



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, March 27, 2018

**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 February 27, 2017
- 6. Committee Reports**

Recreation Committee	(did not meet)
Budget Committee	(2/27/2018 - Notes attached)
Grounds Committee	(did not meet)
- 7. Staff Reports**
Recreation Superintendent
Parks Superintendent
Parks & Recreation Director
- 8. Old Business - None**
- 9. New Business**
 - A. Johnston Lake - Community Assistance Program Amendment Action Item

The CAP Agreement between the City of Raymore and the Missouri Department of Conservation must be amended to accommodate updated projects included in the Hawk Ridge Park improvement Projects.
 - B. Festival in the Park - MOU Action Item

Staff will present an updated memorandum of understanding between the Festival in the Park LLC. and the City of Raymore for the 2018 fall event.

- 10. Public Comment**
- 11. Board Member Comment**
- 12. Adjournment**

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

- *February 27, 2018 - Work Session Notes*
 - *Financials - As of February 28, 2018*
-

EXECUTIVE SESSION (CLOSED MEETING)

The Parks and Recreation Board may enter into an executive session before or during this meeting, if such action is approved by a majority of Board present, with a quorum, to discuss:

- litigation matters as authorized by § 610.021 (1) RSMO,
- real estate acquisition matters as authorized by § 610.021 (2),
- personnel matters as authorized by § 610.021 (3), or
- other matters as authorized by § 610.021 (4-21) as may be applicable.

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting please notify this Office at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, FEBRUARY 27 , 2018, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

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

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

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.

Motion: Member Harris moved to accept the minutes of January 23, 2018 meeting. Member Castleman seconded.

Discussion:

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

Committee Reports

Recreation Committee	(did not meet)
Budget Committee	(2/13/2018-Notes attached)
Grounds Committee	(did not meet)

7. Staff Reports

Recreation Superintendent John McLain highlighted his written report. Caught up on rentals at Centerview with more rentals starting up. The Valentines Ball was sold out and was a great success. Recreation Coordinators, Todd and Katie, are attending the Missouri Parks and Recreation Association conference. The end of season tournament for youth Basketball is coming up and there are a lot of spring sport registrations currently open. Member Castleman asked about any warranty items pending at Centerview. There are some lighting items including the sidewalk bollard and lights over patio holding water, both will be replaced.

Parks Superintendent Rulo was absent so Director Musteen highlighted his report and the Director’s report. Pergola at Ward Park is complete with the fountain installed. The maintenance shop fencing is complete. The RAC is being bricked on the South wall. Hawk Ridge Park practice fields were prepped today. The Tree Board held a meeting last week and picked out signs for the Arboretum.

8. Old Business - None

9. New Business

A. Raymore Arts Commission - Alcohol in the Park Application Action Item

The Arts Commission is requesting the opportunity to sell alcohol at the 2018 Summer Scene located at T.B. Hanna Station on June 9th.

Member Houdyshell asked if the bar service vendor (Embrace the Grape) is the only vendor selling alcohol? Yes. There will be no food trucks selling alcohol. Are we contracting out with the bar service vendor who gets the profit? Donating a portion of their sales Back to the summer scene. Member Harris asked if it they are only offering beer, cider and wine. Does our policy limit the type of alcohol such as hard liquor. Yes, no liquor and they are only selling beer and wine. Member Eastwood asked for a description of the event. Melissa McGhee answered. Member Seimears asked if there is a petting zoo? It will be an instrument petting zoo.

Motion: Member Harris moved to approve the request to sell alcohol at the 2018 Summer Scene and accept the alcohol license.

Member Castleman seconded.

Discussion:

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

B. Recreation Park Pedestrian Safety Enhancements Action Item

Staff presented a recommendation to the Park Board for award of contract with Tandem Paving for the pedestrian safety enhancements at Recreation Park.

Motion: Member Harris moved to award the contract to Tandem Paving for the Recreation Park Pedestrian Safety Enhancements.

Member Castleman seconded

Member Cipolla asked about the alternate bid. The alternate bid is not recommended at this time but will be included in a future project.

Discussion:

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

C. Fireworks Contract

Action Item

Staff presented a recommendation to extend the fireworks contract for the annual Independence Day Celebration event for another year with the event to be held on June 30.

Motion: Member Harris moved to recommend the current contract with J & M for the Fireworks show and to extend into 2018 and 2019 to the City Council.

Member Castleman seconded.

Discussion:

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

D. Budget Amendment - Memorial Park shared Parking Lot

Action Item

Staff is requesting a budget amendment for the resurfacing and striping of the City's portion of the shared parking lot at Memorial Park and Raymore Elementary in the form of Resolution 18-13. Resolution 18-13 allows staff to accept the project if it's within budget and go to City Council for a budget amendment.

Motion: Member Cipolla moved to accept Resolution 18-13, a budget amendment for the resurfacing and striping of the City's portion of the Memorial Park and Raymore Elementary parking lot.

Member Castleman seconded.

Discussion:

Vote:	8 Aye	Member Castleman	Aye
	1 Nay	Member Cipolla	Aye
		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

- Member Harris explained his reason for voting "no" on Resolution 18-13 because there is an additional item we are looking to fund and would not because of available funding.
- Member Trautman-thanked the staff and City Council for green lighting great projects.
- Member Seimears reminded everyone to watch out for kids being outside as spring is here.
- Member Houdyshell is happy for the Valentines Day dance and Gus working on the Ward Park project
- Chairman Manson thanked the staff

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
		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 7:51 pm.

Respectfully submitted,
Greta Naab
Office Assistant

STAFF REPORT

To: Park Board
From: John McLain, CPRP/AFO
Recreation Superintendent
Date: March 2018
Subject: Recreation Report

Administrative Operations

- Staff booked rentals for Centerview, both internal and paid.
- Provided customer service via the phone, email, and walk ups.
- Superintendent McLain continued scheduling Facility Attendants to work Centerview afterhour rentals.
- Superintendent McLain continued scheduling and working with contractors repairing warranty items at Centerview.
- Staff continued implementation of policy and procedures for Centerview.
- Staff completed set up and breakdowns of facility bookings at Centerview.
- Staff gave Centerview tours and rental quotes to interested parties.
- Staff began planning details to upcoming events.
- Staff contact coaches and sent emails to parents to acquire more coaches that were needed in volleyball and soccer.
- Staff pulled rosters from Rec Trac when registration closed so teams could be created.
- Staff assisted coaches with finding practice areas.
- Staff worked with renters to finalize their events: graduation, wedding, baby showers.
- Staff inventoried, verified, sorted, and distributed uniforms to coaches.
- Staff ran background checks on volunteer coaches.
- Staff prepared equipment bags for soccer and volleyball coaches.
- Finalized the rosters and player cards for Raymore United Soccer teams.
- Staff organized information for upcoming program guide.

