



Raymore Park Board Agenda

Tuesday, June 27, 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 May 23, 2017
6. Committee Reports
 - Budget Committee (June 13, 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
 - B. Park Operations Shop - Facility Fence Action Item

Part of the Capital Improvement Plan for FY17 included \$50K for the park maintenance facility fencing and replacement of the concrete at the garage door area. This project is budgeted out of Fund 25. Staff will bring a recommendation to the board to move forward with the fencing portion of this project.
 - C. Concrete Improvement Projects Action Item

The FY17 Capital Improvement plan included several concrete projects related to park improvements. Staff will bring a recommendation to the board to move forward with a contract for the projects.



D. Budget Amendment - Memorial Park Concessions

Action Item

Staff is requesting a budget amendment out of Fund 25 fund balance to cover expenses associated with repairs needed at the Memorial Park Concession building.

10. Board Elections

- A. Call for Nominees - Board Chair
- B. Motion and Vote for Board Chair
- C. Call for Nominees - Board Vice-Chair
- D. Motion and Vote for Board Vice-Chair

11. Public Comment

12. Board Member Comment

13. Adjournment

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

- *Status of Capital Improvements (Provided to the Council the 1st meeting of each month)*
- *Work Session Notes - May 23, 2017*
- *Work Session Notes - June 13, 2017*
- *Tree Board Notes - May 17, 2017*
- *Tree Board Notes - June 14, 2017*
- *Financials - As of April 30, 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, MAY 23 , 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

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

1. **Call to Order:** Chairman Manson called the meeting to order at 7:01 pm.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Personal Appearance**

5. **Acceptance of Minutes of April 25, 2017 Meeting**

Motion: Member Harris moved to approve the April 25, 2017 minutes. Member Castleman seconded.

Discussion: None

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

6. **Committee Reports**

Budget Committee	(did not meet)
Recreation Committee	(did not meet)
Grounds Committee	(did not meet)

7. **Staff Reports**

Recreation Superintendent John McLain highlighted his written report which included: administrative operations is getting ready for the move to Centerview, staff has been working on year end projections for FY17, Coordinator Hedrick met with Challenger representatives about competitive soccer tryouts and clinics for the upcoming fall season, Coordinator Keith met with her staff from the Belton, Pleasant Hill and Harrisonville day camps to discuss crossover competitions and events during the summer and is conducting summer counselor training. On May 5, there was a 3 day tournament. 24 teams participated. Superintendent Mclain helped set up the Ray-Pec Foundation 5k mad dash which had 160 participants and over 200 attendees. The

Original Town Farmers Market starts June 6 and the Walter Buck Memorial Fishing Derby will be June 3. The first Movie night of the summer will be on June 23.

Parks Superintendent Steve Rulo submitted a written report, highlighting that staff cut up asphalt at the baseball complex and poured concrete for bollards to be installed in the pedestrian entrances. The shade structures have held up well the past four week which included severe winds and storms.

Parks & Recreation Director Musteen highlighted his written report. June 5 will be moving week for the administrative offices. Offices will be fully operational as permanent home on June 12, 8 am. Postcard invitations were sent out for the grand opening of Centerview June 16, 3-6 pm. The tree board will host the Arbor Day event as well. Member Seimears asked who is moving the parks staff? We will be moving ourselves. Anything that does not fit in Centerview will be stored for later use in the RAC.

8. Old Business

9. New Business

A. Centerview Policy

Action Item

Director Musteen provided the Park Board a revised policy for Centerview. Updates are based off the May 9 Work Session comments from the Park Board. Staff requested approval of the Centerview rental policy.

Motion: Member Harris moved to accept the Centerview Policy
Member Seimears seconded

Discussion: Member Harris asked a question regarding recurring rentals. A recurring rental would be every 3rd monday for a year as an example.

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

B. Schedule of Fees

Action Item

Staff presented the FY18 Proposed Schedule of Fee's to the Park Board. This included the fees associated for Centerview. Staff requested recommendation from the Park Board to present the Schedule of Fees to the City Manager.

Motion: Member Harris moved to accept the Centerview Policy
Member Castleman seconded

Discussion: None

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

C. CIP Recommendation

Action Item

Director Musteen presented Staff’s recommended FY 18 - FY 22 CIP Plan as reviewed by the Park Board on April 25 during Work Session.

Motion: Member Harris moved to accept the CIP Recommendation FY 18-FY 22
Member seconded

Discussion: None

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

D. Public Art Memorandum of Understanding

Action Item

During the May 9 Work Session, the Park Board and members of the Art’s Commission reviewed the Public Art MOU. Staff is asked for approval of the Park Board to enact this memorandum of understanding which provides guidelines for staff of the process, installation and care of public art in parks. Member Castleman asked if funding between the Park Board and the Art Commission will remain separate. Staff confirmed that funds will remain independent.

Motion: Member Cipolla moved to accept the Public Art Memorandum of Understanding
Member Harris seconded.

Discussion:

Vote:	9 Aye	Member Castleman	Aye
	1 Nay	Member Cipolla	Aye
	0 Absent	Member Eastwood	Aye

Member Harris	Nay
Member Heath	Aye
Member Houdyshell	Aye
Member Manson	Aye
Member Seimears	Aye
Member Trautman	Aye

10. Public Comment

11. Board Member Comment

- o Member Harris explained his reason for voting no on the Public Art MOU. He is for the agreement and supports the MOU, however, he prefers that the agreement not be automatically renewed every two years and should be required for a review and vote to renew. Member Harris also stated that the baseball shade structures looked great.
- o Member Trautman stated that the parks are in incredible shape and look great.
- o Member Houdyshell thanked Coordinator Keith for her work on Summer Camp and the hours she puts in. She also thanked Superintendent Rulo for his work in the parks.
- o Member Seimears stated that the parks look good and the native grasses and flowers look great.
- o Member Heath commented that the soccer fields look great and thanked the staff for their good work
- o Member Manson thanked to Superintendent Mclain for his work with the programs, Superintendent Rulo for his work in the parks and Director Musteen for his work with the department.

