Cipolla asked if the shelter is designed with cable or bars. Mr. Smith stated they are steel bars.
  - Member Houdyshell asked about restroom sizes. Director Musteen discussed both restrooms and the sizes of each.
  - Member Harris asked about the fire pit and grills sizes and if what was on the picture would be the exact size. Mr. Smith said since the project has not been bid they do not have hard numbers but according to their estimates it fits within budgetary guidelines at this time.

This concluded question and answer portion of the work session with Confluence.

Director Musteen thanked all guests speakers for their time.

Director Musteen in closing stated the presentation will taken to City Council Work Session on March 20th for their review. That night all Park Board Members are welcome to attend a Centerview tour with the City Council at 5:30pm.

Chairman Manson adjourned the work session at 6:55pm.



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# Raymore Park and Recreation Board

## A Budget Committee meeting of the Raymore Parks and Recreation Board held:

**Tuesday, March 14, 2017  
6:30PM**

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

Members Castleman, Harris, Seimears, Trautman, and Park Board Chairman Manson were present. Staff present included Director Musteen, Superintendents McLain and Rulo.

Meeting called to order by Park Board Chairman Manson at 6:33pm.

Chairman Manson asked Director Musteen to present meeting agenda items to the committee.

### **Schedule of Fees**

Director Musteen presented an overview of the current Schedule of Fees. Director Musteen called on Superintendent McLain to present our current structure.

Superintendent McLain explained what fees are currently approved by the Parks Board and if adjustments are recommended staff would bring those recommendations to the Board for approval before presenting to City Council.

Director Musteen stated the members of the Board will see additions soon as we bring Centerview online.



A discussion of the current fees was brought up by Member Harris. Fees at this time are planned to stay at the current settings. Director Musteen discussed renaming of East and West Shelters. These shelters are in two different parks and it would make sense to rename them in accordance to the parks they are located in. Board Members agreed and recommended staff to proceed with the name changes.

### **Memorial Park Loop Trail**

Director Musteen presented an update on the Memorial Park Improvement Projects including a breakdown of the current projects and the funding allocated to each project. Musteen explained the department posted Request for Proposals for the loop trail, ADA access to ball fields, sand volleyball court lighting, bridge replacement and flagpole replacement.

The sand volleyball court lighting quotes were over \$20,000. Staff did not include this item within the scope of work and requested of the Park Board to remove this project from the CIP list. The cost compared to the returned value did not justify the overall expense. Park Board agreed.

The bridge replacement would be included in a future project.

Within the scope of work, staff specified the trail to be concrete per standards set forth by the Park Board many years ago. Bids received for the entire project ranged from \$278K - \$600K for the project. Current funding for the project is \$215K.

Director Musteen notified the committee that all bids were rejected. Musteen requested direction from the committee on an option to move forward. Options staff presented included:

1. Hold project back to FY18 add appropriate funding and rebid.
2. Hold project back to FY18 apply for Land Water Conservation Grant in February 2018. Grant award announcement is typically in September and the project would be completed in FY19.
3. Send out a new RFP and change specifications to asphalt.
4. Hold project back to FY18, change specifications to asphalt, and apply for for Land Water Conservation Grant in February 2018. Grant award announcement is typically in September and the project would be completed in FY19.

Members discussed all options. Director Musteen did discuss the intent to apply for the Grant no matter what direction the committee directed staff to go. The Grant could be used for the playground improvements at Memorial Park which is scheduled in the FY18 CIP. Musteen also suggested the intent to set up a Trail Replacement Plan starting in FY18.

Chairman Manson asked for members to state which option they supported. Member Harris supported





option 2, Members Castleman, Seimears, Trautman, and Manson supported option 3. Staff has direction to move forward with option 3.

### **CIP Review**

Director Musteen presented the committee with the current CIP plan. Musteen stated it was time to revisit and make any requests for updates. Staff will begin working on adjusting the funding for the current projects in the plan. Currently we have a 5yr plan, all other projects are listed as unfunded. The CIP Committee of the City Management Team is researching a standard percentage of pricing increase each year to cover the cost of inflation. Bids on current projects have been consistently over budget recently. Staff has determined that the original quotes are too outdated to be feasibly completed in the currently allocated funds.

