



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, October 24, 2017

7:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Personal Appearances**
5. **Consent Agenda.**
The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.
 - A. Park Board Minutes August 22, 2017
 - B. Park Board Minutes October 10, 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. **New Business**
 - A. Funding Parks and Recreation Projects Discussion Item

A discussion involving ways City Staff can supplement and offset rising construction costs for capital improvement and G.O. bond projects.

B. Budget Preparation Policy Review

Action Item

A review of the Budget Preparation Policy to consider necessary changes to bring the policy up to date with current operating procedures.

C. Introduction of New Staff

Director Musteen will introduce our new Recreation and Park Staff recently hired.

9. Public Comment

10. Board Member Comment

11. Adjournment

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

- *Work Session Notes - September 12, 2017*
- *Status of Capital Improvements*
- *Financials - As of September 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, AUGUST 22 , 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Manson, Members: Castleman, Cipolla, Harris, Houdyshell, Seimears and Trautman. Members Eastwood and Heath 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 7:02 pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearance

Dan Barnes - Festival in the Park Committee President gave the board a brief update on the upcoming event at Memorial Park, September 21 - 23. The 2017 Festival in the Park is planned and all arrangements are made. There are more sponsors and vendors this year. Movie night on Saturday will feature the movie Trolls. Musical entertainment will be provided on Friday by the band Patton T. Member Harris asked when is wristband night? It is 2 days, Thursday and Friday. Weather over the last couple of years has been good, causing increased patronage. The Festival Organization appreciates the continued help with the festival and the park. Jeff Schmill will be the parade marshall this year to thank him for his tireless work every year.

5. Acceptance of Minutes

July 25, 2017

Motion: Member Harris moved to accept the July 25, 2017 minutes.
Member Castleman seconded.

Discussion:

Vote:	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Aye
		Member Heath	Absent
		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 submitted a written report. He highlighted several Items during the month of August. Fall sports are ongoing with team building, coach meetings, practice and game schedules. Movie night occurs this Friday August 25 and features the movie Sing.

Parks Superintendent Steve Rulo submitted a written report. He highlighted a correction of start game date for soccer. His previous report indicated that soccer games would start on August 26. They are actually starting September 16. A couple disc golf holes will be temporarily moved due to the RAC construction. Hole #4 tee box will be moved to the West, while hole #5 will be moved 30 yards to the North. All the park seasonals are gone.

Parks & Recreation Director Musteen submitted a written report. He presented the city manager, Mr. Feuerborn, with the proposed budget that will be reviewed by the city council. This is the budget the board approved in July. The Athletic Coordinator position has been offered, pending background checks and drug tests. Jerri Lynn Keith is resigning and moving on to the Cass County Sheriff's Office. GO Bond projects at TB Hanna progress. Staff and the CIP Committee are interviewing potential consulting groups that will help design the features and develop the design and construction plans. They will recommend a company to use, then we will inform the Park Board. The Memorial Park Improvements project will be going out for bids this week. Member Castleman asked if the Dining Out for 89th Sustainment Brigade Event included alcohol. Yes they did. He spoke about the toasting process for the event. How did it go? It went well. Chairman Manson asked about the Mud Run attendance this year. 250 participants vs 182 last year.

8. Old Business

A. Centerview Update

Report Item

Director Musteen provided a brief overview of Centerview operations.

Musteen provided some numbers and statistics for the building including 28 external bookings thus fare with 35 internal (city departments) bookings. 17 bookings are pending to see if they would like to use the building.

Word of mouth is working quite well in getting people in the building for tours and rentals. A more structured advertising campaign will begin later this year. Staff enjoys working in the building. Mr. McLain serves as the facility manager.

Revenues have exceeded expectations, but there are one time expenses as well. We did buy a floor scrubber for Centerview, after renting one for a couple of weeks.

Some policy changes may occur in the future.

There are a few warranty items to address. A few rain leaks going on.

Member Seimears asked as we use the building more, do we have enough staff to attend Centerview after hours and the RAC building at the same time? Director Musteen explained that staff is choosing to attend the first several events so we can evaluate the needs of extra staff. We will train part time staff, both adult and teens to help out as attendants. Will an Event Coordinator be needed? We think that will be something that will be useful down the line.

Member Houdyshell asked if the floor scrubber is transportable? Yes it is not too big. it be transported between buildings. How often is it used? When needed, usually after a bigger rental or as needed based on usage in the buildings. What is the cost of the machine? \$6500 We are hoping we will only need one machine.

9. New Business

A. Memorial Park Fields 3 and 4

Action Item

The Raymore-Peculiar School District owns the southeast corner of Memorial Park where current tee-ball fields #3 and #4 are located. Staff presented an opportunity to request a transfer of ownership for this section of property.

This is an opportunity to own what we already maintain. First step is a Letter of Request from the Park Board through the City Manager. We are asking the Board's authorization to draft a letter through the City Attorney to have the City Manager present to the School Board.

Chairman Manson asked if there are any monies involved. At this time no money is involved, just the first step of negotiations.

Member Harris asked for clarifications on a few things. Is the north parking lot ours and the south lot theirs? The north is ours and the south is theirs. Will the request include the south parking lot? No we will only ask for the grassy area and the fields. Is it something we need to consider regarding the expansion of the parking lot if needed? Perhaps that will be in the negotiation process.

Motion: Member Harris moved to accept the action item to have city staff start the process for a Letter of Request from the Park Board.
Member Houdyshell seconded

Discussion: Member Castleman asked if we have thought about asking the area be donated to the City. No discussions have been started yet.

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

11. Public Comment

12. Board Member Comment

- Member Cipolla offered congratulations on the mud run.
- Member Seimears commented that the mud run was awesome! She enjoyed watching the kids get muddy. Staff was very involved helping out the kids
- Member Houdyshell stated she was sorry she missed the mud run. She really enjoys the bed of flowers at Lucy Webb and Memorial Park. She also likes the one by Recreation Park island.
- Member Harris commented the flower beds do look good. Sing the movie is awesome, go see it! The Farmer's Market runs 5 more weeks. Festival in the Park is upcoming. Mud run was great, was fun working at the foxhole obstacle. Thanks to Mrs. Keith for her service to the city and her work for the Park Board, the food trucks, Touch a Truck, the Christmas Tree Trail and the special events she helped bring to the city.
- Chairman Manson offered congratulations on the increased attendance at the mud run.

13. Adjournment

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

Discussion: None

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

The regular meeting of the Raymore Park Board adjourned at 7:54 pm.

Respectfully submitted,
Greta Naab
Office Assistant

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, OCTOBER 10 , 2017, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Superintendent Rulo, Superintendent McLain and City Attorney Jonathan Zerr.

1. Call to Order: Vice Chairman Trautman called the meeting to order at 6:01pm.

2. Roll Call

3. Pledge of Allegiance

4. New Business

A. Memorial Park Improvements

Action Item

The 2017 Capital Improvement Plan included improvements at Memorial Park. These projects include a new walking trail, parking expansion and ADA improvements. This project was bid in September and staff is presenting a recommendation to the Park Board for award of contract.

Staff recommends Tandem Pavement as the preferred vendor with a bid of \$222,013.50 for the Memorial Park Improvement Projects.

Member Cipolla wanted clarification on the concrete work done with the City. This project is separate from the concrete projects that is currently under contract with other city concrete projects.

Member Houdyshell wants to know if staff will stay on top of any issues arising?
Yes we will be able to accomplish that.

Member Castleman wants to know if the Memorial Park Project will have any impact on the purchase of the land from the school. No.

Member Harris wants clarification regarding remaining available balance for the project, the Memorial Park improvements budgeted amount for parking was 187,000 versus 164,000 bid price. Where is the ADA excess amount is coming from? 43,400 is remaining out of CIP from 65,000 used with the public works department concrete work.

Motion: Member Harris moved to accept staff's recommendation for awarding of contract to Tandem Paving in the amount of \$222,013.50 for the Memorial Park Improvements and parking expansion that includes four alternate bids projects.
Member Castleman Seconded.

Discussion: Member Harris wanted everyone to be aware he does not have an issue but there may be some who have issues with using tax dollars to build on private property versus public owned park property.

Director Musteen announced the School District has provided a letter of support for the project and has no objections to the project and placement of the trail.