12. Adjournment

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

Discussion: None

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

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

Respectfully submitted,
Greta Naab
Office Assistant



STAFF REPORT

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

Administrative Operations

- Staff worked with Rec Trac support staff to update system with Centerview facility rental options and revenue accounts.
- Staff completed online trainings including Information Technology Staff and Physical Security.
- Staff updated the website and Rec Trac with programs, events, and activities listed in the Summer Program Guide.
- Staff held internal staff meetings to prepare for moving to Centerview.
- Staff moved administrative operations and offices to Centerview.
- Staff worked on preparations and implementation of policy and procedures for Centerview.
- Recreation Superintendent McLain worked on FY17 year end projections, projections for Centerview, and FY18 operations budgets.
- Staff inventoried and prepared awards for baseball and softball teams.
- Superintendent McLain and Communications Specialist McGhee worked with J&M Displays on the App for this years Fireworks Show.

Meetings/Trainings Attended

- Athletic Coordinator Hedrick
 - June 5 - Soccer, Volleyball, and Flag Football Equipment Check in.
- Recreation Coordinator Keith
 - June 6 & 21 - Recreation Superintendent one on one.
 - June 21 - Special Event Meeting
- Recreation Superintendent McLain
 - May 30 - Raymore United Parent/Coach informational meeting.
 - May 31 - Account setup for Centerview with Assistant Finance Director.
 - May 31 - Staff Budget Meeting
 - June 1 - Centerview Operations Meeting
 - June 5 - Rec Trac webex Centerview rental setup.
 - June 6 - Received Sponsorship check from Raymore Peculiar Sunrise Optimist Club for Spirit of America Event.
 - June 6 & 21 - Recreation Coordinator one on one.
 - June 6 - South Metro Sports Group meeting.
 - June 8 - Concession operations meeting.
 - June 13 - Met with volunteer for summer work.
 - June 13 - Budget Committee Meeting.



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- June 14 & 15 - Budget Meeting with City Administration.
 - June 15 - Mud Run Event planning meeting.
 - June 15 - Marketing monthly check in.
 - June 16 - Meeting with Sr. Softball Tournament Director.
 - June 16 - Division staff meeting.
 - June 19 - Met with Terry Mackey, sponsorship.
 - June 21 - Special Event meeting.
 - June 22 - Division Meeting.
 - June 27 - Park Board Meeting.
 - June 29 - Bi-Weekly meeting with Communications Specialist.

Programs

- Athletic Coordinator Hedrick instructed tiny soccer program.
- Athletic Coordinator Hedrick ordered participation medals and awards for youth recreational baseball and softball.
- Recreation Coordinator Keith and Farmers Market Manager Dave Cappleman worked on correspondence with Farmers Market vendors & entertainment. Currently we have 30 vendors registered.
- Recreation Coordinator Keith continued scheduling field trips for summer camp.
- Summer Camp started May 30. In the first 4 weeks average participation is 45 and we currently have 98 registration forms.
- Recreation Superintendent McLain scheduled rainout games for youth baseball and softball teams.
- Recreation Superintendent McLain scheduled Adult Softball Season End Tournament for Spring League.
- Recreation Superintendent McLain oversaw Challenger Soccer Camp June 19 - 23.

Rentals/Events/Concessions

- Rentals
 - Weekend of June 6 - Grand Slam Baseball Tournament with 15 teams
 - Weekend of June 16 - Grand Slam Baseball Tournament with 25 teams
 - Weekend of June 22 - Heart of America Senior Softball Tournament with 20 teams
 - Staff started giving Centerview Tours and set up meetings with interested renters.
- Events
 - Staff held annual Fishing Derby on June 3.
 - Recreation Coordinator Keith worked with the Missouri Department of Conservation to hold fishing classes at Hawk Ridge on June 14 & 28.
 - Recreation Coordinator Keith worked Movie Night at Memorial Park June 23.
 - Recreation Coordinator Keith worked with staff the Great American Backyard Campout on June 24.
 - Farmers Market opened on June 6.
- Concessions
 - Athletic Coordinator Hedrick turned over operations to Recreation Coordinator Keith. Coordinator Keith completed weekly staff schedules and continued to keep product stocked for weekly operations.

Special Events

- July 1 - Spirit of America Celebration at Recreation Park
- July 28 - Movie Night at T.B. Hanna



Sports (Adult)

- Men's Softball
 - Spring League season end tournament was held on June 25.
 - Summer Season is scheduled to begin on July 9.

Sports (Youth)

- Spring Sports
 - Tiny Sports
 - Tiny T-ball
 - Program ended June 24.
 - Raymore United
 - Pre-tryout Clinic held June 5-9 with 31 participants.
 - Raymore United tryouts for 2017/2018 held June 12-15 with over 60 participants.
 - Coaches are rostering teams.
 - Recreational Baseball/ Softball Leagues
 - Games are scheduled to end June 29.



STAFF REPORT

To: Park Board
From: Steve Rulo, Parks Superintendent
Date: June 27, 2017
Subject: Park Operations Report

Parks Operations

- Park Staff added mulch to a few flower beds around town.
- Park Staff continue to maintain flower beds throughout town.
- Staff has trimmed more trees at Centerview.
- Staff mulched playgrounds.
- Park Staff replaced the hose bib at the Soccer concession stand.
- Park Staff has prepared and worked 4 tournaments.
- Park staff have taken the pond fountain in for repairs.
- Park Staff helped clean up around Centerview for the Grand Opening.
- Staff has been working at the Hanna Depot for the Farmers Market.
- Staff celebrated Arbor Day during the Grand Opening of Centerview. The Parks Department dedicated one of the trees to Mrs. Hubach for everything she has done for the Parks Department.
- Staff Installed bollards at the entrance of the baseball complex.
- Staff painted the parking stalls at Memorial Park.
- Staff has been keeping up with tree damage from the storms.