Meetings/Trainings Attended

- Athletic Coordinator Brennon
 - March 5 - Recreational Soccer Scheduling Meeting
 - March 8 - Soccer Coaches Meeting
 - March 12 - Soccer Referee Meeting
 - March 13 & 14 - Basketball Equipment Check
 - March 14 - Volleyball Game Scheduling Meeting
 - March 15 - Volleyball Coaches Meeting
 - March 22 - South Metro Coordinators Meeting
- Recreation Coordinator Pattrick
 - March 6 - Aging Mastery Program Facilitators Training at MARC
 - March 15 - Spirit of America Parking Meeting with Captain Jim Wilson, Director Musteen, Superintendents McLain and Rulo

- March 15 - Farmers Market Masters Meeting at Cass County Health Department
- March 23 - Easter Festival Preparation Meeting with Superintendent Rulo and Crew Leader Schmill
- Recreation Superintendent McLain
 - March 2 - Hawk Ridge Park Planning Meeting
 - March 2 - Raymore RAC Construction Progress Meeting
 - March 7, 13, 20, & 27 - One on one with Recreation Coordinator Patrick
 - March 7, 13, 20, & 27 - One on one with Athletic Coordinator Brennon
 - March 8, 14, 20, & 27 - One on one with Office Assistant Naab
 - March 8 & 29 - Bi-weekly Marketing meeting with Communication Specialist McGhee
 - March 8 - RAC operations Planning Meeting
 - March 12 - City Administration Meeting
 - March 15 - Hawk Ridge Park Review
 - March 15 - Spirit of America Parking Meeting
 - March 27 - Park Board Meeting
 - March 30 - Raymore RAC Construction Progress Meeting

Programs

- New programs are being researched by coordinators.
- Interviewed potential class instructors for fitness classes.
- Summer Camp
 - Staff scheduled and conducted interviews for Summer Camp Counselors.

Rentals/Events/Concessions

- Rentals
 - Centerview
 - Rental Usage
 - 10 paid rental bookings
 - Program Usage
 - 16 class periods
 - Special Events
 - N/A
 - Social Gathering Events
 - 4 events
 - City Internal Usage
 - 20 bookings
 - Ball Fields
 - Held scheduling meetings with Tournament organizers.
 - Grand Slam
 - Midwest Sports Production (MSP)
 - USSSA Slow Pitch
 - Sports America
 - Game 7 Baseball
 - Raymore Optimist (Pitch Hit and Run)
- Events
 - Held during the Month
 - March 31 - The City of Raymore Annual Easter Festival.
 - Staff requested/collected donations for Easter Festival.
 - Staff coordinated volunteers to stuff Easter Eggs.

- Staff delivered and retrieved Raymore Easter Coloring Contest pages.
 - Staff set up, oversaw, and packed up Easter Festival.
- Upcoming
 - April 13 - Friday Food Fest
 - April 15 - Pitch Hit and Run
 - April 28 - Touch-A-Truck
- Concessions
 - Concessions De-Winterized on March 21.
 - Soccer Concession fully operational starting March 24.
 - Scheduled staff to work soccer game weekends.
 - Product ordered and stocked for opening.

Sports (Adult)

- Men's Softball
 - Registration currently open.
 - Registration deadline April 13.

Sports (Youth)

- Winter Sports
 - Tiny Sports
 - Program ended on March 3.
 - Instructional Basketball
 - Program ended on March 3.
 - Youth Basketball Program
 - Program ended on March 3.
 - Futsal
 - Program ended on March 2.
- Spring
 - Tiny Sports
 - Tiny Soccer
 - Registration is currently open.
 - Tiny T-Ball
 - Registration is currently open.
 - Soccer
 - Recreational
 - Registration closed March 3.
 - 270 registered participants.
 - Practices began at Hawk Ridge Park and at area schools on March 12.
 - Games began March 24.
 - United
 - 7 Raymore United teams registered.
 - One U8 coed, one U9 coed, one U9 girls, one U10 coed, one U11 coed, one U12 coed and one U18 coed.
 - Baseball/Softball
 - Recreational

- Registration deadline is March 30.
- Competitive
 - Six teams registered.
- Volleyball
 - 98 registered participant.
 - Practices began at local schools on March 19.
 - Games will start April 7.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: March 27, 2018
Subject: Parks and Maintenance Report

Park Operations

- Park Staff has cleaned up several limbs and fallen trees from storm damage.
- Park Staff has prepped and painted soccer for the season opening weekend of the 24th.
- Baseball has started being prepped, signs have been replaced, bases are out, and the fields have been worked several times. First tournament scheduled for April 6-8.
- Park Staff has prepped Memorial Park for the Easter event being held on April 31st, beds have been mulched, and flowers planted.
- The Memorial Park Trail Project is moving along, trails have been completed along with the boardwalk style bridge over the drainage, trails have been backfilled, parking lot is complete, and the new border of the playground has been poured.
- Staff has met with IT to figure a plan to get the WI-FI into the concession stands at Memorial Park and Recreation Park.
- Staff transplanted one of the Swamp White Oaks in front of Centerview to make room for a handicap parking sign.
- Restrooms have been pressurized and will be open for programs and special events only. **They will open April 2nd for the season.**
- The Maintenance Shop Remodel is coming along. The floors were re-tiled last weekend, the painting is complete, the sink, counters and cabinets have been replaced and the new desks and conference table should be in soon.
- Staff has met with several contractors about cleaning up Recreation Pond. Staff should have several quotes and proposals on how to move ahead with

this project.

- Park Superintendent has hired 2 seasonal positions and they should be starting at the end of April.
- Park staff have installed the small shade structures over the bleachers at Recreation Baseball Complex. The larger sails will go up soon.
- Staff has ordered the new mower and slit seeder.
- For the 5th consecutive year, the National Arbor Day Foundation has named the City of Raymore a Tree City USA. Raymore is also the recipient of the Tree City USA Growth Award for our continued efforts in tree care and annual plantings. Raymore has been the recipient of over 300 free trees in grants from the Missouri Department of Conservation and is scheduled to host an Arbor Day event and ribbon cutting ceremony this summer at the Memorial Park Arboretum. The Growth Award was created to recognize environmental improvement and higher levels of tree care in Tree City USA communities.

MONTHLY REPORT

March 2018

HIGHLIGHTS

- Park Maintenance staff participated in the inclement weather program and cleared tree limb debris from the February ice storm and winter weather.
- Parks Superintendent Steve Rulo and Parks & Recreation Director Nathan Musteen attended the Raymore Tree Board meeting on Thursday, Feb. 22 at Centerview.
- Park Superintendent Steve Rulo, Coordinators Katie Patrick and Todd Brennon attended the Missouri Parks and Recreation Association annual conference at Tan-Tar-A Resort. Director Nathan Musteen attended the Exhibit Hall at the Missouri Parks and Recreation Conference and met with consultants from CFS Engineering for a planning meeting for improvements to T.B. Hanna Station and also met with representatives from Unlimited Play as planning begins for our All-Inclusive Playground at Hawk Ridge Park.
- New hand dryers were installed in all of the park restrooms. This project was listed in the FY18 CIP plan.
- On March 3, the end of season recreational basketball tournament for the South Metro Sports League was held in various locations across Cass County as players competed for the last time this year.
- City Staff and design consultants, Confluence, met on March 2 to discuss final steps as we move into the bidding process for the Hawk Ridge Park improvement projects.
- Progress continues as weather permits on the trail improvements at Memorial Park. The new boardwalk has been installed connecting the east and west side of the park.
- Recreation Coordinator Katie Pattrick attended the Aging Mastery Program Facilitator's meeting at the Mid-America Regional Council offices in Kansas City.
- Preparations for the Annual Easter Festival were underway as the coloring contest pages were delivered to elementary schools. Staff also met at Memorial Park to plan event operations.