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

5. Adjournment

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

Discussion: None

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

The regular meeting of the Raymore Park Board adjourned at 6:18 pm.

Respectfully submitted,
Greta Naab
Office Assistant

STAFF REPORT

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

Administrative Operations

- Staff worked with rectrac to solve some basic issues with the online registration page.
- Staff booked rentals for Centerview, both internal and paid.
- Provided customer service via the phone, email, and walk ups.
- Office Assistant Naab provided ongoing training to Katie and Todd on customer service protocol and Rec Trac operations.
- Superintendent McLain continued training Facility Attendants scheduled to work at Centerview for afterhour rentals.
- Staff continued implementation of policy and procedures for Centerview.
- Staff completed set up and break downs of facility bookings at Centerview.
- Staff gave Centerview tours and rental quotes to interested parties.

Meetings/Trainings Attended

- Athletic Coordinator Brennon
 - September 25 - Administrative Operations and Customer Service Training
 - October 10 - Website and Facebook Training with Communications Specialist McGhee
 - October 10 - Soccer Program Summit with Director Musteen and Superintendent McLain
- Recreation Coordinator Pattrick
 - September 19 - New Hire Orientation
 - September 21 - Initial Debriefing with Communications Department
 - September 27-29 - RecTrac Software Program Training
 - October 3 - Food-Truck Tuesday Planning Meeting with Superintendent McLain and Communications Specialist McGhee
 - October 5 - Trucktoberfest Preparation Meeting with Superintendents McLain and Rulo
 - October 12 - Veterans Celebration Debriefing Meeting with Director Musteen and Superintendents McLain and Rulo
 - October 12 - Website Administrative Tutorial with Communications Specialist McGhee
 - October 19 - Veterans Celebration Marketing Preparation Meeting with Superintendent McLain and Communication Specialist McGhee.
- Recreation Superintendent McLain
 - September 23-29 - National Recreation and Parks Association Conference
 - October 3 - Food Truck Tuesday Meeting
 - October 4 - Hawk Ridge Park Update Meeting
 - October 5 & 19 - Bi-Weekly Marketing Meeting with Communication Specialist McGhee

- October 10, 17, 24, & 31 - Weekly One on One Meetings with Athletic Coordinator Brennon, Recreation Coordinator Patrick, and Office Assistant Naab.
- October 10 - Park Board Special Meeting
- October 11 - Recreation and Parks Advisory Committee Meeting through Midwest Public Risk
- October 12 - Soccer Program Summit Meeting
- October 12 - Veteran's Day Prep Meeting
- October 19 - Veteran's Day Marketing Meeting
- October 24 - Park Board Meeting
- October 25-26 - Kansas Recreation and Park Association & Missouri Parks and Recreation Association Executive Forum.

Programs

- Staff began planning new programs and events for the Winter Program Guide.
- Staff verified vendor applications, agreements and fees for Trucktoberfest event.
- Staff organized details of the Veterans Celebration Community "Thank You" Video.
- Staff started offering programs at Centerview.
- New programs are being researched by new coordinators.

Rentals/Events/Concessions

- Rentals
 - Centerview
 - October 3 - Public Works
 - October 3 - Brookside HOA Committee
 - October 5 - Parks and Recreation Class
 - October 7 - Babyshower
 - October 9 - South Metro Fire Training
 - October 10 - South Metro Fire Traing
 - October 11 - Sunset Garden Club
 - October 11 - Brookside HOA Committee
 - October 16 - Parks and Recreation Class
 - October 17 - Raymore Peculiar Public School Foundation
 - October 18 - Parks and Recreation Class
 - October 18 - City Council Ward 4 Town Hall
 - October 19 - Brookside HOA Committee
 - October 23 - Insurance Meetings
 - October 23 - Financial Group Appreciation
 - October 23 - Retirement Benefit Course
 - October 24 - Cass County Library Author Appearance
 - October 25 - Community Development
 - Ball Fields
 - Midwest Sports Production - Fast Pitch Softball Tournament October 14-15 canceled due to low registration.
 - Midwest Sports Production - Wood Bat Tournament October 21-22.
 - Disc Golf Course
 - Maverick Disc Golf - Raymore Rumble Disc Golf Tournament October 7.
- Events
 - Held during the Month
 - September 26- Last 2017 Farmer's Market

- October 6- Trucktoberfest
- Upcoming
 - November 9- Veterans Celebration
 - December 1- Mayor's Tree Lighting
- Concessions
 - Concessions are fully operational with fall sports season in session.
 - Hired two part time concession attendants.

Sports (Adult)

- Men's Softball
 - Fall Season End Tournament held October 22.

Sports (Youth)

- Fall Sports
 - Tiny Sports
 - Flag Football is in session, ends November 4.
 - Fall Youth Recreational Leagues
 - Soccer
 - Season is in full session.
 - Season end date planned for November 5.
 - Flag Football
 - Season is in session.
 - Season end date planned for October 26.
 - Baseball and Softball
 - Season is in session.
 - Season end date planned for October 26.
 - Volleyball
 - Season is in session.
 - Season end date planned for October 28.
- Winter Sports
 - Basketball
 - Registration is open and will close on November 10.
 - Futsal
 - Registration is open and will run through Futsal season.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: October 24, 2017
Subject: Parks and Maintenance Report

Park Operations

- Park Staff continues the routine mowing.
- Park Staff has started winterizing flower beds around the city and within the Parks.
- Staff painted a no parking stall in Recreation Park that had been mistaken for a parking spot several times.
- Staff prepped the park for the Trucktober Fest.
- Staff did some work and spiced up the Disc Golf Course for a tournament held on Saturday, October 7th.
- Staff prepped Memorial Park for the Fall Festival.
- The painting of the Lions Shelter project has been completed.
- Park employee Jake Powers left the City in September.
- The Parks Department hired Gus Boos in late September to fill the Maintenance I opening.
- Park Staff will be picking up 100 trees donated by the Forest Releaf Program. These trees will be planted in the new Arboretum and around the RAC.
- Park Superintendent attended the NRPA Conference in New Orleans in September.
- The Parks Superintendent has met with the Boy Scouts to set up the Tree Recycling Program for January 6th.

MONTHLY REPORT

October 2017

HIGHLIGHTS

- The Parks & Recreation Department hosted Trucktoberfest at T.B. Hanna Station on October 6. Seven food trucks, one band and several hundred people attended this annual fall event.
- Recreation Park hosted the 2nd Annual Raymore Rumble Disc Golf Tournament at the Recreation Park Disc Golf Course. The tournament was ran by Maverick Disc Golf and was held on October 7th with 90 participants in the Pro C-tier / Amateur B-tier PDGA sanctioned singles tournament.
- The Lion's Shelter at Memorial Park recently went through a makeover as contractors painted the shelter this month.
- Weather, tournaments and special events has kept Athletic Coordinator Todd Brennon busy rescheduling several games in our youth baseball/softball, flag football and soccer leagues this month.
- Centerview continues to be a resident favorite with several meetings, classes and programs being held throughout the month. Staff also gave several tours, booked many events for next year and stayed busy preparing the facility for evening and weekend rentals. To learn more about the facility and how you can schedule your next big event there, [visit our website](#).
- Parks maintenance crews began fall maintenance of the flower beds and landscaped areas. Crews conducted routine mowing and prepared the athletic fields for youth leagues and tournaments.
- Parks Superintendent Steve Rulo and Recreation Superintendent John McLain attended the Missouri Public Risk's Recreation & Parks Advisory Committee meeting on Wednesday, October 11th in Independence.