Parks and Recreation Monthly Report



May/June 2017

Through the Month - Highlights

- Parks & Recreation staff hosted a planning meeting for the July 1 Spirit of America Celebration. Raymore Police Capt. Jim Wilson and members of the South Metro Fire Protection District attended.
- Park maintenance staff began the spring field restoration program at the Raymore Soccer Complex in Recreation Park. The soccer field equipment was dismantled and stored for the summer and the fields were aerated and seeded. The new irrigation system will be used as necessary.
- Staff cleaned and mowed Hawk Ridge Park for the 14th Annual Walter Buck Memorial Fishing Derby.
- Park maintenance staff along with Parks & Recreation Director Nathan Musteen and Recreation Superintendent John McLain participated in an owner's training at Centerview in preparation of moving into the new facility.
- Recreation staff and Raymore United Soccer Coach Rich Bartow held an informational meeting on Tuesday, May 30, for parents and prospective coaches. Coach Bartow talked about his own coaching experience in this successful, upcoming competitive league and answered questions for parents and coaches interested in joining Raymore United.
- The Parks & Recreation administrative offices moved to their new home at Centerview, 227 Municipal Circle. Parks & Recreation permanently moved and opened for business on Monday, June 12. Park Maintenance Staff helped move the Parks & Recreation offices from the Public Works Facility near Recreation Park to the new offices at Centerview.



Parks and Recreation Monthly Report



- Recreation Superintendent John McLain attended the weekly meeting of the Raymore - Peculiar Sunrise Optimist Club to accept the annual sponsorship donation for the upcoming Spirit of America Celebration at Recreation Park on July 1.
- Park Maintenance Staff assisted the Arts Commission and Communications Department with the set-up and preparation of Summer Scene at T.B. Hanna Station on Saturday, June 10.
- The Original Town Farmer's Market opened for the season on Tuesday. This weekly market is located at T.B. Hanna Station every Tuesday from 4-7 p.m.
- Raymore Summer Day Campers enjoyed an exotic bird show on Wednesday by Wings of Love Bird Shows. The Summer Camp also traveled to the Harrisonville Aquatic Center for the weekly pool trip.
- Park staff cleaned the detention areas behind Centerview in preparation for the ribbon cutting ceremony on Friday, June 16.
- Park staff prepared the baseball complex for the tournament hosted by Grand Slam Tournaments on June 17 & 18.
- Recreation staff held the fall try-outs for the Raymore United Soccer Club. More than 60 players participated in the try-outs this year. To learn more about the Raymore United competitive soccer program, visit www.Raymore.com/RaymoreUnited.
- Parks & Recreation Director Nathan Musteen met with the design team, Confluence, finalizing design and bid documents for the Hawk Ridge Park Improvements scheduled to begin this fall.
- Recreation Superintendent John Mclain met with the Heart of America Senior Softball Tournament coordinators in preparation of the national tournament scheduled for June 22-24 at Recreation Park.
- The Raymore Parks & Recreation Board met in work session on June 13 at Centerview. Items of discussion included a review of the proposed budget for FY 2018 and a tour of the new Parks and Recreation Offices and event space.
- The Raymore Tree Board met on June 14 at Centerview to finalize details on the Arbor Day Celebration and tree dedication to Mrs. Hubach during the June 16 Ribbon Cutting Ceremony at Centerview.
- Recreation Park was host to back to back tournament weekends. Forty-five youth baseball teams participated in a Grand Slam Tournament June 17 and 18 while the Heart of America Senior Slow Pitch Softball tournament rolled into town Thursday, June 22 to begin a three day event.



Parks and Recreation Monthly Report



- Administrative Staff was busy at Centerview giving tours of Raymore's newest event space and new home of the Parks & Recreation offices. Future events, parties and activities have already been booked for the upcoming year.
- This summer's Movie in the Park series begins Friday, June 23. Up to bat... The Sandlot, The movie begins at 7:00pm at Memorial Park on Field #2.
- The Great American Backyard Campout will be Saturday, June 24 through Sunday, June 25 at Moon Valley Park. In conjunction with the National Wildlife Federation National Outdoors Month, the Parks & Recreation Department and several families will be spending a night outdoors in this great family event.
- The Recreation Department hosted the Challenger Sports British Soccer Camp at Recreation Park. Little athletes honed their skills and had a blast as coaches from all over Europe spent the week in Raymore in this annual soccer camp.



Day-to-Day

- The Management Team is reviewing the Municipal Code and Strategic Plan. This is a weekly work session immediately following our weekly meeting.
- Park and Recreation administrative staff are currently reviewing portions of the Municipal Code directly related to parks, recreation and green space.
- Parks and Recreation administrative staff has been preparing 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.
- Parks and Recreation Administrative staff have been finalizing policies, procedures and rental information for Centerview in preparation of the opening date on June 12.
- Parks and Recreation staff worked with the Communications Department in preparation of the Ribbon Cutting ceremony on June 16th at Centerview.

Parks and Recreation Monthly Report



Community Connections

Farmer's Market

The Original Town Farmers Market - Tuesdays from 4pm - 7pm @ T.B. Hanna Station beginning

JUNE 6, 2017

The farmers market offers area growers and artisans selling locally produced foods, crafts and plants between 4 and 7 p.m. every Tuesday June to September. Available selection will vary by growing season and by vendor, but confirmed vendors will have their wares advertised through the City of Raymore's Parks and Recreation Facebook page prior to that week's market. Over the course of the season, market visitors will be treated to a diverse selection of entertainment, ranging from musical acts to free fitness classes to instructional gardening workshops.



