



Raymore Park Board Agenda

Tuesday, April 25, 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 Phillip Nelson, BS Troop 1054
5. Acceptance of Minutes March 28, 2017
6. Committee Reports
 - Budget 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. Festival in the Park - Alcohol Request Action Item

Director Musteen will present a request by the Festival in the Park Committee to serve alcohol during the annual Festival in the Park at Memorial Park on September 22 and 23, 2017.
 - B. Efficiency Improvement Implementation Report Item



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

C. Disc Golf - Project Completion Action Item

Park Superintendent Rulo will make a request for project completion and officially close the project account.

D. Shade Structures - Project Completion Action Item

Director Musteen will request a recommendation for final pay and project completion to present to City Council in May.

10. Public Comment

11. Board Member Comment

12. Adjournment

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

- *Status of Capital Improvements (Provided to the Council the 1st meeting of each month)*
- *Financials - As of March 31, 2017*

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

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

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

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

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearance - None

5. Acceptance of Minutes of February 28, 2017 Meeting

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

Discussion: None

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
	0 Abstain	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

6. Committee Reports

Budget Committee

Recreation Committee

Grounds Committee

(March 14, 2017)

(did not meet)

(did not meet)

7. Staff Reports

Recreation Superintendent John McLain highlighted his written report. Member Harris asked how many teams in the weekend tournament? The tournament was canceled, there were not enough teams to use our fields as an overflow facility. We can only host a certain number of teams based on the age division looking for fields. How is 3.1 rectrac going? It is a learning experience and is going well. Staff is staying on top of various bugs. The registration process has not been impacted.

Parks Superintendent Steve Rulo highlighted his written report. All restrooms are now open in all the parks. Member Harris asked if the shade structures at the baseball fields are up? They will go up next week.

Parks & Recreation Director Musteen highlighted his written report. Member Harris asked will the MDC agreement cause a hold up on the overall improvement of the Hawk Ridge Improvements? No, all bid documents, including the MDC agreement will be in the same packet and will be approved together.

8. Old Business - None

9. New Business

A. Festival in the Park - MOU

Action Item

Director Musteen presented an updated MOU between the Festival in the Park LLC. and the City of Raymore for the 2017 fall event.

Motion: Member Harris moved to accept the MOU between the Festival in the Park and the City of Raymore.
Member Cipolla seconded.

Discussion: None

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

B. Shelter Naming

Action Item

Staff requested that the East Shelter located in Moon Valley Park officially be named the Moon Valley Shelter.

Motion: Member Harris moved to accept the motion to rename the East Shelter to Moon Valley Shelter.
Member Trautman seconded.

Discussion: None

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye

Member Seimears	Aye
Member Trautman	Aye

10. Public Comment

11. Board Member Comment

Member Harris reminded everyone about Friday Food Fest.
 Member Trautman said that the Friday Food Fest cool idea, the parks look really good.
 Member Seimears thanked the staff for their hard work, remember to vote next Tuesday.
 Member Castleman asked about parking at Food Fest, can the church lots be used? Yes.
 Member Cipolla also thanked the staff.
 Chairman Manson thanked the staff for the support it gives the Park Board.

12. Adjournment

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

Discussion: None

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		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 7:27 pm.

Respectfully submitted,
 Greta Naab
 Office Assistant



STAFF REPORT

To: Park Board
From: John McLain, CPRP/AFO
Recreation Superintendent
Date: April 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 updates and bug fixes to software system and Ipad's for concession operations.
- Staff completed online trainings including, Working Remotely, Insider Threats, and Handling Difficult Customers for Local Government.
- Extended the registration deadline for youth baseball and softball.
- Athletic Coordinator Hedrick assigned referees for youth volleyball games.
- Staff completed coach placement and roster placement for participants in the recreation youth baseball and softball program.
- 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 and hired staff for seasonal concessions, summer camp counselors, and summer camp director positions.
- Staff updated the website for programs, events, and activities listed in the Summer Program Guide.