- Athletic Coordinator Todd Brennon prepared game bags and coaching materials for the recreational soccer coaches meeting held on Thursday, March 8.
- Park maintenance staff cleaned and mulched landscape beds around the city and prepared athletic fields for soccer and baseball/softball practices.
- Superintendent Steve Rulo and Park Foreman Jeff Schmill held an interview for a part-time horticulturist this summer.
- Parks & Recreation Director Musteen attended the Kansas City Metro Parks & Recreation Directors Association meeting in Lee's Summit on Friday, March 9.
- Athletic Coordinator Todd Brennon held a soccer referee meeting at Centerview on March 12 and a volleyball coaches meeting on March 15.
- Soccer practice for the spring season started the week of March 12 and games will begin on March 24. Large boulders were installed at the Hawk Ridge Park practice fields to divide the practice area from the parking area to ensure player safety.
- Recreation Coordinator Katie Patrick attended the Farmer's Market Masters Meeting at the Cass County Health Department in Harrisonville.
- Efforts in planning the Easter Festival continued as several volunteers organized to stuff over 15,000 Easter eggs with candy and prizes for the upcoming event on March 31.
- Progress continues on remodeling the parks maintenance shop. New cabinets, appliances and floors are installed. Staff performed some demolition of walls and reorganized the layout of the break room and restroom areas. Walls are painted and repairs to the ceiling are underway. New furniture has been ordered.
- Capt. Jim Wilson of the Raymore Police Department and Parks & Recreation staff met to discuss the Spirit of America Celebration scheduled for June 30 at Recreation Park. Discussion included event set-up, activities and traffic control.
- Parks maintenance staff begin installing the shade structures for the upcoming season at the Recreation Park Baseball/Softball complex.



- Staff from the Engineering and Finance departments met with Parks & Recreation staff to complete final bidding documents for the Hawk Ridge Park Improvement projects.
- Parks & Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo met with several lake/pond management companies as we begin plans on restoration to the Recreation Park Pond for the FY19 Capital Improvement Project.
- Parks Superintendent Steve Rulo and Parks and Recreation Director Nathan Musteen met with other city staff to finalize the Severe Weather Call-Out plan on March 21.
- For the 5th consecutive year, the National Arbor Day Foundation has named the City of Raymore a Tree City USA. Raymore is also the recipient of the Tree City USA Growth Award for our continued efforts in tree care and annual plantings. Raymore has been the recipient of over 300 free trees in grants from the Missouri Department of Conservation and is scheduled to host an Arbor Day event and ribbon cutting ceremony this summer at the Memorial Park Arboretum. The Growth Award was created to recognize environmental improvement and higher levels of tree care in Tree City USA communities.
- The Easter Bunny was presented a check for \$250 from the Raymore Peculiar Sunrise Optimist Club in support of the upcoming Annual Easter Festival.



CENTERVIEW

Centerview hosted several internal meetings and rentals this month, events to note include:

- Hope Haven Breakfast
- Family Reunion
- John Hancock Seminar
- Brookside HOA meetings
- Baby Showers
- Buffalo Soldier Reenactment (Raymore Historical Society)
- Worship Service
- Economic Development Meeting
- Arts Commission Paint and Sip
- Raymore PD Training

RECREATION PROGRAMS & SPECIAL EVENTS

Watch for the
Coloring Contest
in the Classroom,
in cooperation with
the Raymore-Peculiar
School District.

City of Raymore's Annual

EASTER FESTIVAL

March 31 • Memorial Park
Hunt begins at 10 a.m.
Arrive by 9:45 a.m.

Ages 4th grade & under
(Bring your own basket!)

FREE activities include:

- 15,000 eggs to hunt
- Pictures with the Easter Bunny
- Refreshments
- And more!





Summer recreational baseball, softball and t-ball league registrations are open!

We've got kindergarten t-ball and baseball and softball for children in grades 1-8!

Call us at 816-322-2791 or learn more and register online.

Regular registration ends Friday, March 30. (Don't forget to register early if you're going out of town for spring break!)

CITY OF RAYMORE'S

FRIDAY FOOD Fest

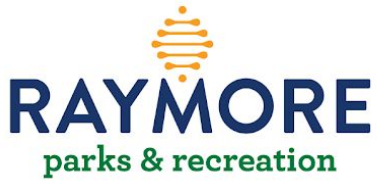
April 13th 6 to 9 p.m. JOIN US AT T.B. HANNA STATION




TOUCH A TRUCK

April 28 • 9 a.m. to 1 p.m. • Recreation Park

Join Raymore Parks & Recreation for a FREE open house of large vehicles and equipment trucks. Get up close and personal with fire trucks, dump trucks, lift trucks, earth movers, motor coaches, military vehicles and MORE! There will also be give-aways for the kids.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: March 27, 2018

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

Title / Issue / Request:

Johnston Lake Community Assistance Program - Amendment

Background / Justification:

On December 12, 2016, Bill 3222 updated the Community Assistance Program for Johnston Lake located in Hawk Ridge Park between the City of Raymore and the Missouri Department of Conservation. The agreement established specific projects that were to be included in the future improvements at Hawk Ridge Park and to be reimbursed by MDC not to exceed 75% of the project costs.

The projects are to include the following:

- Install a new restroom adjacent to the existing concrete parking lot --pre-fab concrete; two rooms, each with two flush toilets and one lavatory; attached security lighting; meeting Americans with Disability Act (ADA) standards.
- Install a new floating fishing dock on north side of lake --18' x 36', covered, with well; meeting ADA standards.
- Install a fishing platform on northeastern side of lake --reinforced concrete; 50' long and 10' wide top with 6" thick concrete surface and parking blocks or curb along its length; meeting ADA standards.
- Construct a trail connecting the existing parking lot to new restroom, fishing dock and fishing platform along the north side of lake --reinforced concrete; approximately 1,245' long, 5' wide, 6" thick; meeting ADA standards.

As plans for the Hawk Ridge Park Improvements were developed, staff sought approval from MDC to include alternate specifications in efforts to obtain better pricing without compromising the overall project and adjust the wording to reflect the new location of the fishing jetty.

The following letter from Laura Ruman, Fisheries Programs Supervisor, includes Amendment #1 outlining the changes.

Financial Impact:

TBD

Project Timeline:

March 22 -	HRP Project, open for bidding
April 19 -	Bids Due
April 24 -	Staff Recommendation to Park Board

Staff Recommendation:

Staff recommends approval of Amendment #1 to the Missouri Department of Conservation Community Assistance Program for Johnston Lake.