- Centerview was the cover page and feature article in the Fall 2017 Missouri Parks and Recreation Magazine. The publication is mailed to all municipal park and recreation agencies and can be viewed online at www.mopark.org.
- Several meetings this month to note:
 - 10/3 - Natives Summit, a discussion of how to plant and maintain natives and our approach for future projects
 - 10/4 - Hawk Ridge Park Update, a review of the updated plan, cost estimates and moving forward.
 - 10/5 - Parks Director/Communications Director monthly one on one meeting
 - 10/5 - Amphitheater Discussion, Director Musteen meet with three municipalities to discuss amphitheater construction, maintenance and programming.
 - 10/6 - The RAC Staff Meeting, Internal meeting for the building committee to review construction and progress.
 - 10/12 - Unlimited Play, conference call with Unlimited Play, a non-profit organization that helps to plan, design and build fully accessible playgrounds that allow all children – regardless of their abilities – to play together.
 - 10/12 - Veteran’s Day, programming meeting for the upcoming event.
 - 10/13 - The RAC Construction Meeting, progress meeting with city staff, SFS Architecture and Westport Construction
 - 10/16 - Pre-construction Meetings, 2017 Concrete Projects and Park Maintenance Facility Fencing.
 - 10/17 - Adaptive Landscaping, the newly formed committee will begin discussing the framework for a plan and policy for native areas.
 - 10/19 - Unlimited Play Tour and Interview, Director Musteen and Superintendent Rulo traveled to St. Charles, MO to talk with staff and tour inclusive playgrounds designed and built by Unlimited Play.
 - 10/20 - Snow Plow Kick-off Meeting, annual planning and safety meeting for the upcoming snow plow season.



RECREATION & SPECIAL EVENTS

The Athletic division finished the Adult Softball season with the championship tournament on Sunday, October 22nd. Youth Baseball, Softball, and Flag Football ended league play the week of Oct. 23rd and Youth Volleyball will wrap up their season with a league tournament on October 28th.

Athletic Field Rentals:

- Midwest Sports Productions hosted one of three tournaments and had 19 teams in the 12 and Under division.

Centerview (October)

- 11 added paid rentals
- 8 added city use bookings
- 8 added quotes

Youth Basketball Leagues



Registration is open for boys and girls youth basketball! Register by Oct. 27 to get \$10 off! Games start in January.

Visit our website for more information and to register online: <http://bit.ly/2wZkj6a>

Raymore Veterans Celebration



Join the City of Raymore in honoring all who served at the Raymore Veterans Celebration at 4 p.m., Thursday, Nov. 9, 2017, at T.B. Hanna Station.

We'll celebrate veterans with special guests, military personnel, refreshments and an Honor Brick dedication.

STAFF UPDATES

This fall, the Parks and Recreation Department said goodbye to good friends and coworkers and welcomed a new crew of young professionals.

**Recreation Coordinator
Katie Patrick**



**Athletic Coordinator
Todd Brennon**



**Parks Maintenance Worker
Gus Boos**





Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 24, 2017

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

Title / Issue / Request:

Funding Parks and Recreation Projects
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Background / Justification:

Since 2013, the City Council has provided over 10 million dollars in fund support for projects and land purchases for parks and facilities. (see attachment). The FY16/17 Capital Improvement Program currently has 6 projects funded with an additional 5 more scheduled for the FY17/18 fiscal year totaling more than \$750,000. (see attachments) These improvements include the G.O. Bond projects at Hawk Ridge Park, T.B. Hanna Station, Centerview and the Raymore Activity Center.

As progress on these projects advance, several are coming through the bidding process over budget as the construction market is experiencing a boom in recent years. Many of the projects were budgeted using figures and estimates based on prices from several years ago. These prices are proving to be less reliable as the volatile construction market continues to rise.

Staff has began an in-depth look at ways we can supplement or offset these costs:

1. A Review of how we develop the scope of work for projects, how we obtain estimates and the methods in which we draft our RFP's (request for proposals). Examples:
 - a. Memorial Park Improvements
 - b. ADA Access

2. Utilization of grant opportunities: staff has recently identified many grants for several of our upcoming capital improvement projects and current G.O. Bond projects. Many grant opportunities require a financial commitment listed within the budget, item #3 listed below will help with projects not funded but eligible for grants. Examples of grants for future projects:
 - a. Land Water Conservation Grant
 - b. Kaboom Playground Grant

3. Parks Project Contingency Fund - The Park Fund (25) currently has a fund balance of \$179,033, staff would recommend transfer \$100,000 to our Park Sales Tax Fund (47) and create a Parks Project Contingency Fund.
 - a. This item would require a budget amendment and official action of the Park Board
 - b. The Parks Project Contingency Fund will be utilized for funding of grant opportunities and supplementing projects that are unfunded or over budget.
 - c. This account could be used for any remaining funds in the Fund 47 projects to help with future projects as needed.

Financial Impact:

N/A

Project Timeline:

N/A

Staff Recommendation:

No action items request - discussion item only

Attachments:

1. City Council Support Document
2. Fund 25
3. Fund 47

		Source of Funds		
Date	Description	Total provided Amount	Available Fund Balance	Go bond funds
1/1/2013	future Civic Center	1,000,000.00	1,000,000.00	
11/1/2014	future Civic Center	300,000.00	300,000.00	
11/1/2015	Enhance Competitive sports	25,000.00	25,000.00	
11/1/2015	Preconstruction design MAC gym	262,752.00	262,752.00	
11/1/2015	Shade structures	194,000.00	194,000.00	
11/1/2015	Municiple Circle Land	274,000.00	274,000.00	
6/1/2016	2016 Bond Issue	5,090,000.00		
6/1/2016	2016 Bond Premium	212,923.12		5,302,923.12
2/1/2017	2017 Bond Issue	1,422,100.00		
2/1/17	2017 Bond Premium	294,876.58		1,716,976.58
11/1/2016	Railroad Car	301,500.00	301,500.00	
11/1/2016	Trail lighting	100,000.00	100,000.00	
11/1/2016	Concession stand internet	18,000.00	18,000.00	
11/1/2016	Arboretum	10,000.00	10,000.00	
9/18/2017	Proposed fund to support GO projects	600,000.00	600,000.00	
		10,105,151.70	3,085,252.00	7,019,899.70
3/23/2015	Date of Hire			
	<i>Funds received prior to hire</i>	<i>1,300,000.00</i>	<i>1,300,000.00</i>	<i>0.00</i>
	Funds provided under current leadership	8,805,151.70	1,785,252.00	7,019,899.70
		10,105,151.70	3,085,252.00	7,019,899.70
	Fiscal Year Breakdown:			
	FY2014	1,000,000.00	1,000,000.00	0.00
	FY2015	300,000.00	300,000.00	
	FY2016	6,058,675.12	755,752.00	5,302,923.12
	FY2017	2,146,476.58	429,500.00	1,716,976.58
	FY2018	600,000.00	600,000.00	
		10,105,151.70	3,085,252.00	7,019,899.70

Parks and Recreation (25)