Raymore Legacy

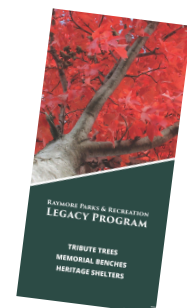


The Raymore Legacy Program gives residents the opportunity to leave a lasting legacy through a donation toward honor bricks, tribute trees, memorial benches or heritage shelters. The program is designed to enhance and beautify the City of Raymore's public parks, green spaces, linear parks and public grounds. It also provides Raymore residents a way to connect with the park system on a personal level.

Through this program, groups or individuals can commemorate special events, dedicate memorials to loved ones, honor our servicemen and women or simply leave a legacy in Raymore.

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

Parks and Recreation Monthly Report



Community Events

Respectfully Submitted,

Nathan Musteen, Parks and
Recreation Director





Raymore Park Board Agenda Item Information Form

Date: June 27, 2017
Submitted By: Nathan Musteen
Division: Parks & Recreation Administration
Agenda Item: 9A - Park Maintenance Facility Fencing

<input type="checkbox"/>	<i>Discussion / Report 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:

**Park Maintenance Facility Fencing
Project Number: 17-271-201**

Background / Justification:

In the summer of 2016, Missouri Public Risk conducted a risk assessment of all City property determining areas of high risk or unsafe conditions. During the assessment, it was determined that the Park Maintenance Facility needed to be enclosed due to the materials and equipment that are stored outside. Within the Capital Improvement plan, funds were appropriated from the Capital Sales Fund 45 for safety improvements at the parks maintenance facility that includes a safety fence and to replace the approach near the work vehicle entrance. A total of \$50,000.00 was designated towards these improvements.

The concrete portion of the project has been bid out separately with other similar concrete projects.

The fencing portion of the project was open for bids in May. Scope of work included:



Fencing and Gates

- 806' of 6ft tall, 11 gauge, core 8 gauge - black vinyl chain link with bottom locking privacy slats
- 2 - 12ft gates (6ft swinging gates)
- 1 - 10ft gate (5ft swinging gates)
- All pipe will be CS40 including top rail, bracing, eye tops and caps
- Line posts will be 2.5 in
- Corner and gate posts will be 3 in.
- All posts will be set in concrete

An alternate bid (Alternate A) was added to include approximately 790' of concrete mow strip, 4"thick and 12" wide added under the fencing excluding the gates and areas next to the maintenance facility.

One bid was received in the amount of \$41,800 from AmeriFence Corporation. Staff negotiated a final price of \$39,000 that includes the mow strip. This negotiated price will allow for a full replacement of the shop maintenance approach listed in the concrete projects.

Staff requests a recommendation to the City Council to enter a contract with AmeriFence Corporation for the installation of a safety fence with mow strip in the work area of the Park Maintenance Facility.

Final reference check and receipt of maintenance bonds will be completed upon approval.

Financial Impact:

	Budget		AmeriFence Corporation
Total	\$50,000		\$39,000

Note: Remaining funds of \$11,000 will be used for the concrete replacement at the Park Maintenance Facility.

Project Timeline:



Preliminary Timeline

Park Board	June 27
City Council - 1st Read	July 10
City Council - 2nd Read	July 24
Notice to Proceed	July 25

Staff Requests:

Staff requests a recommendation to the City Council to enter a contract with AmeriFence Corporation for the installation of a safety fence with mow strip in the work area of the Park Maintenance Facility.

Attachments / Reference Items:

- Facility Fencing Project Map
- AmeriFence Corporation - adjusted bid sheet

• **Alternate A: Park Maintenance Facility Fencing - turn key installed prices**

Bid Items	Units	Estimated Quantities	\$/Units	Total
Fabricate and install fence: 6ft tall - 11 gauge, core 8 gauge - black vinyl chain link with bottom locking privacy slats	LF	810	\$ 20.65	\$ 16,731
Top rail pipe: CS40 including top rail, bracing, eye tops and caps	LF	810	\$.40	\$ 324
Line Post - 2.5" CS40 installed in mow strip	LF	810	\$.50	\$ 395
Line Post - 2.5" CS40 installed in concrete	LF	810	\$.50	\$ 395
End Post - 3" CS40 installed in concrete	LF	790	\$.50	\$ 395
12ft wide gates (6ft wide swinging)	EA	2	\$ 375	\$ 750.00
10ft wide gate (5ft wide swinging)	EA	1	\$ 500	\$ 500.00
790' of concrete mow strip, 4" thick and 12" wide	LF	790	\$ 18.36	\$ 14,510
Mobilization, Bonds & Insurance	1	Lump Sum	\$ 5,000	\$ 5,000
TOTAL Cost - Alternate Bid A				\$ 39,000

Total Base Bid for Project w/Alternate Number:17-271-201

\$ 39,000

In blank above insert numbers for the sum of the bid.

(\$ thirty nine thousand and 00/100)

In blank above write out the sum of the bid.

BID OF: AMERIFENCE

DATE: 6.22.17 (Firm Name)



Raymore Park Board Agenda Item Information Form

Date: June 27, 2017
Submitted By: Nathan Musteen
Division: Parks & Recreation Administration
Agenda Item: 9B - Concrete Improvement Projects

<input type="checkbox"/>	<i>Discussion / Report 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:

2017 Concrete Improvement Projects

Background / Justification:

In the FY17 Capital Improvement plan, several concrete projects are scheduled to be completed that impact the park system.

Capital Improvement Fund 45 includes the angled parking along Maple Street adjacent to T.B. Hanna Station and safety improvements to the Park Maintenance Facility which include replacement of the concrete approach near the entrance of the work area. Also, sidewalk installation along Municipal Circle connecting Centerview to both Broadmoor streets is scheduled to be completed.

Park Sales Tax Fund 47 includes ADA improvements at Memorial Park which include concreted surface and connections near the spectator areas on baseball fields 1 and 2 and the tennis court.



The ADA Improvement projects at Memorial Park was open for bid earlier this year, bids were rejected due to high prices.

The Engineering Department and Parks and Recreation combined all the concrete projects for a single contract in efforts to obtain the best possible price.