Meetings/Trainings Attended

- Athletic Coordinator Hedrick
 - April 4 & 21 - Biweekly meeting with Superintendent McLain.
 - April 6 - Met with Minsky's to discuss concession partnership and league sponsorship opportunities.
 - April 15 - Missouri Youth Soccer Association Soccer Assignor Training.
 - April 18 & 20 - Held coaches meeting for recreation baseball and softball.
 - April 20 - South Metro Sports Group baseball and softball game scheduling meeting.
- Recreation Coordinator Keith
 - April 4 - Post Friday Food Fest event meeting
 - April 7 - Pre-Touch-A-Truck planning meeting
 - April 11 & 25 - Bi-weekly Recreation Coordinator One-on-One
 - April 17 - Post Easter event meeting
 - April 18 - Age Positive Conference
 - April 24 - Post Touch-A-Truck event meeting



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- Recreation Superintendent McLain
 - April 1 - Cass County Job Fair
 - April 4 - Post Friday Food Fest event meeting
 - April 4 & 18 - Bi-weekly Athletic Coordinator One-on-One
 - April 6 - Coaching Kit Pick Up from Academy Sports
 - April 6 - Recreation and Administration meeting
 - April 7 - Pre-Touch-A-Truck planning meeting
 - April 11 & 25 - Bi-weekly Recreation Coordinator One-on-One
 - April 11 - Met with AB Creative Representative
 - April 11 - Met with Furniture Representative for Centerview
 - April 11 - Office Assistant One-On-One
 - April 12 & 26 - Code Review Meeting
 - April 13 - Missouri/Kansas Rec Trac User Group Meeting
 - April 14 - Youth Sports Roundtable
 - April 17 - Post Easter event meeting
 - April 18 - Monthly Check in with Communications Director
 - April 19 - Fireworks Vendor Contract signing and follow up meeting
 - April 24 - Post Touch-A-Truck event meeting
 - April 26 - Department Staff meeting

Programs

- Staff assigned coaches and formed teams for the recreational youth baseball and softball leagues.
- Athletic Coordinator Hedrick ordered shirts and participation medals for tiny soccer.
- Athletic Coordinator Hedrick conducted background checks on coaches for youth baseball and softball coaches.
- Athletic Coordinator Hedrick held youth coaches meetings for recreation youth baseball and softball.
- Recreation Coordinator Keith worked on correspondence with Farmers Market vendors & entertainment.
- Recreation Coordinator Keith opened registration for market vendors.
- Recreation Coordinator Keith continued hiring staff for summer camp and started scheduling field trips.
- Recreation Coordinator Keith scheduled CPR, First Aid, and AED training for department staff with South Metro Fire.

Rental/Events/Concessions

- Rentals
 - Weekend of April 8 - Grand Slam Baseball Tournament
 - Weekend of April 28 - Grand Slam Baseball Tournament
- Events
 - Recreation Coordinator Keith completed Easter Festival planning and executed event.
 - Recreation Coordinator Keith completed preparation and communication with Touch A Truck vendors.
 - Recreation Coordinator Keith opened registrations for Swap Shop.
- Concessions
 - Athletic Coordinator Hedrick completed weekly staff schedules.

Special Events

- May 5 - MAD Dash 5k Run/Walk in partnership with the Ray-Pec Foundation
- May 6 - Swap & Shop at T.B. Hanna Station



Sports (Adult)

- Men's Softball
 - 14 teams registered for 6 teams greater than Spring 2016
 - The league starts April 30

Sports (Youth)

- Tiny Sports
 - Tiny Soccer
 - Program started April 6
 - We have 65 registered participants.
 - Program will end May 6
- Spring Sports
 - Raymore United
 - Currently on going
 - Recreation Soccer league
 - Currently on going
 - Recreation Youth Volleyball
 - Currently on going
 - Flag Football League
 - Currently on going
 - South Metro Competitive Baseball/ Softball League
 - Currently on going
 - Recreational Baseball/ Softball Leagues
 - Registration deadline was extended to April 7
 - We have 626 registered participants
 - Practices start the week of April 24
 - Games will start the week of May 22