Attachments:

1. Cover Letter
2. Amendment #1
3. Bill 3222 and CAP Agreement (12-16-16)



MISSOURI DEPARTMENT OF CONSERVATION

Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180
Telephone: 573-751-4115 ▲ www.MissouriConservation.org

SARA PARKER PAULEY, Director

March 15, 2018

Nathan Musteen
Parks & Recreation Director
Raymore Parks & Recreation
100 Municipal Circle
Raymore, MO 64083

Dear Mr. Musteen:

RE: JOHNSTON LAKE COMMUNITY ASSISTANCE PROGRAM AGREEMENT AMENDMENT

Enclosed are four copies of Amendment #1 to the Community Assistance Program agreement for the cooperative management and improvement of Johnston Lake. Please have the four original copies signed by the appropriate City officials and dated, then send me two of the fully executed copies along with documentation that the City Council authorized the agreement. If you can email me a signed copy of the agreement beforehand as well, I would appreciate it.

Once we have a copy of the signed amendment, we will submit the project for a Wildlife in Sport Fish Restoration grant so that the project receives federal aid reimbursement.

Please contact me (573/522-4115, ext. 3164; Laura.Ruman@mdc.mo.gov) or Pam Lanigan (816/525-0300, x1229; Pam.Lanigan@mdc.mo.gov) if you have any questions or need more information. We appreciate being able to work with the City of Raymore to provide quality public fishing access to Johnston Lake.

Sincerely,

LAURA RUMAN
FISHERIES PROGRAMS SUPERVISOR

LR:sp

Enclosures

c: Sara Parker Pauley, Director
Brian Canaday, Fisheries Division Chief
Pam Lanigan, Fisheries Regional Supervisor

COMMISSION

DON C. BEDELL
Sikeston

MARILYNN J. BRADFORD
Jefferson City

DAVID W. MURPHY
Columbia

NICOLE E. WOOD
Bonne Terre

**AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE
CITY OF RAYMORE, MISSOURI
AND THE
MISSOURI DEPARTMENT OF CONSERVATION**

The Agreement made and entered into on the 12th day of December 2016, by and between the City of Raymore, Missouri and the Missouri Department of Conservation is hereby amended as follows:

Under the section 1 titled **“CITY RESPONSIBILITIES:”**, replace third and fourth bullets in paragraph G in their entirety with the following:

- **“Install a fishing pier on eastern side of lake -- concrete; 50’ long and 8’ wide top; meeting ADA standards.**
- **Construct a trail connecting the northwestern parking lot to the floating fishing dock and extending along the north side of lake – asphalt or concrete; either approximately 778’ long x 8’ wide or 622’ long x 10’ wide; 6” thick; meeting ADA standards.”**

All other terms and conditions of the original Agreement remain in effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the _____ day of _____ 2018.

**MISSOURI DEPARTMENT OF
CONSERVATION**



FISHERIES DIVISION CHIEF

*PKL
LUC*

Approved as to form:



General Counsel

CITY OF RAYMORE, MISSOURI



MAYOR

Attest:

City Clerk

“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO A COMMUNITY ASSISTANCE PROGRAM AGREEMENT WITH THE MISSOURI DEPARTMENT OF CONSERVATION TO MAXIMIZE THE RECREATIONAL VALUE OF JOHNSTON LAKE IN HAWK RIDGE PARK.”

WHEREAS, the City owns a tract of land in Cass County with a 12-acre lake known as Johnston Lake that is used by the City residents for recreation; and enjoyment of the outdoors; and

WHEREAS, the Park Board and City Council realize the importance and need for close-to-home fishing and associated outdoor activities; and

WHEREAS, the Park Board and City Council desire to take advantage of the qualities of this park area and maximize the recreational values associated with its proper management and use; and

WHEREAS, the Park Board and City Council recognize this agreement will renew the CAP agreement for twenty-five years and include a cost sharing partnership for recreational amenities near Johnston Lake.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:

Section 1. The Mayor is hereby directed and authorized to enter into a Community Assistance Program Agreement with the Missouri Department of Conservation.

Section 2. The Mayor and the City Clerk are hereby authorized to execute the agreement attached hereto as Exhibit A for and on behalf of the City of Raymore.

Section 3. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor’s signature and attestation by the City Clerk.


Section 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

DULY READ THE FIRST TIME THIS 28TH DAY OF NOVEMBER, 2016.

BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 12TH DAY OF DECEMBER, 2016 BY THE FOLLOWING VOTE:

Councilmember Abdelgawad	Aye
Councilmember Barber	Aye
Councilmember Burke, III	Aye
Councilmember Holman	Aye
Councilmember Hubach	Aye
Councilmember Kellogg	Aye
Councilmember Moorhead	Aye
Councilmember Seimears	Aye

ATTEST:


Jean Woerner
Jean Woerner, City Clerk

APPROVE:


Kristofer P. Turnbow
Kristofer P. Turnbow, Mayor

12-13-2016
Date of Signature

**AGREEMENT BETWEEN THE
CITY OF RAYMORE, MISSOURI
AND THE
MISSOURI DEPARTMENT OF CONSERVATION**

THIS AGREEMENT is to implement the MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY ASSISTANCE PROGRAM, and is made and entered into this 12 day of December 2016, by and between CITY OF RAYMORE, MISSOURI (City) and the MISSOURI DEPARTMENT OF CONSERVATION (Department).

WHEREAS, the City owns a tract of land in Cass County with a 12-acre lake known as Johnston Lake that is used by the City for public fishing, general recreation and enjoyment of the outdoors, and is referred to herein as the "Area" and is described in attached Exhibit A; and

WHEREAS, the Department and the City realize the importance and need for close-to-home fishing and associated outdoor activities;

WHEREAS, the Department and the City wish to take advantage of the qualities of this Area and maximize the recreational values associated with its proper management and use; and

WHEREAS, the Department and the City currently administer the Area under an Agreement between the City of Raymore and the Missouri Department of Conservation dated August 23, 2010, which said Agreement is hereby replaced in its entirety by this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants of the parties contained herein, the parties hereto do mutually agree as follows:

- 1. CITY RESPONSIBILITIES.** The City agrees to:
 - A. Allow free public access and full use of the Area for fishing and related recreational activities by the general public consistent with the Wildlife Code of Missouri and during hours established by mutual agreement of the City and the Department.
 - B. Provide Area maintenance as specified in attached Exhibit B.
 - C. Monitor the condition of the Area's facilities and take actions necessary to ensure that they are clean, safe and usable, including but not limited to closing facilities to public access until any dangerous conditions that may have arisen have been corrected.
 - D. Provide adequate law enforcement and protective services, as much as the City jurisdiction permits, for the safety and well-being of the Area's users and facilities.

- E. Give proper recognition to the Department and the Federal Aid in Sport Fish Restoration Program in all brochures, advertisements or other publications concerning the Area.
- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. Construct the facilities listed below at Johnston Lake (Project). Construction must follow technical guidelines and specifications provided by the Department. Construction plans, location and any modifications of the plans and location must be reviewed and approved by the Department prior to any work. The Department must approve the work upon completion, which said approval shall not be unreasonably denied.
- Install a new restroom adjacent to the existing concrete parking lot -- pre-fab concrete; two rooms, each with two flush toilets and one lavatory; attached security lighting; meeting Americans with Disability Act (ADA) standards.
 - Install a new floating fishing dock on north side of lake -- 18' x 36', covered, with well; meeting ADA standards.
 - Install a fishing platform on northeastern side of lake -- reinforced concrete; 50' long and 10' wide top with 6" thick concrete surface and parking blocks or curb along its length; meeting ADA standards.
 - Construct a trail connecting the existing parking lot to new restroom, fishing dock and fishing platform along the north side of lake -- reinforced concrete; approximately 1,245' long, 5' wide, 6" thick; meeting ADA standards.
- H. The City of Raymore can use the design and engineering costs of the Project along with purchase and installation of the fishing dock as a part of the City's share of the total Project cost. The City's share of the Project cost will be 25%, or greater if the Project exceeds \$237,000.
- I. Provide the Department with copies of the invoices and associated payment vouchers for the materials and work for completion of the Project.
- I. Comply with all federal and state laws applicable to the construction and maintenance of the facilities in the Project.
- J. Ensure that no federal monies are used to fund the City's share of the total Project costs.
- K. Manage its property within the watershed of Johnston Lake to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.