	2014-15 Actual	2015-16 Actual	2016-17 Council Adopted	2016-17 Council As Amended	2016-17 Projected	2017-18 Department Requested	2017-18 C.M. Proposed	2017-18 Council Adopted
Fund Balance								
Beginning of Year	593,656	681,891	500,264	539,863	539,863	511,986	511,986	511,986
Revenue Parks								
Property Taxes	341,746	351,079	359,378	359,378	358,942	376,201	376,201	376,201
Miscellaneous Revenues	6,216	12,368	12,596	12,596	5,305	5,305	5,305	5,305
Park Revenues	21,901	19,420	28,500	28,500	18,000	10,550	10,550	10,550
Transfer from General Fund	100,000	125,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfer from Parks Sales Tax Fund	350,000	150,000	375,000	375,000	375,000	350,000	350,000	350,000
Revenue Recreation								
Recreation Programs	309,835	332,958	350,430	350,430	335,050	364,025	364,025	364,025
Facility Rental Revenue	-	-	-	-	-	15,000	15,000	15,000
Concession Revenue	43,855	43,007	45,000	45,000	45,000	52,000	52,000	52,000
Revenue Centerview								
Facility Rental Revenue	-	-	-	6,500	6,500	50,205	50,205	50,205
Program Revenue	-	-	-	1,000	1,000	4,200	4,200	4,200
Total Revenue	1,173,553	1,033,831	1,270,904	1,278,404	1,244,797	1,327,486	1,327,486	1,327,486
Total Fund Bal & Revenues	1,767,209	1,715,722	1,771,168	1,818,267	1,784,660	1,839,472	1,839,472	1,839,472
Expenditures Parks								
Personnel	383,079	416,669	446,087	446,087	444,487	467,894	467,894	467,894
Commodities	32,574	25,998	24,463	24,463	23,617	27,213	27,213	27,213
Maintenance & Repairs	61,030	54,969	52,220	52,220	42,000	47,500	47,500	47,500
Utilities	43,214	40,563	47,460	47,460	46,310	44,802	44,802	44,802
Contractual	21,784	34,126	45,333	45,333	44,876	50,036	50,036	50,036
Capital Outlay	36,332	31,826	5,000	5,000	4,431	-	-	-
Transfers/Miscellaneous	51,460	56,126	47,617	47,617	47,617	47,617	47,617	47,617
Debt Service	-	-	-	-	-	-	-	-
Expenditures Recreation								
Personnel	253,601	278,095	359,131	359,131	358,052	338,085	338,085	338,085
Commodities	18,339	9,822	15,578	15,578	10,200	12,698	12,698	12,698
Maintenance & Repairs	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Contractual	183,871	227,666	228,015	234,990	222,653	230,949	230,949	230,949
Capital Outlay	33	-	-	-	-	-	-	-
Transfers/Miscellaneous	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Expenditures Centerview								
Personnel	-	-	-	-	-	-	-	-
Commodities	-	-	-	5,000	5,000	6,180	6,180	6,180
Maintenance & Repairs	-	-	-	1,000	1,000	5,200	5,200	5,200
Utilities	-	-	-	10,631	10,631	22,482	22,482	22,482
Contractual	-	-	-	4,800	4,800	20,543	20,543	20,543
Capital Outlay	-	-	-	7,000	7,000	-	-	-
Transfers/Miscellaneous	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
	1,085,318	1,175,860	1,270,904	1,306,310	1,272,674	1,321,199	1,321,199	1,321,199
Capital Expenditures						75,000	75,000	75,000
Other						75,000	75,000	75,000
Total Expenditures	1,085,318	1,175,860	1,270,904	1,306,310	1,272,674	1,396,199	1,396,199	1,396,199
<i>Net Revenue over Expenditures</i>	<i>88,235</i>	<i>(142,028)</i>	<i>(0)</i>	<i>(27,906)</i>	<i>(27,877)</i>	<i>(68,713)</i>	<i>(68,713)</i>	<i>(68,713)</i>
Fund Balance (Gross)	681,891	539,863	500,264	511,957	511,986	443,273	443,273	443,273
<i>Less: Reserve Balance</i>	<i>217,064</i>	<i>235,172</i>	<i>254,181</i>	<i>261,262</i>	<i>254,535</i>	<i>264,240</i>	<i>264,240</i>	<i>264,240</i>
Available Fund Balance - End of Year	464,827	304,691	246,083	250,695	257,451	179,033	179,033	179,033

Park Sales Tax (47)

	2014-15	2015-16	2016-17	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	Actual	Actual	Budget	Projected	Adopted	Projected	Projected	Projected	Projected
Fund Balance									
Beginning of Year	272,082	167,375	216,729	167,611	158,773	46,568	68,135	120,290	26,171
Revenue									
Taxes									
Sales Tax (40% of 1/2 cent)	464,601	471,754	508,774	514,079	517,459	518,908	520,361	521,818	523,279
Additional - Council Determined	116,150	117,938	127,193	128,520	129,365	129,727	130,090	130,455	130,820
Interest	1,656	1,574	1,971	1,682	1,971	931	1,703	3,609	916
Transfers from General Fund		194,000	118,000	118,000					
Total Revenue	582,407	785,266	755,938	762,280	648,795	649,567	652,155	655,881	655,015
Total Fund Bal & Revenues	854,489	952,641	972,667	929,891	807,568	696,135	720,290	776,171	681,187
Expenditures									
Debt Service	46,952	46,896	46,851	46,851					
Misc.	424		450	450					
Transfer to Park Fund for Operations	350,000	150,000	375,000	375,000	362,000	350,000	350,000	350,000	350,000
Capital Projects (Budgeted / reconciled)									
Memorial Park Improvements - Phase III			150,000	150,000					
Recreation Park Basketball Court Reconstruction - complete	20,000	(2,308)							
Memorial Park Tennis Court Maintenance - complete	15,500	(1,664)							
Eagle Glen Trail Reconstruction - complete	1,050								
Landscaping throughout the City		28,700							
Recreation Park Baseball Fields Renovation Project - complete	75,154	225,234							
Community Trails Master Plan - complete	35								
Park Maintenance Facility Security Enclosure - removed	(40,000)								
Recreation Park Tennis Court Maintenance - complete	58,000	(5,828)							
Memorial Park Playground Improvements						48,000			
Memorial Park ADA Access to Ball Fields			65,000	65,000					
Memorial Park West Parking Lot Expansion			37,500	37,500					
Park Maintenance Building Apron							75,000		
Hawk Ridge Park Phase (I-a) Trail Construction - Enc/GOB	160,000								
Hawk Ridge Park Phase (I-b) ADA Dock		45,000							
Hawk Ridge Park Phase (I-c) Restroom - Enc/GOB		90,000							
Recreation Park Ballfield Lights field #1 & 2						80,000			
Ward Park Shelter House			6,500	6,500					
Recreation Park Pedestrian Bridge Replacements					55,000				
Recreation Park Picnic Pavilion					210,000				
Dog Park							175,000		
Recreation Park Ballfield Shade Structures - complete		209,000		(10,183)					
Recreation Pond Rehabilitation					10,000	150,000			
Recreation Park Playground Replacement								300,000	
Concession Stand Internet Connectivity w/ WIFI			18,000	-	18,000				
Trail Lighting			100,000	100,000					
Pedestrian Safety Enhancements					100,000				
Park Restroom Enhancements					6,000				
Recreation Park Pavilion Playground								100,000	
Hawk Ridge Park Natural Playground									150,000
Hawk Ridge Park Archery Range									51,500
Total Expenditures	687,114	785,030	799,301	771,118	761,000	628,000	600,000	750,000	551,500
Fund Balance (Gross)	167,375	167,611	173,366	158,773	46,568	68,135	120,290	26,171	129,687
<i>Less: Restricted Balance ()</i>			-	-	-	-	-	-	-
Available Fund Balance	167,375	167,611	173,366	158,773	46,568	68,135	120,290	26,171	129,687



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 24, 2017

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

Title / Issue / Request:

Budget Preparation Policy Review & Revision
--

Background / Justification:

The Raymore Parks and Recreation Budget Preparation Policy is before the Park Board to consider necessary changes to bring the policy up to date for current operating procedures and in compliance with the Finance Department's requirements.

Attached is copy of the the policy with suggestions noted.

Financial Impact:

N/A

Project Timeline:

N/A

Staff Recommendation:

Staff requests approval of updated changes.

Attachments:

1. Budget Preparation Policy - Draft, Oct 2017



RAYMORE PARKS AND RECREATION BUDGET PREPARATION POLICY

Location: Cass County, Missouri, part of the Kansas City
Metropolitan area
Agency: Raymore Parks and Recreation Department

I. STATEMENT OF NEED

The Raymore Parks and Recreation Board Raymore's Park Board desires to clarify the procedure that will be followed in the development of the annual budget. The Board desires to clarify roles and responsibilities of the staff, the Park Board's **Budget** Finance Subcommittee and the Park Board in the budget preparation process.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board, by state statute, has the exclusive control of the expenditures of all money collected to the credit of the park fund. The Memorandum of Understanding (MOU) between the City **Manager** Administrator and the Park Board limits the control exercised to those funds collected from levies of the annual ad valorem tax authorized by RsMO 90.500.3 (Fund 25) and additional sources as may be from time to time authorized to be deposited in the Park Fund. The Board may additionally make recommendations to the City Council for inclusion of items and expenditures from monies deposited into other segregated funds which are dedicated to parks and recreation use, such as the parks portion of the parks and storm water sales tax (Fund 47). The MOU states that the City **Manager** Administrator shall annually include those recommended items and expenditures with the recommended annual budget and capital improvement program submitted to the Mayor and City Council and that the decision to budget and appropriate for such items and expenditures shall be made in accordance with the City's normal procedures for such decisions.

III. STATEMENT OF PHILOSOPHY

The Raymore Parks and Recreation Board Park Board has the responsibility of overseeing the care and custody of the park system and its budget.