Director Musteen requested that members review the current unfunded projects and bring any suggested additions to the next work session. Staff also requested members prioritize the unfunded so we could list out projects for FY22. Some additions were listed by staff:

1. BMX Bike Track
2. Trail Rehabilitation Plan
3. Hawk Ridge Playground Pods (1-4 over a 4yr plan)
4. Concession Stand and Shelter LED light conversion

Staff then discussed what items would be pulled out of unfunded due to City Council funding and placement in operations budgets. Director Musteen discussed the possibility of the plan having drastic changes over the next few years as the additional facilities and parks come online.

Final closing, Director Musteen provided meeting schedule and updates for the next month.

Chairman Manson thanked staff for the work put into the preparation of the meeting and adjourned the meeting at 7:42pm.

## Status of Capital Improvements - March 27, 2017

Category	Project	Fiscal Year	Budget Amount	Stage of Completion	Percent Complete	Total Expenditure	Under (Over) Budget
Buildings & Grounds	City Hall Phone System	2017	\$45,000	Not Started			
Buildings & Grounds	Security Cameras at Parks & Public Works	2017	\$35,000	Planning	5		
Buildings & Grounds	Internet and Public Wifi in the Parks	2017	\$18,000	Planning			
Buildings & Grounds	Public Works Facility Flooring Replacement	2017	\$10,000	Not Started			
Buildings & Grounds	Public Works Facility LED Lighting	2017	\$5,000	Planning			
Buildings & Grounds	Municipal Complex - Micro Surface	2017	\$24,000	Not Started			
Buildings & Grounds	City Hall Front Entry Repair	2017	\$60,000	Planning			
Buildings & Grounds	Public Works Interior Painting and Repairs	2017	\$30,000	Not Started			
Buildings & Grounds	Municipal Circle Parking Improvements	2017	\$35,000	Not Started			
Buildings & Grounds	Public Works Facility Roof Repair	2016	\$35,500	Planning			
Buildings & Grounds	City Hall Lower Level Fire Suppression Modification	2016	\$45,000	Not Started			
Buildings & Grounds	201 S. Adams Street Proerty	2016	\$30,000	Construction	95		
Buildings & Grounds	Police Firing Range - ongoing improvements	2016	\$94,000	Construction	75		
Community Development	T.B. Hanna Station Parking Improvements	2017	\$68,000	Planning			
Community Development	Railroad Business Car	2017	\$301,500	Not Started			
Community Development	Decorative Light Installation - Elm Street	2016	\$12,000	Finalied Out	100	\$12,567	\$(567)
Parks & Recreation	Memorial Park Improvements	2017	\$150,000	Planning			
Parks & Recreation	ADA Access to Memorial Park Ball Fields	2017	\$65,000	Planning			
Parks & Recreation	Memorial Park West Parking Lot Extension	2017	\$37,500	Planning			
Parks & Recreation	Ward Park Shelter Facility	2017	\$6,500	Planning			
Parks & Recreation	Raymore Arboretum	2017	\$10,000	Not Started			
Parks & Recreation	Trail Lighting	2017	\$100,000	Planning			
Parks & Recreation	Park Maintenance Facility Fencing & Building Apron	2017	\$50,000	Planning			
Parks & Recreation	Hawk Ridge Park Phase (I-b) ADA Dock	2016	\$45,000	Design			
Parks & Recreation	Hawk Ridge Park Phase (I-c) Restroom	2016	\$90,000	Design			
Parks & Recreation	Recreation Park Baseball Fields Shade Structures	2016	\$194,000	Construction	90		
Parks & Recreation	Hawk Ridge Park Walking Trail - Lake Loop	2015	\$160,000	Design			
Parks & Recreation	Disc Golf Course	2014	\$25,000	Construction	95		
Parks & Recreation	Landscaping Throughout the City	2013	\$28,700	Construction	50		
Sanitary	Sanitary Sewer Inflow & Infiltration - FY17	2017	\$120,000	Not Started			
Sanitary	Silvertop Sewer Replacement	2017	\$60,000	Design			
Sanitary	Sanitary Sewer Inflow & Infiltration - FY16	2016	\$127,566	Construction	95		
Sanitary	Owen Good Service Pump Impeller Replacement	2016	\$22,000	Finalied Out	100	\$19,089	\$ 2,911
Stormwater	Annual Curb Replacement	2017	\$100,000	Planning			
Stormwater	Detention Pond Rehab/Beautification Partnership	2017	\$50,000	Planning			
Stormwater	City Hall Detention Pond	2017	\$80,000	Planning			
Stormwater	FY17 Stormwater Improvements	2017	\$74,000	Planning			
Stormwater	Cul-de-sac Program	2017	\$100,000	Not Started			
Stormwater	Annual Curb Replacement	2016	\$100,000	Construction	95		
Stormwater	City-Wide Median Beautification	2016	\$92,000	Construction	90		
Transportation	Annual Curb Replacement	2017	\$400,000	Not Started			
Transportation	Annual Street Preservation Program	2017	\$800,000	Planning			
Transportation	Annual Sidewalk Program	2017	\$117,000	Planning			
Transportation	Maintenance of Thoroughfare Routes	2017	\$155,000	Planning			
Transportation	Audible Pedestrian Signals	2017	\$30,000	Planning			
Transportation	Municipal Center Sidewalks & Lighting	2017	\$114,000	Not Started			
Transportation	Street Light Installation	2017	\$88,000	Design			
Transportation	Annual Curb Replacement	2016	\$400,000	Construction	95		
Transportation	Annual Street Preservation Program	2016	\$800,000	Construction	98		
Transportation	Annual Sidewalk Program	2016	\$117,000	Construction	95		
Transportation	Maintenance of Thoroughfare Routes	2016	\$224,000	Construction	98		
Transportation	Construction of Sunset Lane Gap	2016	\$350,000	Planning			
Transportation	Installation of Sidewalk - Johnston Dr & Foxridge Dr	2016	\$43,000	Construction	95		
Water	Sensus Meter Reading System	2017	\$150,000	Construction	5		
Water	Foxwood Water Tower Painting and Repair	2017	\$400,000	Construction	0		
Water	Gore Road Water Main and Meter Station	2014	\$634,600	Construction	0		