- L. Defend, indemnify and hold harmless the Department, the Conservation Commission, the State of Missouri and their employees and agents from any claim or suit brought by any third party in connection with the Area managed or the facilities within the Project to be constructed under this Agreement.
- M. Reimburse the Department for 50% of the annual cost of stocking trout for a winter trout fishery at Johnston Lake. The City will notify the Department in writing by May 1 if it will not be able to pay its 50% share for the upcoming winter. In the event of such notification, the winter trout fishery for the upcoming season will be cancelled.

2. DEPARTMENT RESPONSIBILITIES. The Department agrees to:

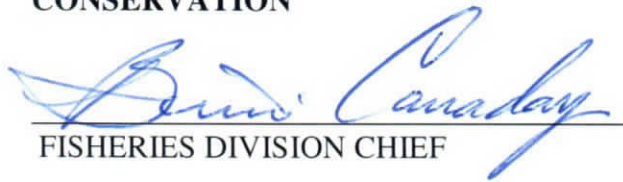
- A. Prepare and provide a general management plan for the fishery resources of the lake.
- B. Provide periodic fish community surveys and analysis, and manage the fishery through proper regulations, fish stocking, manipulation of the fish population and other fisheries management actions as determined by the Department.
- C. Enact and enforce appropriate fishing rules and regulations, and assist the City in enforcing the laws of the State of Missouri and the Wildlife Code of Missouri.
- D. Provide a cash grant reimbursement for the Project construction work described above in Section 1.G, covering up to 75% of the total Project cost with a maximum Department commitment of \$178,000.
- E. Provide and maintain informational and entrance signs recognizing the City and the Department for their roles in this Agreement and the cooperative Project.
- F. Provide or reimburse the cost of major repairs to the fishing dock, restroom, fishing platform and trails provided at Johnston Lake under the terms of this Agreement. Major repairs will be those determined through mutual agreement by the Department and the City to be necessary to restore the facilities to a safe and usable condition after severe damage from natural or man-made causes, or in the event of a major component failure not directly attributable to normal wear-and-tear. The Department will determine the types of repairs to be made at its expense. Repair work will be scheduled and performed under terms mutually agreed by the Department and the City. An amendment to this Agreement shall be required to provide for such repair work when the cost exceeds \$20,000 during any given year. In the case of repeated vandalism or damage caused by negligence by the City, the Department reserves the right to not repair or replace facilities.
- G. Establish and manage a winter trout fishery at Johnston Lake, contract for the trout to be stocked, and pay 50% of the annual cost of stocking trout.

3. JOINT RESPONSIBILITIES AND ACKNOWLEDGEMENTS. Both parties agree that:

- A. This Agreement is for the purpose of capitalizing on the value of the Area for public fishing and related outdoor activities.
- B. All Department and the City covenants are subject to appropriations and the availability of funds, and the Department and the City recognize that it may be several years before facility development can be undertaken.
- C. The Department may fund its obligations under this Agreement with any combination of state and federal monies.
- D. The required fishing permit as defined by the Wildlife Code of Missouri and the effective regulations pertaining to the taking of fish and use of the Area will be jointly publicized whenever possible.
- E. This Agreement shall become effective upon execution by both parties. It shall expire twenty-five years from the effective date; provided, however, that it shall renew automatically for successive terms of one year each if neither party has advised the other in writing of its intention to terminate the same at least one hundred and twenty days prior to any applicable termination date.
- F. In the event of breach or default of this Agreement by the City, or should this Agreement be terminated by the City for other than breach or default by the Department, the City shall reimburse the Department for that portion of the costs of improvements at the Area provided by the Department, minus the total amount actually expended by the City to maintain said Area as previously set out. In the event of breach or default of this Agreement by the Department prior to its expiration date, use without restriction of all improvements installed at the Area with Department funds shall revert to the City at no cost.
- G. This Agreement may be amended as desired by the mutual written agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

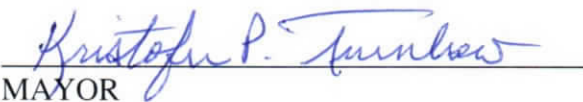
**MISSOURI DEPARTMENT OF
CONSERVATION**


FISHERIES DIVISION CHIEF *Lee*
PM

Approved as to form:


General Counsel

CITY OF RAYMORE, MISSOURI


MAYOR

Attest:


City Clerk



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: March 27, 2018

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

Title / Issue / Request:

Festival in the Park - Memorandum of Understanding

Background / Justification:

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

The MOU sets up the Festival as a rental event in Memorial Park that includes cooperation of our Parks Crews for certain operational activities related to the Festival. The Festival in the Park Committee is required to reimburse the Department for the rental of the Park as well as for the services provided to the event. The City Council will consider the MOU in a future business meeting to determine whether or not they wish to support the Festival by providing the parks crew services and rental as in-kind support. The Council approved the FY18 budget with the in-kind support for the event included.

Specific Changes to the 2018 MOU include the following:

- Addition of #29 on page 7
- Guidelines "new city logo" statement on page 8

Financial Impact:

Transfer from General Fund offsets departmental expenses for this event

Project Timeline:

March 27 - Park Board review
May 14 - City Council review



Staff Recommendation:

Accept Changes and approve the 2018 Festival in the Park / City of Raymore Memorandum of Understanding.

Attachments:

1. 2018 MOU

MEMORANDUM OF UNDERSTANDING



Festival in the Park - 2018
September 20 - 22

MEMORANDUM Of UNDERSTANDING

Between: Raymore Parks and Recreation
And: Festival in the Park, Inc.
Date: March 27, 2018
Re: Raymore Festival in the Park Operations 2018



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

1. City Contribution

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

2. Procedures for approval of this document

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

3. Communication between CITY and RFIPI

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

4. The License Agreement Policy of the Park Board

The Raymore Park Board has adopted a policy for the license of City-owned facilities to outside agencies for special events. This policy ensures that the City will be reimbursed for costs related to organizational use of facilities in the amount of \$150 per day for standard special events. Standard event set up shall include fresh mowing of the park area, daily trash servicing, and daily rest room servicing. Additional duties related to park



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

5. License Agreement. The term of the 2018 license of City facilities by the RFIPI shall begin on Thursday, September 20, 2018 and end on Saturday, September 22, 2018.