STAFF REPORT

To: Park Board
From: Steve Rulo, Parks Superintendent
Date: April 25, 2017
Subject: Park Operations Report

Parks Operations

- Park Staff built a Plinko Board for the Easter Event.
- Park Staff mulched beds and planted flowers for the Easter Event.
- Staff bleached and power washed the Lions Shelter at Memorial Park.
- Staff have worked in some of the flower beds and planted flowers.
- Park Staff is in the process of ordering more Limestone rocks for Recreation Park.
- Park Staff has worked 1 tournament so far at Recreation Park Baseball Complex.
- Park staff was at the complex while the contractors installed the Shade Structures to learn how they work, they look great.
- Park Staff has started their routine mowing.
- Staff is working on the landscape transfer at City Hall from spring flowers to summer.
- Staff worked the Easter Event on Saturday April 15.
- Staff helped the individual pick up the Brush Hog that was auctioned off.
- Staff helped organize and clean up a creek bed along Foxridge Dr. near the Eagle Glen Trail.

Parks and Recreation Monthly Report



April 2017



Through the Month - Highlights

- Interviews for summer camp counselor and director positions have been conducted throughout the month.
- Programs, events and activities for the upcoming summer program season have been finalized and submitted to the Communications Department for the Raymore Review/P&R Program Guide scheduled to be mailed to homes the week of May 1.
- Park staff placed large boulders along the drive in Recreation Park for pedestrian safety and promote traffic flow between the north and south parking lots.
- Friday Food Fest was held at T.B. Hanna Station on March 31. Seven trucks provided food and beverage for attendees while the band Interstate 49 entertained event patrons. Staff estimates 350 to 450 people attended during the 3 hour event.
- Parks & Recreation Director Nathan Musteen attended the Missouri Parks and Recreation Association State Conference wrap-up meeting on April 6 in Branson.
- Shade Systems Inc. trained park maintenance staff on the installation of the shade fabric for the new shade structures at Recreation Park.
- The City Council met in Work Session to review the updated project presentation at Hawk Ridge Park and to discuss Park Board's recommendation for the annual Spirit of America fireworks display contract and date change.
- Parks & Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo met with the City Engineering division to plan and coordinator several capital improvement projects scheduled for this summer.
- Recreation Superintendent John McLain worked with the IT Department to update two department iPad's for credit card use at the concession stands.
- Parks & Recreation Director Nathan Musteen and Recreation Superintendent John McLain participated in a Youth Sports Round Table sponsored by the Kansas City Metro Parks & Recreation Director's Association in Gladstone.
- The 23rd Annual Easter Festival was held on April 15. An estimated 1000 - 1500 children participated in this year's hunt and activities.



Parks and Recreation Monthly Report



→ The City Council met in work session to discuss the acquisition of the Raymore Historic Cemetery and how operations, maintenance and administration of the cemetery will be handled under City ownership.

Day-to-Day

- Bi-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.
- Park and Recreation administrative staff are currently reviewing portions of the Municipal Code directly related to parks, recreation and green space.
- The CIP committee meets on a weekly basis in preparation for the upcoming FY18 Budget preparation.
- Ongoing preparation for upcoming CIP projects that include drafting RFP's documentation, meeting with consultants and working with the Engineering Department.
- Policies, procedures and rental information are being developed in preparation of the new Parks and Recreation Administration Offices at Centerview.



Respectfully Submitted,

Nathan Musteen, Parks and Recreation Director



Raymore Park Board Agenda Item Information Form

Date: April 25, 2017
Submitted By: Director Musteen
Division: Administration
Agenda Item: 9A - Festival in the Park - Request to Serve Alcohol in the Park

<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 - Request to Serve Alcohol in the Park

Background / Justification:

An application was filed by the Festival in the Park Committee to serve alcohol in Memorial Park at the Festival on September 22 & 23, 2017.