## Status of Capital Improvements - March 27, 2017

Category	Project	Fiscal Year	Budget Amount	Stage of Completion	Percent Complete	Total Expenditure	Under (Over) Budget
<b>Total Capital Funded Projects</b>			<b>\$7,557,866</b>				
Parks GO Bond	Centerview	2017	\$3,589,250	Construction	50		
Parks GO Bond	Activity Center at Recreation Park	2017	\$2,843,000	Planning			
Parks GO Bond	Hawk Ridge Park Additional Signage	2017	\$85,000	Design			
Parks GO Bond	Hawk Ridge Park Amphitheater	2017	\$675,100	Design			
Parks GO Bond	Hawk Ridge Park Parking Lot Expansion & ADA Playground	2017	\$700,000	Design			
Parks GO Bond	Recreation Park Parking Lot	2017	\$54,000	Finalized Out	100		
Parks GO Bond	Recreation Park Trail Rehabilitation	2017	\$55,000	Construction	50		
Parks GO Bond	T.B. Hanna Station Amenities	2017	\$600,000	Planning			
Transportation GO Bond	58 Highway	2016	\$1,400,000	Finalized Out		\$1,335,604	\$ 64,396
Transportation GO Bond	Foxridge Drive	2016	\$700,000	Design			
Transportation GO Bond	Johnston Drive	2016	\$350,000	Design			
Transportation GO Bond	Kentucky Construction	2016	\$700,000	Planning			
<b>Total GO Bond Funded Projects</b>			<b>\$11,751,350</b>				
<b>Total Capital Improvement Projects</b>			<b>\$19,309,216</b>				