Bids have been received and staff is requesting to move forward with the apparent low bidder for final negotiations.

In the event that the apparent low bidder can not meet the required obligations or reference checks, staff will move forward with the next "best, lowest bidder".

The Parks and Recreation staff will work closely with the Engineering department as negotiations are in progress.

Financial Impact:

	Budget		Orr Construction
Total	\$297,000		\$164,398

Note: This is a total contract amount, each project has individual budgets and funding sources that must be adhered to.

Project Timeline:

Preliminary Timeline

Park Board	June 27
City Council - 1st Read	July 24
City Council - 2nd Read	August 14
Notice to Proceed	August 16

Staff Requests:

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



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

Requests authorization for City staff to move forward with the apparent low bidder, Orr Construction, for final negotiations upon completion of reference checks and once all qualifications have been met or move into negotiations with the best, lowest bidder.

Attachments / Reference Items:

None



Raymore Park Board Agenda Item Information Form

Date: June 27, 2017
Submitted By: Nathan Musteen
Division: Park Board
Agenda Item: 9C - Budget Amendment, Memorial Park Concessions

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

Title / Issue / Request:

**Budget Amendment - Memorial Park Concessions
Exhaust Fan Replacement**

Background / Justification:

The concessions/restroom facility at Memorial Park is used regularly during the baseball/softball season and for many special events during the summer including the Festival in the Park. Last fall, the exhaust fan that cools the facility failed. This fan helps the inside of the facility maintain a normal temperature.

Staff requested a site visit from Design Mechanical, our maintenance contract holder, to inspect the unit and provide a quote for repair and /or replacement. During the visit, it was determined that the entire unit would need to be replaced. A quote of \$5,350.00

As the summer baseball/softball season began, the unit was determined to be completely inoperable as temperatures averaged in the upper 90's. Staff



contacted Design Mechanical to ensure the quoted price was still valid, they did confirm that their quote was still good.

Staff requests a budget amendment from the Park Fund 25 fund balance in the amount of \$6,000 to remove and replace the exhaust fan at the Memorial Park Concession Stand.

Financial Impact:

Budget Amendment \$6,000

Project Timeline:

Preliminary Timeline

Park Board Approval	June 27
City Council - 1st Read	July 10
City Council - 2nd Read	July 24

Staff Requests:

A motion to approve a budget amendment from the Park Fund 25 fund balance in the amount of \$6,000 to remove and replace the exhaust fan at the Memorial Park Concession Stand.

Attachments / Reference Items:

- Quote - Design Mechanical
- Temperature monitoring

Mechanical Contractors
DESIGN
Mechanical, Inc.

Off: 913-281-7200

Fax: 913-281-7201
100 Greystone, Kansas City, KS

66103

September 22, 2016

Mr. Steve Rulo
City of Raymore
100 Municipal Circle
Raymore, Missouri 64083

Subject: Furnish & Install Replacement Exhaust Fan at the Parks & Recreation Concession Stand

Dear Steve,

Design Mechanical, Inc. (DMI) is pleased to provide the following replacement proposal:

- ✓ Perform lockout tag out of the electrical circuits to the equipment to be serviced per OSHA
- ✓ Disassemble the existing exhaust fan assembly, wiring, speed controller, ductwork & hardware
- ✓ Slide the existing failed exhaust fan out of the fan location & properly dispose of
- ✓ Provide & install one (1) Greenheck model SQ-120 in-line fan assembly
- ✓ Install the fan in place with the existing uni-strut, all thread, isolation springs, etc.
- ✓ Furnish the required sheet metal transitioning at the fan inlet as required, secure
- ✓ Provide the wiring, speed controller, re-install the lights if required in the chase
- ✓ Provide start-up of the fan & check for proper operation
- ✓ Review the work performed with the facility representative, clean-up the work area

The above work shall be performed during regular working hours for a price of \$5,350.00, including applicable taxes, material and labor.

If you have any questions, feel free to call me at (913) 281-7200, or cell (913) 208-5477. If you would like to proceed with the above work, please sign below and return via fax at (913) 281-7201.

Sincerely,

DESIGN MECHANICAL

Miles Adcock

Approved: _____

Miles Adcock
Service Sales Engineer

Title: _____
Date: _____
P.O. # _____

MISCELLANEOUS ITEMS



- Status of Capital Improvements (P&R Related)
- Work Session Notes - May 23, 2017
- Budget Committee Work Session Notes - June 13, 2017
- Tree Board Notes - May 17, 2017
- Tree Board Notes - June 14, 2017
- Financials - As of May 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)* **Compete - review for final pay and acceptance**

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)* **Complete** *Final cost \$21,485*