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

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

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

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

Based on the 2017 event request, the amount of reimbursable charges is expected to be approximately \$4,000. RFIPI shall pay CITY for all services provided by CITY, if any, that exceed the City’s in-kind contribution of up to \$4,500.

Duties requested by RFIPI:

1. provide trash receptacles, collect trash, dispose of trash to RFIPI provided dumpster, and clean in accordance with the following schedule:
 - Collect trash every two to three hours during the course of the event

- Clean rest rooms every two to three hours during the course of the event
- 2. Provide standard City forms as required.
- 3. Prepare the parks for the event to include non-standard items such as set up of chairs, tables, tents, parade line up areas, boy scout areas, carnival areas, vendor booth areas with electricity, sound system and lighting under the shelter, volleyball and basketball areas, operational barriers and cones, and transporting equipment to the site.
- 4. Provide staff for the Sunday carnival arrival and provide staff for the three-day event to perform manual duties including set up and tear down of individual activity areas, regular trash pick up, transportation of equipment between the park and the maintenance building, coordination of the parade with the police department, and troubleshooting electrical and emergency issues.
- 5. Lend equipment that has traditionally been used during the festival to RFIPI by transporting it on the day needed to the event site. Equipment includes popup tents, sound systems, extension cords, power cords and junction boxes, trailers, event/activity supplies, portable basketball hoops, t-posts and streamers, and traffic cones.

D. Independent Contractor

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

E. Indemnification

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

F. Insurance Requirements

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

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



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

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

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

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

RFIPI shall, by no later than August 17, 2018, provide the City with proof of insurance evidencing that RFIPI has met the insurance requirements of this agreement. Such insurance policies shall name the CITY as additional insured.

G. Compliance with laws

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

H. RFIPI Responsibilities

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

I. Termination of Agreement

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

J. Defaults and Remedies

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

K. Annual Report

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

L. Americans with Disabilities Act

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

M. Assignability or Subcontracting

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

N. City logo.

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



SIGNATURES:

President, Raymore Festival in the Park, Inc.

<u>Dan Barnes</u>	<u>Dan Barnes</u>	<u>3/22/18</u>
Printed Name	RFIPI President Signature	Date

Mayor, City of Raymore

_____	_____	_____
Printed Name	Mayor Signature	Date

Chair, Raymore Parks and Recreation Board

_____	_____	_____
Printed Name	Park Board Chair Signature	Date

RFIPI's Responsibilities

Attachment #1

1. Designate in writing a person to act as RFIPI representative with respect to this license.
2. Provide an event operations map – draft by the First week of August for City review.
3. Provide an event operations map - final including all staging and vendor booth locations by the First week of September.
4. Provide a Festival event schedule – draft by First week of August for CITY review
5. Provide a Festival event schedule – final by First week of September for CITY review
6. Coordinate and provide all advertising and promotion
7. Coordinate and provide all mailing of and postage for all flyers direct mailed
8. Accept and receipt participant registrations
9. Field event information requests
10. Contract with a carnival
11. Coordinate the carnival's pre-event inspection
12. Supply tents, tables, chairs, port-a-potties (minimum 4 plus 1 ADA accessible)
13. Provide staffing of event activities and parking areas
14. Coordinate and provide concession stand operations
15. Provide all concessions equipment and supplies
16. Clean up concession stand after the event
17. Supply any equipment not currently in the parks inventory necessary for the safe and efficient operation of the event to include: Paint, office supplies, money bags, extension cords, and any other items in the inventory of the parks that are not sufficient in number.
18. Supply electricity for carnival housing trailers
19. Coordinate event activities with RPD for overnight security, parking and parade traffic assistance
20. Coordinate with SMFPD for on-site first aid
21. Coordinate with Emergency Mgmt for emergency plan, if necessary
22. Provide all activity and event awards
23. Coordinate sales tax collection by vendors with the state
24. Include the City in the text of all waivers on activity registration forms
25. Coordinate street clean up after the parade
26. Maintain all park areas in a professional manner -No decorations or signs may be taped to any city facilities.
27. Provide 40-yard dumpster on site for daily trash collection
28. Communicate any changes from the 2017 festival in the park to CITY by First week of August for review and incorporation into the staffing and operational plans by the department
29. Protect (by all means necessary) park facilities, amenities and features. This includes the newly established Arboretum and exercise trail.



City of Raymore Name and Title Usage

Attachment #2

Guidelines

(A new City logo and brand has been adopted, RFIPI is responsible for adhering to the policy for use. All questions or changes regarding the City of Raymore Name and Title Usage shall be addressed with the City Communications Department)

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

In association with the City of Raymore

In cooperation with the City of Raymore

Operated in agreement with the City of Raymore

As authorized by the City of Raymore.

The Logo

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

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



City of Raymore Sponsorship and Benefits

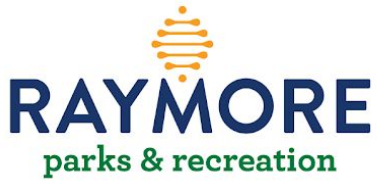
Attachment #3

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



MISCELLANEOUS ITEMS

- February 27, 2018 - Work Session Notes
- Financials - As of February 28, 2018



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

Tuesday, February 27, 2018

**6:00PM - Executive Conference Room
City Hall
100 Municipal Circle
Raymore, Missouri 64083**

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

Staff Present: Director Musteen and Superintendent McLain.

Call to Order: Chairman Manson called the meeting to order at 6:01 pm.

1. Capital Improvement Program

- a. A discussion of the unfunded CIP projects
 - i. Director Musteen discussed the current CIP and explained that we want to plan the next funding year within the 5 year plan once we have prioritized our unfunded projects.
 - ii. The Board ranked all unfunded projects within 3 categories: Top priority, Medium priority and Low Priority

Top Priority

TB Hanna Parking
TB Hanna Project Enhancements
RP Scoreboards at Baseball
RP Madison Street Trail Improvements
RP Parking Expansion
MP Flag Pole

Medium Priority

MP Fields 3 & 4 Improvements
HRP parking & drive expansion

Low Priority

MP Volleyball Lights
HRP Bike Park
RP Irrigation at Baseball
HRP Bank Stabilization
MP Basketball Court
WP Basketball Court
RP Skate Park Expansion
Eagle Park - Big Flag Pole

- *Land for new parks will always remain a high priority as funding dictates.*

b. TB Hanna Project Enhancements

- i. Director Musteen reviewed additional projects at T.B. Hanna Station that were not included in the GO Bond funding. A detailed explanation of each project with cost estimates were provided to the Board
- ii. The Board was asked to rank the remaining projects. The results are as followings:
 - 1. Park Corner Boundaries
 - 2. Special Event Lighting
 - 3. Landscaping / Earthwork
 - 4. Site Furniture and Monument Sign
 - 5. RR Crossing Gates

2. Other

- a. In other business, Director Musteen updated the Board on the trail bridge at Recreation Park

3. Adjournment

- a. Chairman Manson called the meeting adjourned at 6:47 pm.