The approval process includes consideration at the Park Board level, where the Board will make a recommendation to the Council, followed by the Council's consideration of the request. The Council ultimately makes the decision on whether or not to permit each organization on a case by case basis per section IV:1 of the Alcohol in the Park Policy.

Festival Request



The Festival in the Park Committee's application is complete and the organizers will apply for the alcohol permit required if their application is approved.

Alcohol will be permitted on the grounds where Festival activities are located including: Shelter house, concessions, arts and crafts, carnival, bingo tent, volleyball court area, car show, BBQ area and tennis court areas.

Financial Impact: - N/A

Project Timeline:

Review of Park Board -	April 25, 2017
Present to Council	May 8 or 22, 2017 upon City Manager approval

Staff Recommendation:

Approve the 2017 Festival in the Park request to serve alcohol during the 2016 Festival in the Park.

Attachments:

Letter of Request



Raymore Park Board Agenda Item Information Form

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

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

Title / Issue / Request:

Efficiency Improvement Implementation - Quarterly Report

Background / Justification:

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

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

Director Musteen has outlined two items that in recent months have improved overall efficiency of the Parks and Recreation Department.

Implementation Report:

1. Department Communication:

Listed below is a summary of our department communication plan that is currently in place with changes recently added that improve efficiency in daily functions, workload, duties and customer service.



- A. Director Communication
 - a. Superintendent Meeting: Weekly meeting between the Director and the Superintendents that review and plan departmental duties. A review of top priorities, functions, CIP project reviews, department concerns and City Manager needs/requests.
 - b. Department Team Meeting: Bi-Weekly meeting with department staff including the Division Superintendents, Recreation and Athletic Coordinators, Park Foreman and the Office Assistant.
 - i. Meetings include discussion items placed in an agenda that any team member requests including special event pre and post meetings, Park Board and City Council updates and CIP project updates.
- B. Divisional Meetings
 - a. Recreation Division
 - i. Weekly: This is a weekly meeting in which the Recreation Superintendent discusses programs, scheduling, customer service, top priorities and public communications for the division.
 - ii. Bi-Weekly One on One: Meetings between each recreation division staff member and the Recreation Superintendent including the Office Assistant. This is an opportunity for one on one discussion of individual job duties, programs/events/leagues, concerns, goals and future planning.
 - iii. Monthly Communications: A one on one meeting between the Recreation Superintendent and the Communications Director that outlines program marketing, public communications, social media, website, monthly newsletters and the program guide.
 - b. Parks Operations Division
 - i. Daily: This is a daily meeting in which the Parks Superintendent and Park Foreman outline the daily duties, top priorities or schedule changes for the park maintenance workers and seasonal employees.

RecTrac 3:1 Implementation:

In February, staff contracted with Vermont Systems to upgrade, install and migrate our RecTrac software system. RecTrac is our operating system that maintains our department database, online program registrations, departmental calendars, facility reservations and financial accounting.

This upgrade replaced the older system which was outdated and would no longer receive software updates or support. The upgrade of this software was critical for a smooth transition into Centerview and the Raymore Activity Center as well as provided valuable enhancements for day to day operations.

Migration is complete and RecTrac 3.1 is now operable and should be fully functional prior to the Parks and Recreation Administration Offices move to Centerview in June.



Raymore Park Board Agenda Item Information Form

Date: *April 25, 2017*
Submitted By: *Park Superintendent Steve Rulo*
Division: *Administration / Parks*
Agenda Item: *9C - Disc Golf Course, Project Completion*

<input checked="" 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:

Disc Golf Course Project Completion

Background / Justification:

In early 2013, the Park Board received one (1) response to an RFP for design of a Disc Golf Course in Hawk Ridge Park. The bid was rejected due to excessive price.

The Park Board in its February, 2014 meeting directed that the Disc Golf Course be designed in house and moved from Hawk Ridge Park to Recreation Park. Park Board Member Eric Eastwood volunteered to complete the course design and Parks Maintenance Staff would complete the installation.



This project is currently funded with a budget of \$25,000 in the 2014 Capital Improvement Plan. As this project was determined to be designed and built without the use of consultants or contractors, a project completion date was not designated.