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 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 - June 26, 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	15		
Buildings & Grounds	Security Cameras at Parks & Public Works	2017	\$35,000	Bid Process	30		
Buildings & Grounds	Internet and Public Wifi in the Parks	2017	\$18,000	Design	25		
Buildings & Grounds	Public Works Facility Flooring Replacement	2017	\$10,000	Construction	50		
Buildings & Grounds	Public Works Facility LED Lighting	2017	\$5,000	Planning			
Buildings & Grounds	Municipal Complex - Micro Surface	2017	\$40,000	Bid Process			
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 Property	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	Bid Process			
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	Bid Process			
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	Bid Process			
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	Finalized Out	98		
Parks & Recreation	Hawk Ridge Park Walking Trail - Lake Loop	2015	\$160,000	Design			
Parks & Recreation	Disc Golf Course	2014	\$25,000	Finalized Out	100		
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	Bid Process			
Sanitary	Sanitary Sewer Inflow & Infiltration - FY16	2016	\$127,566	Construction	95		
Stormwater	Annual Curb Replacement	2017	\$100,000	Bid Process			
Stormwater	Detention Pond Rehab/Beautification Partnership	2017	\$50,000	Bid Process			
Stormwater	City Hall Detention Pond	2017	\$80,000	Bid Process			
Stormwater	Municipal Center BMP's	2017	\$80,000	Bid Process			
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	Finalized Out	95		
Stormwater	City-Wide Median Beautification	2016	\$92,000	Construction	95		
Transportation	Annual Curb Replacement	2017	\$400,000	Bid Process			
Transportation	Annual Street Preservation Program	2017	\$800,000	Planning			
Transportation	Annual Sidewalk Program	2017	\$117,000	Bid Process			
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	Design			
Transportation	Street Light Installation	2017	\$88,000	Design			
Transportation	Annual Sidewalk Program	2016	\$117,000	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	85		
Water	Gore Road Water Main and Meter Station	2014	\$634,600	Construction	75		
Total Capital Funded Projects			\$6,195,866				
Parks GO Bond	Centerview	2017	\$3,589,250	Construction	80		
Parks GO Bond	Activity Center at Recreation Park	2017	\$2,843,000	Bid Process			
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	85		
Parks GO Bond	T.B. Hanna Station Amenities	2017	\$600,000	Planning			
Transportation GO Bond	Foxridge Drive	2016	\$700,000	Design	95		
Transportation GO Bond	Johnston Drive	2016	\$350,000	Design	50		
Transportation GO Bond	Kentucky Construction	2016	\$700,000	Planning			
Total GO Bond Funded Projects			\$10,297,350				
Total Capital Improvement Projects			\$16,493,216				



Raymore Park Board Work Session Agenda

**Tuesday, May 23, 2017
6:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083**

Chairman Manson called meeting to order at 6:02 pm.

Members of the Park Board present: Chairman Manson, Members: Castleman, Cipolla, Eastwood, Harris, Heath, Houdyshell, Seimears and Trautman.

City Staff present: Parks and Recreation Director Musteen, Recreation Superintendent McLain, Parks Superintendent Rulo and Finance Director Cindi Watson.

Chairman Manson turned meeting over to Director Musteen.

1. FY18 Budget Review

- a. Staff provided an overview of the budget process and reviewed the FY17 year-end projections.
- b. Staff presented the Board with a list of changes to be made for the FY18 budget along with additions and expansion items to present at the Budget Committee Meeting next month.

2. Other

- a. Staff announced the budget committee meeting to be held on June 13, 2017

3. Adjournment

- a. The meeting was adjourned at 6:56 pm.



Raymore Parks and Recreation Board

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

**Tuesday, June 13, 2017
6:00PM - Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Chairman Manson called the meeting to order at 6:02pm.

Members of the Park Board present were Chairman Manson, Members Harris, Eastwood and Seimears.

City Staff present: Parks and Recreation Director Musteen, Recreation Superintendent McLain, Parks Superintendent Rulo and Finance Director Cindi Watson.

1. FY18 Budget Review

- a. A review of the proposed FY18 Operational Budget was presented by Director Musteen and Finance Director Cindi Watson.
 - i. The presentation included a zero balanced proposal which included an option to fund a Parks Master Plan through a transfer from fund balance.
 - ii. General questions and discussion ensued.
 - iii. No changes were made to the proposed budget.
 - iv. Director Musteen asked the committee for a range of \$50,000 for staff and the City Manager to maneuver or make adjustments to the budget as needed. A complete budget will be presented to the Board at a later date.

2. Tour of Centerview -

- i. Members present were given a tour of the new Parks & Recreation Offices and event space.

3. Adjournment - The Meeting was adjourned at 6:57pm.

Raymore Tree Board Meeting

Public Works Facility
1021 S. Madison St.
Wednesday May 17, 2017
6:00pm



THE RAYMORE TREE BOARD MET ON WEDNESDAY MAY 17, 2017 IN THE CONFERENCE ROOM AT 1021 SOUTH MADISON, RAYMORE, MISSOURI.



PRESENT WERE MEMBERS RUST, RIGGS, NAIN. WORKER I POWERS, and PARKS SUPERINTENDENT RULO.

1. Arboretum Tour and Tree Identification
 - a. Superintendent Rulo will call Chuck Conner (MDC Forester), to set a time to identify tree species at Memorial Park
2. N.Cass Tree Project Update
 - a. Superintendent Rulo will meet with Kevin Feeback, Parks Superintendent for Belton, and talk about the tree project and tree donations.
3. Arboretum Sign Money
 - a. Director Musteen and Superintendent Rulo will start working on ordering the signs.
4. Arbor Day
 - a. Director Musteen suggested that we celebrate Arbor Day during the Grand Opening of Centerview and dedicate the tree to Charlene Hubach. The date will be June 16, 2017. Member Riggs suggested having the Tree City USA handouts, and the Memorial Tree handouts at the Arbor Day Celebration.
5. Grow Native Membership update
 - a. Member Riggs suggested that Superintendent Rulo sign the Tree Board up to become Grow Native Members.
6. Other Business
 - a. Member Riggs is up for re-appointment for the Tree Board in July. The members voted and it was unanimous to re-appoint.
5. The meeting adjourned at 7:00pm.

Raymore Tree Board Meeting

Centerview
227 Municipal Circle
Wednesday June 14, 2017
6:00pm



THE RAYMORE TREE BOARD MET ON WEDNESDAY JUNE 14, 2017 IN THE CONFERENCE ROOM AT 227 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.



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

1. Arboretum Tour and Tree Identification
 - a. Chuck Conner (MDC) will call Superintendent Rulo when he is back from vacation to set up a time to identify species of trees at Memorial Park.
2. N.Cass Tree Project Update
 - a. This has been put on hold until fall.
3. Arboretum Signs
 - a. Director Musteen and Superintendent Rulo are working on the purchase of the Arboretum signs.
4. Arbor Day\
 - a. Superintendent Rulo reminded the Board that the Arbor Day Celebration would be held on June 16, 2017 during the Grand Opening of Centerview at 3:00 pm.
5. Grow Native Membership update
 - a. Superintendent Rulo said this is on his list to do, but has not got it completed yet.
6. Re-appointment of Member Riggs to the board
 - a. Member Riggs said she would be willing to be on the Board for another term.
7. Tour of Centerview
 - a. Superintendent gave the Board a tour of Centerview and let the Board know that most Tree Board meeting would be held there for now on.