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>									
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	376,201.00	4,187.31	369,615.96	0.00	6,585.04	98.25
MISCELLANEOUS	0.00	0.00	0.00	5,305.00	1,294.12	4,767.72	0.00	537.28	89.87
FACILITY RENTAL REVENUE	0.00	0.00	0.00	10,550.00	215.00	875.00	0.00	9,675.00	8.29
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	150,000.00	0.00	300,000.00	33.33
TOTAL PARKS DIVISION	0.00	0.00	0.00	842,056.00	43,196.43	525,258.68	0.00	316,797.32	62.38
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	52,000.00	0.00	247.00	0.00	51,753.00	0.48
FACILITY RENTAL REVENUE	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
PROGRAM REVENUE	0.00	0.00	0.00	364,025.00	33,263.00	65,357.00	0.00	298,668.00	17.95
TOTAL RECREATION DIVISION	0.00	0.00	0.00	431,025.00	33,263.00	65,604.00	0.00	365,421.00	15.22
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	3,607.50	11,781.88	0.00	38,423.12	23.47
PROGRAM REVENUE	0.00	0.00	0.00	4,200.00	105.00	105.00	0.00	4,095.00	2.50
TOTAL CENTERVIEW	0.00	0.00	0.00	54,405.00	3,712.50	11,886.88	0.00	42,518.12	21.85
<u>RAYMORE ACTIVITY CENTER</u>									
TOTAL REVENUES	0.00	0.00	0.00	1,327,486.00	80,171.93	602,749.56	0.00	724,736.44	45.41
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	760,062.00	46,798.46	199,113.41	7,741.07	553,207.52	27.22
RECREATION DIVISION	0.00	0.00	0.00	581,732.00	27,423.91	109,606.68	9,078.22	463,047.10	20.40
CENTERVIEW	0.00	0.00	0.00	54,405.00	2,250.39	8,653.35	2,174.76	43,576.89	19.90
TOTAL EXPENDITURES	0.00	0.00	0.00	1,396,199.00	76,472.76	317,373.44	18,994.05	1,059,831.51	24.09
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(68,713.00)	3,699.17	285,376.12	(18,994.05)	(335,095.07)	387.67-

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 =====									
MISCELLANEOUS									
TRANSFERS - INTERFUND									
PARKS DIVISION =====									
<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	320,442.00	1,046.82	315,107.04	0.00	5,334.96	98.34
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	55,759.00	3,140.49	54,508.92	0.00	1,250.08	97.76
TOTAL PROPERTY TAXES	0.00	0.00	0.00	376,201.00	4,187.31	369,615.96	0.00	6,585.04	98.25
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	5,305.00	820.57	4,294.17	0.00	1,010.83	80.95
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	473.55	473.55	0.00	(473.55)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	5,305.00	1,294.12	4,767.72	0.00	537.28	89.87
<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	10,550.00	215.00	875.00	0.00	9,675.00	8.29
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	10,550.00	215.00	875.00	0.00	9,675.00	8.29
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	33,333.32	0.00	66,666.68	33.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	29,166.67	116,666.68	0.00	233,333.32	33.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	150,000.00	0.00	300,000.00	33.33
TOTAL PARKS DIVISION	0.00	0.00	0.00	842,056.00	43,196.43	525,258.68	0.00	316,797.32	62.38
RECREATION DIVISION =====									
<u>PROPERTY TAXES</u>									
<u>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	52,000.00	0.00	247.00	0.00	51,753.00	0.48
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	52,000.00	0.00	247.00	0.00	51,753.00	0.48
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00

25 -PARK FUND
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	31,150.00	3,725.00	5,681.00	0.00	25,469.00	18.24
26-4715-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	81,450.00	0.00	480.00	0.00	80,970.00	0.59
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	93,050.00	6,185.00	9,848.00	0.00	83,202.00	10.58
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	28,350.00	0.00	11,965.00	0.00	16,385.00	42.20
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	60,100.00	17,380.00	23,134.00	0.00	36,966.00	38.49
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	20,250.00	1,350.00	1,350.00	0.00	18,900.00	6.67
26-4715-1630 PROGRAM - MISC	0.00	0.00	0.00	9,675.00	58.00	464.00	0.00	9,211.00	4.80
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	6,300.00	510.00	1,995.00	0.00	4,305.00	31.67
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	11,000.00	960.00	3,280.00	0.00	7,720.00	29.82
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	7,200.00	545.00	2,350.00	0.00	4,850.00	32.64
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	15,500.00	2,550.00	4,810.00	0.00	10,690.00	31.03
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	364,025.00	33,263.00	65,357.00	0.00	298,668.00	17.95
TOTAL RECREATION DIVISION	0.00	0.00	0.00	431,025.00	33,263.00	65,604.00	0.00	365,421.00	15.22
CENTERVIEW =====									
<u>MISCELLANEOUS</u>									
<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	50,205.00	3,607.50	11,781.88	0.00	38,423.12	23.47
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	3,607.50	11,781.88	0.00	38,423.12	23.47
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	4,200.00	105.00	105.00	0.00	4,095.00	2.50
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	4,200.00	105.00	105.00	0.00	4,095.00	2.50
TOTAL CENTERVIEW	0.00	0.00	0.00	54,405.00	3,712.50	11,886.88	0.00	42,518.12	21.85
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
PERSONNEL									
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	316,156.00	23,255.84	105,006.77	0.00	211,149.23	33.21
25-5020-1250 FICA	0.00	0.00	0.00	24,858.00	1,761.09	7,915.14	0.00	16,942.86	31.84
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	1,015.00	0.00	27.85	0.00	987.15	2.74
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	60,925.00	4,548.03	18,188.72	0.00	42,736.28	29.85
25-5045-1250 LAGERS	0.00	0.00	0.00	47,461.00	3,295.41	14,776.82	0.00	32,684.18	31.13
25-5050-1250 OVERTIME	0.00	0.00	0.00	8,791.00	951.88	3,101.82	0.00	5,689.18	35.28
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	8,688.00	632.64	2,530.56	0.00	6,157.44	29.13
TOTAL PERSONNEL	0.00	0.00	0.00	467,894.00	34,444.89	151,547.68	0.00	316,346.32	32.39
COMMODITIES									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,900.00	0.00	0.00	0.00	6,900.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	10,150.00	355.38	2,098.04	394.76	7,657.20	24.56
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	0.00	0.00	17.99	2,482.01	0.72
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	512.39	0.00	1,987.61	20.50
25-6270-1010 UNIFORMS	0.00	0.00	0.00	282.00	0.00	0.00	0.00	282.00	0.00
25-6270-1250 UNIFORMS	0.00	0.00	0.00	4,881.00	362.00	3,305.58	0.00	1,575.42	67.72
TOTAL COMMODITIES	0.00	0.00	0.00	27,213.00	717.38	5,916.01	412.75	20,884.24	23.26
MAINTENANCE & REPAIRS									
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	40,000.00	1,843.74	3,938.16	5,556.62	30,505.22	23.74
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	1,000.00	5.00	10.99	5.00	984.01	1.60
25-6490-1250 VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	18.77	18.77	0.00	(18.77)	0.00
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	47,500.00	1,867.51	3,967.92	5,561.62	37,970.46	20.06
UTILITIES									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	42,664.00	4,390.06	12,196.00	0.00	30,468.00	28.59
25-6810-1010 WATER	0.00	0.00	0.00	258.00	0.00	0.00	0.00	258.00	0.00
25-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	800.00	0.00	925.16	209.71	(334.87)	141.86
25-6840-1010 TELEPHONE	0.00	0.00	0.00	1,080.00	104.46	240.48	0.00	839.52	22.27
TOTAL UTILITIES	0.00	0.00	0.00	44,802.00	4,494.52	13,361.64	209.71	31,230.65	30.29
CONTRACTUAL									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,325.00	515.00	515.00	0.00	1,810.00	22.15
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	680.00	0.00	365.00	0.00	315.00	53.68
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	0.00	325.04	0.00	674.96	32.50
25-7180-1010 INSURANCE	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	500.00	0.00	300.00	0.00	200.00	60.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	5,265.00	156.00	767.44	437.83	4,059.73	22.89
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	450.00	81.14	171.14	0.00	278.86	38.03
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,225.00	80.00	155.00	0.00	1,070.00	12.65
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	175.00	0.00	0.00	0.00	175.00	0.00
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,896.00	78.34	441.18	0.00	1,454.82	23.27
25-7320-1250 PROFESSIONAL SERVICES	0.00	0.00	0.00	24,385.00	395.60	5,408.04	1,119.16	17,857.80	26.77
TOTAL CONTRACTUAL	0.00	0.00	0.00	50,036.00	1,306.08	8,447.84	1,556.99	40,031.17	20.00