## **Status of Capital Improvements**

### **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. *Capital Improvement Sales Tax Fund \$35,000 (JM)*

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. *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. *Capital Improvement Sales Tax Fund, \$30,000 (CW)*

### **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. *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. *Capital Improvement Fund, \$301,500. (MEK)*

### **Parks and Recreation**

#### 2017 Projects

- Memorial Park Improvements: This project will provide much needed improvements at Memorial Park including upgrades to the walking trail and the addition of a loop trail. *Park Sales Tax Fund, \$150,000 (NM)*
- 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. *Park Sales Tax Fund, \$65,000 (NM)*
- 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. *Park Sales Tax Fund, \$37,500 (NM)*
- 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. *Park Sales Tax Fund, \$6,500 (NM)*
- 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. *04 - Restricted Revenue Fund \$10,000 (NM)*
- 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. *Park Sales Tax Fund, \$100,000 (NM)*
- Park Maintenance Facility Fencing & Building Apron - This project would involve installation of a six foot high chain link fence around the work area on the east side of the main shop facility, along with a concrete parking apron and maintenance bay approach to the building. *Capital Improvement Sales Tax Fund \$50,000, (NM)*

## 2016 Projects

- Hawk Ridge Park Phase (I-b) ADA Dock: This 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 with a maximum of \$178,000. In addition, a 50 ft long fishing jetty will be added to the overall fishing access portion of the project. *Parks Sales Tax Fund, \$45,000 (NM)*

- Hawk Ridge Park Phase (I-c) Restroom: This project would involve the installation of a restroom facility at the park. 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)*
- Recreation Park Baseball Fields Shade Structure Project: This project involves the installation of spectator shade structures at the Recreation Park ballfields. *Park Sales Tax Fund, \$194,000 (NM)*

### 2015 Projects

- Hawk Ridge Park Walking Trail - Lake Loop  
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)*

### 2014 Projects

- Disc Golf Course: This project involves the creation of a disc golf course in Recreation Park. *Park Sales Tax Fund, \$25,000 (NM)*

### 2013 Projects

- Landscaping Throughout the City - This project involves replacing or installing trees, shrubs and flowers in four City parks. *Park Sales Tax Fund, \$28,700. (NM)*

## **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. *Capital Improvement Sales Tax Fund, \$1,815,250; 2016 General Obligation Bond, \$1,774,000 (MH)*
- 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. *General Obligation Bond, \$2,843,000 (MH)*
- 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. *General Obligation Bond, \$85,000 (NM)*

- 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. *General Obligation Bond, \$675,100 (NM)*
- 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. *General Obligation Bond, \$700,000 (NM)*
- Recreation Park Parking Lot: This project will rejuvenate the parking lots and the patron areas around the concession stands in Recreation Park. *General Obligation Bond, \$54,000 (NM)* **Complete**
- 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. *General Obligation Bond, \$55,000 (NM)*
- 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. *General Obligation Bond, \$600,000 (NM)*

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	14.63	255.55	0.00	( 255.55)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	14.63	255.55	0.00	( 255.55)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	359,377.00	4,676.20	349,188.15	0.00	10,188.85	97.16
MISCELLANEOUS	0.00	0.00	0.00	12,596.00	98.64	1,244.32	0.00	11,351.68	9.88
PARK REVENUE	0.00	0.00	0.00	28,500.00	1,485.00	4,009.00	0.00	24,491.00	14.07
TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	158,333.32	0.00	316,666.68	33.33
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	875,473.00	45,843.17	512,774.79	0.00	362,698.21	58.57
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	395,430.00	34,251.25	68,116.00	0.00	327,314.00	17.23
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	395,430.00	34,251.25	68,116.00	0.00	327,314.00	17.23
TOTAL REVENUES	0.00	0.00	0.00	1,270,903.00	80,109.05	581,146.34	0.00	689,756.66	45.73
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	0.00	0.00	0.00	668,179.50	45,868.76	183,727.70	8,374.09	476,077.71	28.75
RECREATION PROGRAMS	0.00	0.00	0.00	602,724.00	26,701.42	110,220.60	11,589.04	480,914.36	20.21
TOTAL EXPENDITURES	0.00	0.00	0.00	1,270,903.50	72,570.18	293,948.30	19,963.13	956,992.07	24.70
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	( 0.50)	7,538.87	287,198.04	( 19,963.13)	( 267,235.41)	6,982.00-