With the installation of the course signage, additional baskets and a few maintenance items, all major purchases and development of the course is complete. Additional basket flags have been purchased for replacement and some landscaping materials are stored for beautification purposes. All remaining items and day to day care of the course will fall into the regular maintenance program under park operations.

There is one outstanding bill to pay. Staff is requesting that the Park Board give authorization to close the project account and remove from all active CIP project reports upon payment of the final outstanding bill.

Financial Impact:

Budget:	\$ 25,000.00
<u>Spent to date:</u>	<u>(\$ 21,484.83)</u>
Remaining Balance:	\$ 3,515.17

Outstanding payment: (\$ 2,700.00)

Final Balance of Project Account upon Payment: \$ 815.17

Staff Recommendation:

Staff recommends to officially close CIP Project 189, Raymore Disc Golf Course with the remaining funds to be placed in the available parks fund balance.



Raymore Park Board Agenda Item Information Form

Date: *April 25, 2017*
Submitted By: *Nathan Musteen*
Division: *Administration / Parks*
Agenda Item: *9D - Recreation Park Shade Structures - Project Completion*

<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:

2016 Recreation Park Shade Structure Project #16-241-201

Background / Justification:

In October of 2015, the City Council designated \$194,000 towards the purchase and installation of shade structures at each of the 6 fields at the Recreation Park Baseball Complex. Staff requested a base proposal that enhanced the aesthetics of the complex and provided shade and foul ball safety. The project would be a design/build concept that incorporates a lasting, state of the art shade structure system that follows industry best management practices. In addition, contractors were encouraged to submit alternate bids of additional designs and features that would add to the overall project. Alternate bids were not required and were not part of the lowest, best criteria for bid selection. The RFP for this project was publicized and the Park Board reviewed bid results during work session on June 14, 2016.



Shade Systems by Out & About, LLC was the low bidder and the only bidder that submitted an alternate bid that included a shade structure that wraps around the baseball concession stand. The Park Board selected Shade Systems by Out & About, LLC as the lowest, best bidder. A budget amendment was requested of the City Council to include the additional shade structure wrap around the concession stand.

Shade Systems by Out & About, LLC has completed the project as requested. Upon receipt of all required documentation and a final walk-through of the project area, staff requests authorization to present a resolution to the City Council for project acceptance and final payment.

Financial Impact:

Budget	\$ 194,000
Base Project Bid	(\$111,223)
Alternate Bid	<u>(\$ 87,594)</u>
	(\$4817)

Budget Amendment \$15,000 Included \$4817 for project coverage and \$10,183 as an approximate 5% project contingency.

Staff Recommendation:

Staff recommends approval of the Park Board to present a resolution for final payment and acceptance of the project to the City Council upon receipt of final payment and completed punch list items as necessary.

MISCELLANEOUS ITEMS



- Status of Capital Improvements (P&R Related)
- Financials - As of March 31, 2017



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)*

Status of Capital Improvements - April 24, 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	Planning	5		Completed By:
Buildings & Grounds	Security Cameras at Parks & Public Works	2017	\$35,000	Planning	5		Engineering
Buildings & Grounds	Internet and Public Wifi in the Parks	2017	\$18,000	Not Started			* Move to 2018
Buildings & Grounds	Public Works Facility Flooring Replacement	2017	\$10,000	Construction	50		Finance
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			
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	95		
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		
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	Cui-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	95		
Transportation	Annual Curb Replacement	2017	\$400,000	Planning			
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			

Status of Capital Improvements - April 24, 2017

Category	Project	Fiscal Year	Budget Amount	Stage of Completion	Percent Complete	Total Expenditure	Under (Over) Budget
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	98		
Transportation	Annual Street Preservation Program	2016	\$800,000	Construction	98		
Transportation	Annual Sidewalk Program	2016	\$117,000	Construction	98		
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		
Total Capital Funded Projects			\$7,523,866				
Parks GO Bond	Centerview	2017	\$3,589,250	Construction	75		
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 Trail Rehabilitation	2017	\$55,000	Construction	50		
Parks GO Bond	T.B. Hanna Station Amenities	2017	\$600,000	Planning			
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			
Total GO Bond Funded Projects			\$10,297,350				
Total Capital Improvement Projects			\$17,821,216				