The meeting adjourned at 7:00pm.

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	(145.99)	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	(145.99)	0.00	0.00	0.00	0.00
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	359,377.00	2,330.72	358,151.70	0.00	1,225.30	99.66
MISCELLANEOUS	0.00	0.00	0.00	12,596.00	465.04	2,403.59	0.00	10,192.41	19.08
FACILITY RENTAL REVENUE	0.00	0.00	0.00	28,500.00	2,715.00	10,879.00	0.00	17,621.00	38.17
TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	277,083.31	0.00	197,916.69	58.33
TOTAL PARKS DIVISION	0.00	0.00	0.00	875,473.00	45,094.09	648,517.60	0.00	226,955.40	74.08
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	45,000.00	11,992.15	16,640.59	0.00	28,359.41	36.98
PROGRAM REVENUE	0.00	0.00	0.00	350,430.00	19,462.75	159,049.85	0.00	191,380.15	45.39
TOTAL RECREATION DIVISION	0.00	0.00	0.00	395,430.00	31,454.90	175,690.44	0.00	219,739.56	44.43
<u>CENTERVIEW</u>									
<u>RAYMORE ACTIVITY CENTER</u>									
TOTAL REVENUES	0.00	0.00	0.00	1,270,903.00	76,403.00	824,208.04	0.00	446,694.96	64.85
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	668,179.50	48,935.78	343,952.77	6,846.14	317,380.59	52.50
RECREATION DIVISION	0.00	0.00	0.00	609,699.00	51,244.50	247,010.02	25,811.00	336,877.98	44.75
TOTAL EXPENDITURES	0.00	0.00	0.00	1,277,878.50	100,180.28	590,962.79	32,657.14	654,258.57	48.80
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(6,975.50)	(23,777.28)	233,245.25	(32,657.14)	(207,563.61)	2,875.61-

25 -PARK FUND
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL =====									
<u>MISCELLANEOUS</u>									
00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	(145.99)	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	(145.99)	0.00	0.00	0.00	0.00
<u>TRANSFERS - INTERFUND</u>									
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	(145.99)	0.00	0.00	0.00	0.00
PARKS DIVISION =====									
<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	302,525.00	656.19	302,296.63	0.00	228.37	99.92
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	56,852.00	1,674.53	55,855.07	0.00	996.93	98.25
TOTAL PROPERTY TAXES	0.00	0.00	0.00	359,377.00	2,330.72	358,151.70	0.00	1,225.30	99.66
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	6,896.00	465.04	2,503.58	0.00	4,392.42	36.30
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	465.04	2,403.59	0.00	10,192.41	19.08
<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	28,500.00	2,715.00	10,879.00	0.00	17,621.00	38.17
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	28,500.00	2,715.00	10,879.00	0.00	17,621.00	38.17
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	58,333.31	0.00	41,666.69	58.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	375,000.00	31,250.00	218,750.00	0.00	156,250.00	58.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	277,083.31	0.00	197,916.69	58.33
TOTAL PARKS DIVISION	0.00	0.00	0.00	875,473.00	45,094.09	648,517.60	0.00	226,955.40	74.08
RECREATION DIVISION =====									
<u>PROPERTY TAXES</u>									
<u>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	45,000.00	11,992.15	16,640.59	0.00	28,359.41	36.98
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	45,000.00	11,992.15	16,640.59	0.00	28,359.41	36.98

25 -PARK FUND
REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FACILITY RENTAL REVENUE</u>									
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	26,700.00	145.00	11,121.50	0.00	15,578.50	41.65
26-4715-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	92,800.00	10,304.00	11,934.00	0.00	80,866.00	12.86
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	95,050.00	1,360.00	59,918.00	0.00	35,132.00	63.04
26-4715-1615 PROGRAM - 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 PROGRAM - SOCCER	0.00	0.00	0.00	62,700.00	1,832.00	33,721.00	0.00	28,979.00	53.78
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	12,800.00	0.00	6,400.00	0.00	6,400.00	50.00
26-4715-1630 PROGRAM - MISC	0.00	0.00	0.00	6,030.00	2,757.00	5,329.35	0.00	700.65	88.38
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	4,550.00	300.00	2,430.00	0.00	2,120.00	53.41
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	10,000.00	(140.25)	6,379.75	0.00	3,620.25	63.80
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	6,000.00	695.00	3,460.00	0.00	2,540.00	57.67
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	10,000.00	2,210.00	5,035.00	0.00	4,965.00	50.35
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	350,430.00	19,462.75	159,049.85	0.00	191,380.15	45.39
TOTAL RECREATION DIVISION	0.00	0.00	0.00	395,430.00	31,454.90	175,690.44	0.00	219,739.56	44.43