The Board desires to have input in the development of the budget before the final recommendation is prepared for Council Review and desires to see as much detail related to park needs as possible. The Board recognizes that the staff members, who work in the parks on a daily basis, have a unique perspective on both the day-to-day requirements for the care and the maintenance project-needs of the park system and have much to contribute to the development of the budget. The Board's approach to budget development shall take three steps: Parks and Recreation department staff requests, ~~Park Board Budget Finance Subcommittee~~ review, and ~~Park Board~~ approval.

IV. BUDGET DEVELOPMENT STAGES

1. **Department Staff Requests:** (Developed in ~~April and May and June~~) Generally, the Parks and Recreation Director shall meet with any and all City and Department staff necessary to prepare a staff-requested budget proposal. The Director shall review the staff requested budget proposal with the City ~~Manager Administrator~~ and submit to the ~~Park Board Budget Finance Subcommittee~~ all requests along with comments recommending potential areas for increases and decreases in line-item and project funding.
2. **~~Park Board Finance Budget Subcommittee Review:~~** (Reviewed in ~~May and June and July~~) The ~~Park Board's Budget Finance Subcommittee~~ shall review the staff-requested budget and Director's recommendations. The Subcommittee shall work with the Director in an effort to bring expenditures and revenues into balance, if possible. A Budget recommendation shall be finalized and presented to the ~~Park Board~~ at ~~prior to~~ the regular ~~June July~~ ~~Park Board~~ meeting.
3. **~~Park Board Approval:~~** (Approved in ~~June July~~) A ~~Budget Finance Subcommittee~~ proposed budget recommendation shall be reviewed by the ~~Park Board~~ during the regular ~~June July~~ meeting of the full Board. The Board shall review the proposal and determine the budget recommendation to City Council. The Director shall provide updates regarding the budget preparation process to the Board as they become available.
4. **City Manager Review:** (Reviewed in July) The Board shall present to the City Manager the approved budget for review and presentation to the City Council in August. It is understood that during this timeframe the City Manager may not have a full recommendation for the funding needs associated with salary and benefits. In the event the proposed expenditures change by direction of the City Manager, the Parks and Recreation Director has the authority to make adjustments to the budget as needed for balancing purposes up to \$50,000.
5. **City Council Approval:** (Approved in October) Staff shall integrate the ~~Park Board's~~ recommended budget into the City's regular budget

preparation process. Materials will be available for review at a work session generally held in August for the City Council. The Director shall be responsible for attending the August budget work session to represent the Park Board. The City Council is ultimately responsible for approval of the annual City budget.

V. BUDGET PREPARATION GUIDELINES

1. **Balanced Budget:** The ideal Park Department budget will be a budget balanced with a minimal inter-fund transfer. Understanding that is difficult to maintain appropriate and safe service levels solely through the funding provided by the Park Maintenance Levy, the Park Board shall strive to keep the transfer of park sales tax funds to subsidize operations at the lowest levels possible. Development of additional sources of revenue through "pay-for-play" fees and charges is encouraged through the Board's Revenue Policy.
2. **Revenue Estimations:** Estimations of revenues from annual ad valorem levies and several other sources are provided by the Finance Department for all City Funds, including the Park Fund. As early estimations are corroborated with County figures, updates on budget preparation status may be needed to keep the Park Board members aware of the possibility for reductions or increases in expenditures to accommodate changes. Estimations of other sources of revenue are to be provided by Department staff. All estimations shall be conservative with respect to revenues, but shall be set along trends so as not to set revenues at unrealistically low levels.
3. **Expenditure Estimations:** Estimations of expenditures shall be made by Department staff using the best information available at the time of budget preparation. Staff should make every effort not to over-estimate costs, thereby decreasing the Board's ability to fund other projects and parks and recreation needs. For projects and line items over \$5,000, staff shall not exceed a 10% 5% contingency, unless otherwise advised by the Finance Department or project consultant. Payroll estimations shall be made by the Finance Department in consultation with the Human Resources and Parks and Recreation Departments.
4. **Chart of Accounts:** The Park Board's Revenue Policy sets the goal for cost recovery of parks and recreation programs and services by revenue classifications. The Park Board desires to use the chart of accounts in such a way as to be able to easily analyze budget data to ensure that parks and recreation programs are recovering direct and indirect costs at an appropriate level.
5. **Use of Budget Detail in Line Items:** The Park Board desires to view projected expenses detailed in the staff-proposed budget. The Board acknowledges, however, that actual expenditures by the department

do not always match the breakdown in detail items listed in a particular line item and shall not construe purchases of items or services not listed in the detail items, or of less than or exceeding amounts listed for detail items, as contrary to the desires and intention of the Board to care for and maintain the parks provided that service level requirements are not compromised.

VI. ANNUAL REVIEW

The Raymore Parks and Recreation Board shall review this Budget Preparation Policy ~~annually~~ as needed based on standard operating procedures of the Finance Department.



MISCELLANEOUS ITEMS

- September 12, 2017 - Parks Subcommittee Work Session Notes
- Status of Capital Improvements (P&R Related)
- Financials - As of September 30, 2017



**Work Session Agenda
Raymore Parks and Recreation Board**

PARKS SUBCOMMITTEE MEETING

Tuesday, September 12, 2017

**6:00PM - City Hall
100 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 Castleman, Houdyshell, Harris and Cipolla.

City Staff present: Parks and Recreation Director Musteen, Parks Superintendent Rulo and Recreation Superintendent John McLain.

1. 2017-2018 Parks and Recreation Board Meeting Calendar

- a. Director Musteen provided an updated schedule for the next twelve months of meetings and work sessions. The calendar contains Committee assignments and utilizing the current Vice-Chair as the sub-committee chair during their tenure.

2. T.B. Hanna Station Design

- a. Staff gave an update to the Park Board regarding the design consultant interviews for the T.B. Hanna Station Improvements. After a brief outline of the interviews and scoring of the interview team. Staff requested to bring to the Park Board at the next business meeting a recommendation for CFS Engineering as the preferred choice of the interview committee.

3. Raymore Activity Center Update

- a. Director Musteen provided a brief update regarding the construction and interior design of the Raymore Activity Center. He asked if the Board would allow staff to adjust the paint colors originally selected to change to our new branding palette of colors. Direction was given to move forward.
- b. Parks Superintendent Steve Rulo provided the Park Board an updated plan regarding the disc golf course and the alterations to the course during construction of the RAC.

4. Raymore Arboretum

- a. Parks Superintendent Steve Rulo updated the Park Board on the Arboretum at Memorial Park and plans moving forward. State Forrester Chuck Conner, Director Musteen and Superintendent Rulo conducted a tree inventory for identification signage and the Certified Arboretum checklist. Plans for the Arboretum will advance once the Memorial Park Improvement projects are completed.

5. Other

- a. Director Musteen address the Board on two personnel issues:

- i. Park Maintenance Worker Jake Powers has resigned his position - effective, September 20th.
 - ii. The Department welcomes Todd Brennon as the new Athletic Coordinator
 - iii. Staff has made an offer to Katie Pattrick to be our new Recreation Coordinator.
 - b. Board Member Houdyshell suggested that the sand volleyball court be placed in the unfunded CIP for discussion next year to make improvements to that amenity.
6. **Adjournment** - The Meeting was adjourned at 6:54pm.