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
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NON-DEPARTMENTAL

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MISCELLANEOUS

00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	14.63	255.55	0.00	( 255.55)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	14.63	255.55	0.00	( 255.55)	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	14.63	255.55	0.00	( 255.55)	0.00
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PARKS DEPARTMENT

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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	302,525.00	1,764.66	299,937.67	0.00	2,587.33	99.14
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	56,852.00	2,911.54	49,250.48	0.00	7,601.52	86.63
TOTAL PROPERTY TAXES	0.00	0.00	0.00	359,377.00	4,676.20	349,188.15	0.00	10,188.85	97.16

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	6,896.00	98.64	1,344.31	0.00	5,551.69	19.49
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	98.64	1,244.32	0.00	11,351.68	9.88

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	28,500.00	1,485.00	4,009.00	0.00	24,491.00	14.07
TOTAL PARK REVENUE	0.00	0.00	0.00	28,500.00	1,485.00	4,009.00	0.00	24,491.00	14.07

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	33,333.32	0.00	66,666.68	33.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	375,000.00	31,250.00	125,000.00	0.00	250,000.00	33.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	158,333.32	0.00	316,666.68	33.33

TOTAL PARKS DEPARTMENT

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	875,473.00	45,843.17	512,774.79	0.00	362,698.21	58.57
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RECREATION PROGRAMS

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PROPERTY TAXES

PARK REVENUE

26-4700-0000 PARK CONCESSION REVENUE	0.00	0.00	0.00	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	5,740.00	7,360.50	0.00	19,339.50	27.57
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	92,800.00	95.00	95.00	0.00	92,705.00	0.10
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	95,050.00	8,673.00	12,498.00	0.00	82,552.00	13.15
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	23,800.00	11.25	13,321.25	0.00	10,478.75	55.97
26-4715-1620 REC PROGRAMS-SOCCER	0.00	0.00	0.00	62,700.00	15,300.00	22,664.00	0.00	40,036.00	36.15
26-4715-1625 REC PROGRAMS-ADULT SOFTBA	0.00	0.00	0.00	12,800.00	400.00	800.00	0.00	12,000.00	6.25