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 2017

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	(255.55)	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	(255.55)	0.00	0.00	0.00	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	359,377.00	3,675.50	352,863.65	0.00	6,513.35	98.19
MISCELLANEOUS	0.00	0.00	0.00	12,596.00	394.54	1,638.86	0.00	10,957.14	13.01
PARK REVENUE	0.00	0.00	0.00	28,500.00	1,725.00	5,734.00	0.00	22,766.00	20.12
TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	197,916.65	0.00	277,083.35	41.67
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	875,473.00	45,378.37	558,153.16	0.00	317,319.84	63.75
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	395,430.00	43,357.60	111,473.60	(50.00)	284,006.40	28.18
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	395,430.00	43,357.60	111,473.60	(50.00)	284,006.40	28.18
TOTAL REVENUES	0.00	0.00	0.00	1,270,903.00	88,480.42	669,626.76	(50.00)	601,326.24	52.69
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	0.00	0.00	0.00	668,179.50	49,162.23	232,889.93	8,258.40	427,031.17	36.09
RECREATION PROGRAMS	0.00	0.00	0.00	602,724.00	38,902.69	149,123.29	6,504.80	447,095.91	25.82
TOTAL EXPENDITURES	0.00	0.00	0.00	1,270,903.50	88,064.92	382,013.22	14,763.20	874,127.08	31.22
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(0.50)	415.50	287,613.54	(14,813.20)	(272,800.84)	68.00-

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 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
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NON-DEPARTMENTAL

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MISCELLANEOUS

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

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	(255.55)	0.00	0.00	0.00	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	1,037.24	300,974.91	0.00	1,550.09	99.49
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	56,852.00	2,638.26	51,888.74	0.00	4,963.26	91.27
TOTAL PROPERTY TAXES	0.00	0.00	0.00	359,377.00	3,675.50	352,863.65	0.00	6,513.35	98.19

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	6,896.00	394.54	1,738.85	0.00	5,157.15	25.22
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	394.54	1,638.86	0.00	10,957.14	13.01

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	28,500.00	1,725.00	5,734.00	0.00	22,766.00	20.12
TOTAL PARK REVENUE	0.00	0.00	0.00	28,500.00	1,725.00	5,734.00	0.00	22,766.00	20.12

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	41,666.65	0.00	58,333.35	41.67
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	375,000.00	31,250.00	156,250.00	0.00	218,750.00	41.67
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	197,916.65	0.00	277,083.35	41.67

TOTAL PARKS DEPARTMENT

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	875,473.00	45,378.37	558,153.16	0.00	317,319.84	63.75
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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	215.25	340.50	0.00	44,659.50	0.76
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	26,700.00	2,255.00	9,615.50	0.00	17,084.50	36.01
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	92,800.00	105.00	200.00	0.00	92,600.00	0.22
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	95,050.00	29,115.00	41,613.00	0.00	53,437.00	43.78
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	23,800.00	0.00	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	6,225.00	28,889.00	0.00	33,811.00	46.07
26-4715-1625 REC PROGRAMS-ADULT SOFTBA	0.00	0.00	0.00	12,800.00	1,000.00	1,800.00	0.00	11,000.00	14.06