CENTERVIEW
=====

MISCELLANEOUS

FACILITY RENTAL REVENUE

PROGRAM REVENUE

RAYMORE ACTIVITY CENTER
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CONCESSION REVENUE

FACILITY RENTAL REVENUE

PROGRAM REVENUE

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25 -PARK FUND

PARKS DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	313,401.00	23,929.10	170,088.00	0.00	143,313.00	54.27
25-5020-1250 FICA	0.00	0.00	0.00	24,489.00	1,821.68	12,775.70	0.00	11,713.30	52.17
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	420.08	0.00	(420.08)	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	4,023.74	28,152.42	0.00	20,469.58	57.90
25-5045-1250 LAGERS	0.00	0.00	0.00	41,192.00	3,339.28	19,607.90	0.00	21,584.10	47.60
25-5050-1250 OVERTIME	0.00	0.00	0.00	11,708.00	935.50	4,168.78	0.00	7,539.22	35.61
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	5,808.00	509.02	3,563.14	0.00	2,244.86	61.35
TOTAL PERSONNEL	0.00	0.00	0.00	446,087.00	34,558.32	238,776.02	0.00	207,310.98	53.53
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,200.00	0.00	203.20	0.00	5,996.80	3.28
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,187.50	900.30	3,067.47	497.57	7,622.46	31.87
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	0.00	1,469.10	638.36	392.54	84.30
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	262.64	0.00	2,237.36	10.51
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	0.00	0.00	0.00	3,680.00	524.22	3,120.89	0.00	559.11	84.81
TOTAL COMMODITIES	0.00	0.00	0.00	26,357.50	1,424.52	8,560.30	1,135.93	16,661.27	36.79
<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	292.80	16,775.19	2,033.43	19,641.38	48.92
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,105.00	0.00	0.00	0.00	4,105.00	0.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	4,270.00	0.00	25.36	0.00	4,244.64	0.59
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	1,000.00	0.00	132.38	5.00	862.62	13.74
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	50,325.00	292.80	16,932.93	2,038.43	31,353.64	37.70
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	3,247.85	17,936.07	0.00	22,243.93	44.64
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	1,103.49	0.00	696.51	61.31
25-6840-1010 TELEPHONE	0.00	0.00	0.00	1,480.00	89.12	648.44	0.00	831.56	43.81
TOTAL UTILITIES	0.00	0.00	0.00	47,460.00	3,336.97	19,688.00	0.00	27,772.00	41.48
<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	0.00	860.00	1,250.00	(85.00)	104.20
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	710.00	0.00	465.00	0.00	245.00	65.49
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	0.00	0.00	84.87	915.13	8.49
25-7180-0000 INSURANCE	0.00	0.00	0.00	0.00	3,619.87	3,619.87	0.00	(3,619.87)	0.00
25-7180-1010 INSURANCE	0.00	0.00	0.00	11,250.00	0.00	6,199.49	0.00	5,050.51	55.11
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	500.00	600.00	600.00	0.00	(100.00)	120.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,220.00	0.00	2,596.59	532.19	1,091.22	74.14
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	600.00	0.00	360.04	0.00	239.96	60.01
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,100.00	0.00	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

25 -PARK FUND

RECREATION DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL									
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	258,586.00	17,532.32	120,263.28	0.00	138,322.72	46.51
26-5020-1310 FICA	0.00	0.00	0.00	20,206.00	1,301.02	8,929.68	0.00	11,276.32	44.19
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	716.00	0.00	346.92	0.00	369.08	48.45
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	40,118.00	2,502.02	17,506.90	0.00	22,611.10	43.64
26-5045-1310 LAGERS	0.00	0.00	0.00	33,987.00	2,037.57	12,046.80	0.00	21,940.20	35.45
26-5050-1310 OVERTIME	0.00	0.00	0.00	721.00	0.00	105.61	0.00	615.39	14.65
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	4,797.00	364.54	2,551.78	0.00	2,245.22	53.20
TOTAL PERSONNEL	0.00	0.00	0.00	359,131.00	23,737.47	161,750.97	0.00	197,380.03	45.04

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	8.74	175.00	7.36	1,795.64	9.22
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,200.00	0.00	973.00	0.00	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 - DAY CAMP	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	0.00	0.00	0.00	800.00	395.28	800.03	0.00	(0.03)	100.00
TOTAL COMMODITIES	0.00	0.00	0.00	15,578.00	404.02	2,445.45	7.36	13,125.19	15.75

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	17,500.00	7,149.47	12,642.22	1,082.60	3,775.18	78.43
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,845.00	0.00	975.00	810.00	1,060.00	62.74
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	2,700.00	0.00	1,083.01	230.34	1,386.65	48.64
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	410.00	0.00	35.00	0.00	375.00	8.54
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,300.00	594.59	2,982.13	0.00	3,317.87	47.34
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 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	12,000.00	3,439.80	6,016.80	0.00	5,983.20	50.14
26-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	17,360.00	724.16	724.16	716.48	15,919.36	8.30
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	39,000.00	2,221.04	2,815.04	9,603.50	26,581.46	31.84
26-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	9,300.00	0.00	10,627.75	0.00	(1,327.75)	114.28
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	55,850.00	1,899.65	8,931.78	3,425.00	43,493.22	22.12
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	5,900.00	1,125.00	1,487.50	0.00	4,412.50	25.21
26-7330-1630 PROGRAMS MISC	0.00	0.00	0.00	4,500.00	108.00	108.00	0.00	4,392.00	2.40
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	3,000.00	0.00	2,701.50	0.00	298.50	90.05
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	2,800.00	541.30	1,032.62	0.00	1,767.38	36.88
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	4,500.00	0.00	2,415.00	0.00	2,085.00	53.67
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	0.00	3,855.83	1,382.50	561.67	90.32
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	12,225.00	0.00	11,519.57	0.00	705.43	94.23
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	27,000.00	9,300.00	12,860.69	8,553.22	5,586.09	79.31
TOTAL CONTRACTUAL	0.00	0.00	0.00	234,990.00	27,103.01	82,813.60	25,803.64	126,372.76	46.22

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

25 -PARK FUND

RECREATION DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CAPITAL PROJECTS									
TOTAL RECREATION DIVISION	0.00	0.00	0.00	609,699.00	51,244.50	247,010.02	25,811.00	336,877.98	44.75

25 -PARK FUND
 RAYMORE ACTIVITY CENTER
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
<u>COMMODITIES</u>									
<u>MAINTENANCE & REPAIRS</u>									
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
<u>CAPITAL PROJECTS</u>									
TOTAL EXPENDITURES	0.00	0.00	0.00	1,277,878.50	100,180.28	590,962.79	32,657.14	654,258.57	48.80
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(1,277,878.50)	(100,180.28)	(590,962.79)	(32,657.14)	(654,258.57)	48.80

*** END OF REPORT ***