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2017

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	21,814.71	100,450.41	0.00	212,950.59	32.05
25-5020-1250 FICA	0.00	0.00	0.00	24,489.00	1,591.76	7,534.27	0.00	16,954.73	30.77
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	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	4,023.75	16,081.18	0.00	32,540.82	33.07
25-5045-1250 LAGERS	0.00	0.00	0.00	41,192.00	3,242.47	9,637.04	0.00	31,554.96	23.40
25-5050-1250 OVERTIME	0.00	0.00	0.00	11,708.00	44.69	2,134.82	0.00	9,573.18	18.23
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,808.00</u>	<u>509.02</u>	<u>2,036.08</u>	<u>0.00</u>	<u>3,771.92</u>	<u>35.06</u>
TOTAL PERSONNEL	0.00	0.00	0.00	446,087.00	31,226.40	137,919.59	0.00	308,167.41	30.92
<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	404.88	985.31	302.06	9,900.13	11.51
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	54.74	987.46	0.00	1,512.54	39.50
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	239.00	18.64	2,242.36	10.31
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	437.00	437.00	0.00	( 147.00)	150.69
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,680.00</u>	<u>0.00</u>	<u>2,546.67</u>	<u>0.00</u>	<u>1,133.33</u>	<u>69.20</u>
TOTAL COMMODITIES	0.00	0.00	0.00	26,357.50	896.62	5,195.44	320.70	20,841.36	20.93
<u>MAINTENANCE &amp; 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	1,432.11	3,790.67	4,210.08	30,449.25	20.81
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>81.56</u>	<u>0.00</u>	<u>918.44</u>	<u>8.16</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	50,325.00	1,432.11	3,897.59	4,210.08	42,217.33	16.11
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	3,046.07	8,160.20	0.00	32,019.80	20.31
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	259.29	909.27	0.00	890.73	50.52
25-6840-1010 TELEPHONE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,480.00</u>	<u>214.89</u>	<u>470.23</u>	<u>0.00</u>	<u>1,009.77</u>	<u>31.77</u>
TOTAL UTILITIES	0.00	0.00	0.00	47,460.00	3,520.25	9,539.70	0.00	37,920.30	20.10
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	77.35	77.35	0.00	57.65	57.30
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,025.00	0.00	0.00	860.00	1,165.00	42.47
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	224.00	426.30	0.00	3,793.70	10.10
25-7240-1250 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	0.00	48.99	48.99	0.00	( 48.99)	0.00
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	600.00	176.05	176.05	0.00	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
<b>PERSONNEL</b>									
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	258,586.00	17,218.17	69,854.50	0.00	188,731.50	27.01
26-5020-1310 FICA	0.00	0.00	0.00	20,206.00	1,277.04	5,191.90	0.00	15,014.10	25.69
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	716.00	0.00	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	10,000.87	0.00	30,117.13	24.93
26-5045-1310 LAGERS	0.00	0.00	0.00	33,987.00	2,036.98	5,931.20	0.00	28,055.80	17.45
26-5050-1310 OVERTIME	0.00	0.00	0.00	721.00	0.00	78.99	0.00	642.01	10.96
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,797.00</u>	<u>364.54</u>	<u>1,458.16</u>	<u>0.00</u>	<u>3,338.84</u>	<u>30.40</u>
TOTAL PERSONNEL	0.00	0.00	0.00	359,131.00	23,398.75	92,553.43	0.00	266,577.57	25.77

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	73.33	120.30	0.00	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	0.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>	<u>404.75</u>	<u>0.00</u>	<u>395.25</u>	<u>50.59</u>
TOTAL COMMODITIES	0.00	0.00	0.00	15,578.00	73.33	1,022.47	0.00	14,555.53	6.56

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	17,500.00	0.00	200.00	0.00	17,300.00	1.14
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,845.00	80.00	80.00	840.00	1,925.00	32.34
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	2,700.00	224.00	224.00	18.25	2,457.75	8.97
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	251.52	861.88	0.00	5,438.12	13.68
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	0.00	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	2,182.50	5,926.59	2,562.50	810.91	91.28
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	55,850.00	0.00	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 REC EXP - INSTRUCTION	0.00	0.00	0.00	3,000.00	0.00	576.00	577.50	1,846.50	38.45
26-7330-1640 REC EXP - TINY SPORTS	0.00	0.00	0.00	2,800.00	491.32	491.32	0.00	2,308.68	17.55
26-7330-1645 REC EXP - FITNESS	0.00	0.00	0.00	4,500.00	0.00	712.50	540.00	3,247.50	27.83
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	6,437.00	( 6,269.57)	219.42
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,000.00</u>	<u>0.00</u>	<u>1,314.06</u>	<u>613.79</u>	<u>25,072.15</u>	<u>7.14</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	228,015.00	3,229.34	16,644.70	11,589.04	199,781.26	12.38

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	26,701.42	110,220.60	11,589.04	480,914.36	20.21
TOTAL EXPENDITURES	0.00	0.00	0.00	1,270,903.50	72,570.18	293,948.30	19,963.13	956,992.07	24.70
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	( 1,270,903.50)	( 72,570.18)	( 293,948.30)	( 19,963.13)	( 956,992.07)	24.70

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