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 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	21,915.59	122,366.00	0.00	191,035.00	39.04
25-5020-1250 FICA	0.00	0.00	0.00	24,489.00	1,596.05	9,130.32	0.00	15,358.68	37.28
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	20,104.93	0.00	28,517.07	41.35
25-5045-1250 LAGERS	0.00	0.00	0.00	41,192.00	3,235.66	12,872.70	0.00	28,319.30	31.25
25-5050-1250 OVERTIME	0.00	0.00	0.00	11,708.00	0.00	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>2,545.10</u>	<u>0.00</u>	<u>3,262.90</u>	<u>43.82</u>
TOTAL PERSONNEL	0.00	0.00	0.00	446,087.00	31,280.07	169,199.66	0.00	276,887.34	37.93
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,200.00	0.00	0.00	23.20	6,176.80	0.37
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,187.50	387.02	1,372.33	266.53	9,548.64	14.65
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	379.10	1,366.56	0.00	1,133.44	54.66
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	18.64	257.64	0.00	2,242.36	10.31
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	0.00	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	784.76	5,980.20	289.73	20,087.57	23.79
<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	4,985.72	8,776.39	5,132.83	24,540.78	36.17
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	4,985.72	8,883.31	5,132.83	36,308.86	27.85
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	3,335.53	11,495.73	0.00	28,684.27	28.61
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	0.00	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>0.00</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	3,335.53	12,875.23	0.00	34,584.77	27.13
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	77.35	0.00	57.65	57.30
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,025.00	860.00	860.00	0.00	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	14.98	441.28	2,100.90	1,677.82	60.24
25-7240-1250 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	0.00	0.00	48.99	0.00	(48.99)	0.00
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	600.00	135.00	311.05	0.00	288.95	51.84
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,100.00	75.00	1,120.00	0.00	(20.00)	101.82
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 2017

25 -PARK FUND

RECREATION PROGRAMS

DEPARTMENTAL EXPENDITURES

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

PERSONNEL

26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	258,586.00	16,636.08	86,490.58	0.00	172,095.42	33.45
26-5020-1310 FICA	0.00	0.00	0.00	20,206.00	1,232.50	6,424.40	0.00	13,781.60	31.79
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	2,502.01	12,502.88	0.00	27,615.12	31.17
26-5045-1310 LAGERS	0.00	0.00	0.00	33,987.00	2,036.99	7,968.19	0.00	26,018.81	23.44
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>1,822.70</u>	<u>0.00</u>	<u>2,974.30</u>	<u>38.00</u>
TOTAL PERSONNEL	0.00	0.00	0.00	359,131.00	22,772.12	115,325.55	0.00	243,805.45	32.11

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	11.04	131.34	0.46	1,846.20	6.66
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,200.00	599.00	599.00	374.00	227.00	81.08
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	610.04	1,632.51	374.46	13,571.03	12.88

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	17,500.00	135.00	335.00	0.00	17,165.00	1.91
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,845.00	840.00	920.00	35.00	1,890.00	33.57
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	2,700.00	18.25	242.25	840.76	1,616.99	40.11
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	410.00	35.00	35.00	0.00	375.00	8.54
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,300.00	746.89	1,608.77	0.00	4,691.23	25.54
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	189.00	939.50	0.00	11,060.50	7.83
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	3,912.50	9,839.09	788.66	(1,327.75)	114.28
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	55,850.00	62.50	125.28	0.00	55,724.72	0.22
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	865.50	1,441.50	0.00	1,558.50	48.05
26-7330-1640 REC EXP - TINY SPORTS	0.00	0.00	0.00	2,800.00	0.00	491.32	0.00	2,308.68	17.55
26-7330-1645 REC EXP - FITNESS	0.00	0.00	0.00	4,500.00	540.00	1,252.50	712.50	2,535.00	43.67
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	200.00	200.00	3,412.50	2,187.50	62.28
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	5,250.00	6,437.00	11,519.57	0.00	(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>1,538.89</u>	<u>2,852.95</u>	<u>340.92</u>	<u>23,806.13</u>	<u>11.83</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	228,015.00	15,520.53	32,165.23	6,130.34	189,719.43	16.80

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 2017

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	38,902.69	149,123.29	6,504.80	447,095.91	25.82
TOTAL EXPENDITURES	0.00	0.00	0.00	1,270,903.50	88,064.92	382,013.22	14,763.20	874,127.08	31.22
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(1,270,903.50)	(88,064.92)	(382,013.22)	(14,763.20)	(874,127.08)	31.22

*** END OF REPORT ***