Status of Capital Improvements

week of Oct 23, 2017

Buildings & Grounds

2017 Projects

City Hall Phone System - This project involves the replacement of the Inter-tel digital phone system with a hosted cloud based system including 77 VOIP handsets and conference phones at the City Hall location. *BERP Fund \$45,000 (JM)*

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)* **Reprogrammed for 2018**

Public Works Facility - LED Lighting - This project involves replacing 217 florescent bulbs and 13 exterior wall packs with LED lights at the Public Works Maintenance Facility. *BERP Fund \$5,000 (MEK)*

Municipal Complex - Micro Surface - This project involves micro surfacing the City Hall parking lot, Municipal Circle, Broadmoor & Skyline Drive. *\$40,000: BERP Fund \$16,000, Transportation Sales Tax Fund \$24,000 (MEK)* **Finaled Out**

City Hall Front Entry Repair - This project involves repairs to the storefront entry way and entrance slab to City Hall. The scope of work for these repairs includes items such as: removal and replacement of existing flashing, modifications to the front entrance doors to make them water tight, removal of the existing front slab to determine and abate the source of the water entering the evidence room. *BERP Fund \$60,000 (MEK)*

Public Works Interior Painting and Repairs - This project involves repainting the interior of the Public Works Operations Maintenance Facility along with various sheetrock repairs. *BERP Fund \$30,000 (MEK)*

Municipal Circle Parking Improvements - This project will provide 120 angle parking stalls which will double the amount of parking around the perimeter of Municipal Circle. It will also change the traffic flow of Municipal Circle from two-way traffic to one-way traffic. Also included in this project is a driveway connection to Broadmoor Drive from the lower level parking lot for emergency vehicles along with an additional driveway approach from the lower parking lot to the east side of Municipal Circle. *Transportation Sales Tax Fund \$35,000 (MEK)* **Angle parking is complete. The concrete projects are under contract.**

2016 Projects

- Public Works Facility Roof Repair: This project involves repairing the existing public works facility roof. *Building/Equipment Repair and Replacement Fund, \$35,500 (MEK)*
- City Hall Lower Level Fire Suppression Modification: This project involves changing the current sprinkler system from a wet suppression system to a dry suppression system. *Building/Equipment Repair and Replacement Fund, \$45,000 (MEK)*

2013 Projects

- Police Firing Range: This project involves the lease of land for an outdoor police firing range as well as joint cooperation with the landlord of the property to complete desired improvements to include a backstop, fencing, and additional dirt work for berming. Additional increases such as; adding electricity, portable restroom facility, target system and additional security measures are being considered. *Capital Improvement Fund, \$94,000. (JZ)*

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)*
- GO Contingency - These funds have been set aside to assist in the future General Obligation projects due to recent increase bid pricing. *Capital Improvement Fund, \$301,500. (CW)*

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)*

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 partially funded under the CAPS agreement. *Park Sales Tax Fund, \$160,000; (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)*
Remaining funds are reserved for the Raymore Activity Center

Sanitary Sewer

2017 Projects

- Sanitary Sewer Inflow & Infiltration Reduction: This project involves relining of sewer mains, sealing of manholes and other actions to eliminate the infiltration of clean water entering the sanitary sewer system. In FY 2017, efforts will focus in the Good Ranch, SkyVue, Moon Valley and Park Place subdivisions. *Enterprise Capital Maintenance Fund, \$120,000 (MEK)* **Reprogrammed for 2018**
- Silvertop Sewer Replacement - This project involves replacing approximately 300 feet of failed clay sewer pipe along Silvertop Lane in the vicinity of Cove Drive. *Enterprise Capital Maintenance Fund, \$60,000 (MEK)*

Storm Water

2017 Projects

- Annual Curb Replacement: The City is in the midst of a multi-year program to address curb deterioration. The proposed FY 2017 and future funding from both the Transportation and Stormwater Funds will provide for removal and replacement of approximately 20,000 feet of curb and gutter at various locations each year. *Stormwater Fund, \$100,000 (MEK)*
- Detention Pond Rehab/Beautification Partnership - This project involves the pilot of a program to modify an existing detention pond to proper EPA standards and provide education and training to the landowner to cover the proper annual maintenance. The project will involve tasks such as; removal of existing vegetation, regrading of pond bottoms, removal of low-flow concrete channels, and replacing these items with the appropriate plantings identified in the MARC/APWA Best Management Practices Manual. *Capital Improvement Sales Tax Fund \$50,000 (MEK)*
- City Hall Detention Pond - This project involves the modification of the existing detention pond to proper EPA standards and the creation of a proper annual maintenance program. *Capital Improvement Sales Tax Fund \$80,000 (MEK)*
- Municipal Center BMPs - This project involves the creation and implementation of BMPs (Best Management Practices) for the storm water detention areas associated with the Municipal Center property. *Stormwater Fund, \$80,000 (MEK)*
- FY17 Stormwater Improvements - This project involves several stormwater improvement projects at locations throughout the City: Dean Ave - Culvert Installation, Park Dr. - Replacement of collapsed culvert south of Lillian Lane. Sierra Court - Underdrain installation and 58 Hwy - Headwall Repairs. *Capital Improvement Sales Tax Fund, \$74,000 (MEK)*
- Cul-de-sac Program - This project involves a pilot program to modify several cul-de-sacs to include an island rain garden. res of concentration in 2017 are: N. Oxford, Meadowlark Dr and Rachel Circle. *Transportation Fund, \$100,000 (MEK)*

Transportation

2017 Projects

- Annual Curb Replacement Program: The City is in the midst of a multi-year program to address curb deterioration. The proposed FY 2017 and future funding from both the Transportation and Stormwater Funds will provide for removal and replacement of approximately 20,000 feet of curb and gutter at various locations each year. *Transportation Fund, \$400,000 (MEK)*
- Annual Street Preservation Program: Street Preservation involves taking actions to preserve the local street network, which may include milling of streets and overlaying it with several inches of pavement, micro paving, chip/sealing, and crack sealing. This occurs in various locations around the City, approved by the City Council on an annual basis. *Transportation Fund, \$800,000 (MEK)*
- Annual Sidewalk Program: This project involves installation of sidewalks on streets that do not currently have sidewalks on either side of the street. Exact locations for installation are approved each year as part of a long-term program. *Transportation Fund, \$117,000 (MEK)*

- Maintenance of Thoroughfare Routes: This project involves micro-surfacing collector and arterial roads on a regular six-year cycle. In FY 2017 this will entail Dean Ave and Lucy Webb. *Excise Tax Fund, \$155,000 (MEK)*
- Audible Pedestrian Signals - This project involves modification to the pedestrian signals at the intersections of Mott Drive, Foxridge Drive, Sunset and Madison along 58 Hwy as well as the intersection of Lucy Webb and Foxridge Drive to install audible warnings to the pedestrian signals. *Transportation Fund, \$30,000 (MEK)*
- Municipal Center Sidewalks & Lighting - This project involves installation of a 8 foot wide sidewalk and lighting along the outer edge of the circle along Lots 2,4,5,6 & 11 of Municipal Circle. *Transportation Fund, \$114,000 (MEK)*
- Street Light Installation - This project involves the installation of street light for all development started prior to November 1, 2016 at the following locations: Edgewater 5th - 6 lights, Westbrook 11th - 6 lights, High Point 3rd - 3 lights and Brookside 10th - 6 lights. *Capital Improvement Sales Tax Fund \$88,000 (MEK)*

2016 Projects

- Annual Sidewalk Program: This project involves installation of sidewalk on streets that do not currently have sidewalks on either side of the street. Exact locations for installation are approved each year as part of a long-term program. *Transportation Fund, \$117,000 (MEK) **Finaled Out***
- Construction of Sunset Lane Gap: This project involves the construction of Sunset Lane to urban standards through the southern unplatted area of the Evan-Brook Development. *Transportation Fund, \$350,000 (MEK)*
- Installation of Sidewalk - Johnston Drive and Foxridge Drive: This project involves the construction of sidewalk in existing gaps along Johnston Drive and Foxridge Drive on the west side of the roads. *Transportation Fund, \$43,000 (MEK)*

Water Supply

2017 Projects

- Gore Road Water Main and Meter Station: This project will replace an eight-inch water main along Gore Road that extends from Washington Street to just short of Kurzweil Road with a 16-inch main to Kurzweil Road, and install a meter station at Kurzweil Road. *Water Connection Fund, \$120,000 (MEK)*
- Sensus Meter Reading System - This project will fund for a multi-year program to convert our current residential water meters to Sensus meters, electronic reading transmitters and handheld reading equipment. *Capital Maintenance Fund \$150,000 (MEK)*

2015 Projects

- Foxwood Water Tower Painting and Repair: This project involves rehabilitation of the existing Foxwood Water Tower. The work will include complete removal of the existing coating, minor structural repairs, modifications to comply with current codes, and repainting of the interior and exterior of the tower. *Enterprise Capital Maintenance Fund, \$400,000 (MEK)* **Holding for final restoration**

2014 Projects

- Gore Road Water Main and Meter Station: This project will replace an eight-inch water main along Gore Road that extends from Washington Street to just short of Kurzweil Road with a 16-inch main to Kurzweil Road, where it would connect to the Cass County Transmission Main. *Water Connection Fee Fund, \$514,600. (MEK)* **Holding for final restoration**