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	243,236.00	17,380.04	72,753.56	0.00	170,482.44	29.91
26-5020-1310 FICA	0.00	0.00	0.00	18,859.00	1,314.87	5,496.51	0.00	13,362.49	29.15
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	781.00	0.00	21.43	0.00	759.57	2.74
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	36,763.00	1,466.86	5,865.01	0.00	30,897.99	15.95
26-5045-1310 LAGERS	0.00	0.00	0.00	29,811.00	1,143.72	5,124.91	0.00	24,686.09	17.19
26-5050-1310 OVERTIME	0.00	0.00	0.00	3,292.00	82.54	161.52	0.00	3,130.48	4.91
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	5,343.00	453.08	1,812.32	0.00	3,530.68	33.92
TOTAL PERSONNEL	0.00	0.00	0.00	338,085.00	21,841.11	91,235.26	0.00	246,849.74	26.99
COMMODITIES									
26-6190-1010 POSTAGE	0.00	0.00	0.00	427.00	38.54	42.85	0.92	383.23	10.25
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,350.00	0.00	0.00	0.00	1,350.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	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	200.00	0.00	0.00	0.00	200.00	0.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
26-6260-1615 TOOLS/EQUIPMENT-BASKETBAL	0.00	0.00	0.00	1,100.00	0.00	389.85	0.00	710.15	35.44
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
26-6260-1625 TOOLS/EQUIPMENT-ADULT SOF	0.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.00
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00	0.00
26-6270-1010 UNIFORMS	0.00	0.00	0.00	546.00	377.25	377.25	0.00	168.75	69.09
TOTAL COMMODITIES	0.00	0.00	0.00	12,698.00	415.79	809.95	0.92	11,887.13	6.39
UTILITIES									
CONTRACTUAL									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	21,000.00	100.00	221.70	0.00	20,778.30	1.06
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,980.00	905.00	905.00	369.00	1,706.00	42.75
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,570.00	200.00	248.88	0.00	4,321.12	5.45
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,600.00	319.50	976.57	0.00	5,623.43	14.80
26-7315-1010 PRINTING	0.00	0.00	0.00	2,500.00	0.00	0.00	996.67	1,503.33	39.87
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	12,000.00	546.50	1,039.35	0.00	10,960.65	8.66
26-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	14,840.00	0.00	0.00	0.00	14,840.00	0.00
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	38,274.00	0.00	85.00	0.00	38,189.00	0.22
26-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	11,700.00	1,769.20	6,183.67	1,465.12	4,051.21	65.37
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	39,500.00	369.14	816.79	3,361.20	35,322.01	10.58
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00	0.00
26-7330-1630 PROGRAMS MISC	0.00	0.00	0.00	7,300.00	0.00	67.20	134.40	7,098.40	2.76
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	4,750.00	134.00	134.00	1,011.50	3,604.50	24.12
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	1,500.00	323.67	473.17	0.00	1,026.83	31.54
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	5,400.00	0.00	997.50	819.00	3,583.50	33.64
26-7340-1600 RENT	0.00	0.00	0.00	8,150.00	250.00	750.00	450.00	6,950.00	14.72
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	12,600.00	0.00	3,000.00	0.00	9,600.00	23.81
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	28,250.00	250.00	1,662.64	470.41	26,116.95	7.55
TOTAL CONTRACTUAL	0.00	0.00	0.00	230,949.00	5,167.01	17,561.47	9,077.30	204,310.23	11.53

CITY OF RAYMORE
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: FEBRUARY 28TH, 2018

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	581,732.00	27,423.91	109,606.68	9,078.22	463,047.10	20.40

25 -PARK FUND

CENTERVIEW

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>									
27-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	1,500.00	0.00	0.00	54.40	1,445.60	3.63
27-6150-1010 SUPPLIES	0.00	0.00	0.00	3,500.00	78.90	729.43	0.00	2,770.57	20.84
27-6190-1010 POSTAGE	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6245-1010 SOFTWARE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
27-6260-1600 TOOLS/EQUIP - MISC	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	6,180.00	78.90	729.43	54.40	5,396.17	12.68
<u>MAINTENANCE & REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	3,450.00	301.27	397.92	48.37	3,003.71	12.94
27-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	1,500.00	0.00	0.00	688.74	811.26	45.92
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	5,200.00	301.27	397.92	737.11	4,064.97	21.83
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	16,800.00	685.63	1,482.91	0.00	15,317.09	8.83
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	1,800.00	687.31	1,321.00	468.79	10.21	99.43
27-6840-1010 TELEPHONE	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
27-6850-1010 TRASH	0.00	0.00	0.00	882.00	57.30	229.20	57.30	595.50	32.48
TOTAL UTILITIES	0.00	0.00	0.00	22,482.00	1,430.24	3,033.11	526.09	18,922.80	15.83
<u>CONTRACTUAL</u>									
27-7020-1010 ADVERTISING	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-7280-1010 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	2,400.00	80.00	80.00	0.00	2,320.00	3.33
27-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,896.00	292.78	558.94	266.16	1,070.90	43.52
27-7315-1010 PRINTING	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
27-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	4,247.00	67.20	995.80	591.00	2,660.20	37.36
27-7330-1600 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	3,000.00	0.00	637.50	0.00	2,362.50	21.25
27-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	3,000.00	0.00	2,220.65	0.00	779.35	74.02
TOTAL CONTRACTUAL	0.00	0.00	0.00	20,543.00	439.98	4,492.89	857.16	15,192.95	26.04
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	0.00	0.00	0.00	54,405.00	2,250.39	8,653.35	2,174.76	43,576.89	19.90

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	1,396,199.00	76,472.76	317,373.44	18,994.05	1,059,831.51	24.09
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(1,396,199.00)	(76,472.76)	(317,373.44)	(18,994.05)	(1,059,831.51)	24.09

*** END OF REPORT ***