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 (JF)*
- 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 (JF)*
- 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)*

Raymore Streets

- Foxridge Drive: This project involves the extension of Foxridge Drive from Old Paint Road to Dean Avenue. *General Obligation Bond \$700,000 (MEK)*
- Johnston Drive: This project involves the extension of Johnston Drive from S. Darrowby Drive to Dean Avenue. *General Obligation Bond \$350,000 (MEK)*
- Kentucky Construction: This project involves constructing a new segment of road which will re-align Kentucky Road from approximately Harold Drive to the Raymore Galleria signalized intersection. *General Obligation Bond \$700,000 (MEK)*

Status of Capital Improvements - October 23, 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	75		
Buildings & Grounds	Security Cameras at Parks & Public Works	2017	\$35,000	Bid Process			
Buildings & Grounds	Internet and Public Wifi in the Parks	2017	\$18,000	Deferred			
Buildings & Grounds	Public Works Facility LED Lighting	2017	\$5,000	Planning			
Buildings & Grounds	Municipal Complex - Micro Surface	2017	\$40,000	Finalized	100	\$38,312	\$ 1,688
Buildings & Grounds	City Hall Front Entry Repair	2017	\$60,000	Deferred			
Buildings & Grounds	Public Works Interior Painting and Repairs	2017	\$30,000	Bid Process			
Buildings & Grounds	Municipal Circle Parking Improvements	2017	\$35,000	Construction			
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	Police Firing Range - ongoing improvements	2016	\$94,000	Construction	75		
Community Development	T.B. Hanna Station Parking Improvements	2017	\$68,000	Not Started			
Community Development	GO Contingency	2017	\$301,500	Not Started			
Parks & Recreation	Memorial Park Improvements	2017	\$150,000	Bid Process			
Parks & Recreation	ADA Access to Memorial Park Ball Fields	2017	\$65,000	Not Started			
Parks & Recreation	Memorial Park West Parking Lot Extension	2017	\$37,500	Bid Process			
Parks & Recreation	Ward Park Shelter Facility	2017	\$6,500	Construction	10		
Parks & Recreation	Raymore Arboretum	2017	\$10,000	Planning			
Parks & Recreation	Trail Lighting	2017	\$100,000	Planning			
Parks & Recreation	Park Maintenance Facility Fencing & Building Apron	2017	\$50,000	Construction			
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	Hawk Ridge Park Walking Trail - Lake Loop	2015	\$160,000	Design			
Parks & Recreation	Landscaping Throughout the City	2013	\$28,700	Construction	50		
Sanitary	Sanitary Sewer Inflow & Infiltration - FY17	2017	\$120,000	Deferred			
Sanitary	Silvertop Sewer Replacement	2017	\$60,000	Not Started			
Stormwater	Annual Curb Replacement	2017	\$100,000	Construction	50		
Stormwater	Detention Pond Rehab/Beautification Partnership	2017	\$50,000	Design			
Stormwater	City Hall Detention Pond	2017	\$80,000	Design			
Stormwater	Municipal Center BMP's	2017	\$80,000	Design			
Stormwater	FY17 Stormwater Improvements	2017	\$74,000	Construction			
Stormwater	Cul-de-sac Program	2017	\$100,000	Not Started			
Transportation	Annual Curb Replacement	2017	\$400,000	Construction	50		
Transportation	Annual Street Preservation Program	2017	\$800,000	Construction	75		
Transportation	Annual Sidewalk Program	2017	\$117,000	Construction	60		
Transportation	Maintenance of Thoroughfare Routes	2017	\$155,000	Construction	75		
Transportation	Audible Pedestrian Signals	2017	\$30,000	Construction			
Transportation	Municipal Center Sidewalks & Lighting	2017	\$114,000	Bid Process			
Transportation	Street Light Installation	2017	\$88,000	Bid Process			
Transportation	Annual Sidewalk Program	2016	\$117,000	Finalized	100	\$98,419	\$ 18,581
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	60		
Water	Foxwood Water Tower Painting and Repair	2017	\$400,000	Construction	95		
Water	Gore Road Water Main and Meter Station	2014	\$634,600	Construction	95		
Total Capital Funded Projects			\$5,617,300				
Parks GO Bond	Centerview	2017	\$3,589,250	Construction	95		
Parks GO Bond	Activity Center at Recreation Park	2017	\$2,843,000	Construction	3		
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 Playgro	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	Construction			
Transportation GO Bond	Johnston Drive	2016	\$350,000	Design	50		
Transportation GO Bond	Kentucky Construction	2016	\$700,000	Design	75		

Status of Capital Improvements - October 23, 2017

Category	Project	Fiscal Year	Budget Amount	Stage of Completion	Percent Complete	Total Expenditure	Under (Over) Budget
Total GO Bond Funded Projects			\$10,297,350				
Total Capital Improvement Projects			\$15,914,650				

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	690.08	1,237.04	0.00 (1,237.04)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	690.08	1,237.04	0.00 (1,237.04)	0.00
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	359,377.00	1,118.14	363,237.09	0.00 (3,860.09)	101.07
MISCELLANEOUS	0.00	0.00	0.00	12,596.00	480.20	4,515.26	0.00	8,080.74	35.85
FACILITY RENTAL REVENUE	0.00	0.00	0.00	28,500.00	1,300.00	18,101.50	0.00	10,398.50	63.51
TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	435,416.63	0.00	39,583.37	91.67
TOTAL PARKS DIVISION	0.00	0.00	0.00	875,473.00	42,481.67	821,270.48	0.00	54,202.52	93.81
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	45,000.00	5,997.01	45,756.46	0.00 (756.46)	101.68
PROGRAM REVENUE	0.00	0.00	0.00	350,430.00	3,737.50	316,609.28	0.00	33,820.72	90.35
TOTAL RECREATION DIVISION	0.00	0.00	0.00	395,430.00	9,734.51	362,365.74	0.00	33,064.26	91.64
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	0.00	3,207.50	8,430.00	0.00 (8,430.00)	0.00
TOTAL CENTERVIEW	0.00	0.00	0.00	0.00	3,207.50	8,430.00	0.00 (8,430.00)	0.00
<u>RAYMORE ACTIVITY CENTER</u>									
TOTAL REVENUES	0.00	0.00	0.00	1,270,903.00	56,113.76	1,193,303.26	0.00	77,599.74	93.89
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	668,179.50	55,194.68	577,181.39	6,927.53	84,070.58	87.42
RECREATION DIVISION	0.00	0.00	0.00	609,699.00	49,365.92	491,580.37	20,668.77	97,449.86	84.02
CENTERVIEW	0.00	0.00	0.00	0.00	8,622.91	17,974.47	567.09 (18,541.56)	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	1,277,878.50	113,183.51	1,086,736.23	28,163.39	162,978.88	87.25
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(6,975.50)	(57,069.75)	106,567.03	(28,163.39)	(85,379.14)	1123.99-

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	690.08	1,237.04	0.00	(1,237.04)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	690.08	1,237.04	0.00	(1,237.04)	0.00
<u>TRANSFERS - INTERFUND</u>									
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	690.08	1,237.04	0.00	(1,237.04)	0.00
PARKS DIVISION =====									
<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	302,525.00	462.89	304,061.06	0.00	(1,536.06)	100.51
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	56,852.00	655.25	59,176.03	0.00	(2,324.03)	104.09
TOTAL PROPERTY TAXES	0.00	0.00	0.00	359,377.00	1,118.14	363,237.09	0.00	(3,860.09)	101.07
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	6,896.00	240.20	4,375.25	0.00	2,520.75	63.45
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	5,700.00	240.00	140.01	0.00	5,559.99	2.46
TOTAL MISCELLANEOUS	0.00	0.00	0.00	12,596.00	480.20	4,515.26	0.00	8,080.74	35.85
<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	28,500.00	1,300.00	18,101.50	0.00	10,398.50	63.51
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	28,500.00	1,300.00	18,101.50	0.00	10,398.50	63.51
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	91,666.63	0.00	8,333.37	91.67
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	375,000.00	31,250.00	343,750.00	0.00	31,250.00	91.67
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	475,000.00	39,583.33	435,416.63	0.00	39,583.37	91.67
TOTAL PARKS DIVISION	0.00	0.00	0.00	875,473.00	42,481.67	821,270.48	0.00	54,202.52	93.81
RECREATION DIVISION =====									
<u>PROPERTY TAXES</u>									
<u>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	45,000.00	5,997.01	45,756.46	0.00	(756.46)	101.68
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	45,000.00	5,997.01	45,756.46	0.00	(756.46)	101.68

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	(75.00)	23,525.50	0.00	3,174.50	88.11
26-4715-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	92,800.00	(90.00)	81,029.00	0.00	11,771.00	87.32
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	95,050.00	300.00	83,278.00	0.00	11,772.00	87.61
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	23,800.00	450.00	13,771.25	0.00	10,028.75	57.86
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	62,700.00	(485.00)	58,126.00	0.00	4,574.00	92.70
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	12,800.00	1,200.00	14,800.00	0.00	(2,000.00)	115.63
26-4715-1630 PROGRAM - MISC	0.00	0.00	0.00	6,030.00	384.00	11,872.35	0.00	(5,842.35)	196.89
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	4,550.00	610.00	3,170.00	0.00	1,380.00	69.67
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	10,000.00	640.00	9,099.75	0.00	900.25	91.00
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	6,000.00	705.00	5,180.00	0.00	820.00	86.33
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	10,000.00	98.50	12,757.43	0.00	(2,757.43)	127.57
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	350,430.00	3,737.50	316,609.28	0.00	33,820.72	90.35
TOTAL RECREATION DIVISION	0.00	0.00	0.00	395,430.00	9,734.51	362,365.74	0.00	33,064.26	91.64

CENTERVIEW
 =====

<u>MISCELLANEOUS</u>									
<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	0.00	3,207.50	8,430.00	0.00	(8,430.00)	0.00
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	0.00	3,207.50	8,430.00	0.00	(8,430.00)	0.00
<u>PROGRAM REVENUE</u>									
TOTAL CENTERVIEW	0.00	0.00	0.00	0.00	3,207.50	8,430.00	0.00	(8,430.00)	0.00

RAYMORE ACTIVITY CENTER
 =====

<u>CONCESSION REVENUE</u>									
<u>FACILITY RENTAL REVENUE</u>									
<u>PROGRAM REVENUE</u>									
=====									

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	22,469.90	283,205.92	0.00	30,195.08	90.37
25-5020-1250 FICA	0.00	0.00	0.00	24,489.00	1,691.56	21,511.45	0.00	2,977.55	87.84
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	(95.79)	0.00	0.00	0.00	0.00
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	867.00	95.79	515.87	0.00	351.13	59.50
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	48,622.00	4,121.46	44,638.25	0.00	3,983.75	91.81
25-5045-1250 LAGERS	0.00	0.00	0.00	41,192.00	3,427.92	35,279.22	0.00	5,912.78	85.65
25-5050-1250 OVERTIME	0.00	0.00	0.00	11,708.00	732.90	9,607.04	0.00	2,100.96	82.06
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	5,808.00	2,318.51	7,655.95	0.00	(1,847.95)	131.82
TOTAL PERSONNEL	0.00	0.00	0.00	446,087.00	34,762.25	402,413.70	0.00	43,673.30	90.21
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,200.00	0.00	2,173.02	0.00	4,026.98	35.05
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,187.50	1,467.52	7,909.04	547.30	2,731.16	75.59
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	0.00	1,784.00	621.40	94.60	96.22
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	2,553.68	0.00	(53.68)	102.15
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	0.00	3,191.62	0.00	488.38	86.73
TOTAL COMMODITIES	0.00	0.00	0.00	26,357.50	1,467.52	18,048.36	1,168.70	7,140.44	72.91
<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	6,946.71	33,431.64	2,081.11	2,937.25	92.36
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,105.00	0.00	140.00	0.00	3,965.00	3.41
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	205.19	352.57	5.40	642.03	35.80
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	50,325.00	7,151.90	33,949.57	2,086.51	14,288.92	71.61
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	3,443.24	33,169.84	0.00	7,010.16	82.55
25-6810-1010 WATER	0.00	0.00	0.00	4,000.00	2,900.00	2,900.00	0.00	1,100.00	72.50
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	0.00	946.28	0.00	533.72	63.94
TOTAL UTILITIES	0.00	0.00	0.00	47,460.00	6,343.24	38,119.61	0.00	9,340.39	80.32
<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
25-7070-1010 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,025.00	0.00	2,120.00	150.00	(245.00)	112.10
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	84.87	0.00	915.13	8.49
25-7180-1010 INSURANCE	0.00	0.00	0.00	11,250.00	0.00	9,819.36	0.00	1,430.64	87.28
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	500.00	0.00	600.00	0.00	(100.00)	120.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,220.00	784.91	4,531.88	290.63	(602.51)	114.28
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	1,395.00	0.00	(295.00)	126.82
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	180.00	30.00	30.00	0.00	150.00	16.67

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	24,729.83	242,112.68	0.00	16,473.32	93.63
26-5020-1310 FICA	0.00	0.00	0.00	20,206.00	1,876.71	18,259.99	0.00	1,946.01	90.37
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	716.00	0.00	426.03	0.00	289.97	59.50
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	40,118.00	891.80	22,097.74	0.00	18,020.26	55.08
26-5045-1310 LAGERS	0.00	0.00	0.00	33,987.00	1,197.63	19,505.90	0.00	14,481.10	57.39
26-5050-1310 OVERTIME	0.00	0.00	0.00	721.00	9.25	1,185.96	0.00	(464.96)	164.49
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	4,797.00	1,660.40	5,482.86	0.00	(685.86)	114.30
TOTAL PERSONNEL	0.00	0.00	0.00	359,131.00	30,365.62	309,071.16	0.00	50,059.84	86.06
COMMODITIES									
26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	0.00	205.32	17.97	1,754.71	11.29
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	179.98	320.02	36.00
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	759.10	0.00	4,240.90	15.18
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	0.00	800.03	0.00	(0.03)	100.00
TOTAL COMMODITIES	0.00	0.00	0.00	15,578.00	0.00	3,234.87	197.95	12,145.18	22.04
UTILITIES									
CONTRACTUAL									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	17,500.00	1,600.85	23,335.93	1,218.70	(7,054.63)	140.31
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,845.00	0.00	1,785.00	160.00	900.00	68.37
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	2,700.00	1,521.57	2,834.92	1,252.44	(1,387.36)	151.38
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	410.00	0.00	410.00	0.00	0.00	100.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,300.00	1,094.93	6,771.81	0.00	(471.81)	107.49
26-7315-1010 PRINTING	0.00	0.00	0.00	6,000.00	0.00	264.00	0.00	5,736.00	4.40
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	12,000.00	220.50	6,237.30	9,522.67	(3,759.97)	131.33
26-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	17,360.00	963.58	21,656.34	0.00	(4,296.34)	124.75
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	39,000.00	214.90	21,528.62	6,473.32	10,998.06	71.80
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	10,284.00	25,232.78	600.00	30,017.22	46.25
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	5,900.00	1,303.50	6,655.39	0.00	(755.39)	112.80
26-7330-1630 PROGRAMS MISC	0.00	0.00	0.00	4,500.00	504.00	1,418.32	504.00	2,577.68	42.72
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	70.00	1,285.10	489.69	1,025.21	63.39
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	4,500.00	0.00	3,727.50	0.00	772.50	82.83
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	250.00	5,738.33	250.00	(188.33)	103.25
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	972.47	25,544.18	0.00	1,455.82	94.61
TOTAL CONTRACTUAL	0.00	0.00	0.00	234,990.00	19,000.30	179,274.34	20,470.82	35,244.84	85.00

CITY OF RAYMORE
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: SEPTEMBER 30TH, 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	49,365.92	491,580.37	20,668.77	97,449.86	84.02

CITY OF RAYMORE
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: SEPTEMBER 30TH, 2017

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	113,183.51	1,086,736.23	28,163.39	162,978.88	87.25
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(1,277,878.50)	(113,183.51)	(1,086,736.23)	(28,163.39)	(162,978.88)	87.25

*** END OF REPORT ***