



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, June 26, 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 May 22, 2018
- 6. Committee Reports**

Recreation Committee	(did not meet)
Budget Committee	(did not meet)
Grounds Committee	(did not meet)
- 7. Staff Reports**
Recreation Superintendent
Parks Superintendent
Parks & Recreation Director
- 8. Old Business - None**
- 9. New Business**
 - A. Schedule of Fees Action Item

Director Musteen will present the Schedule of Fees for Park Board approval.
- 10. Board Elections**
 - A. Call for Nominees - Board Chair

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

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

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

- *May 22, 2018 - Work Session Notes*
- *June 12, 2018 - Work Session Notes*
- *Status of Capital Improvements*
(Provided to the Council the 1st meeting of each month)
- *Park Board Annual Report - Mid Year Financials - As of May 31, 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, MAY 22, 2018, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Manson, Members:Cipolla, Harris, Houdyshell, Heath, and Trautman. Members Eastwood and Seimears are absent. Member Castleman has resigned.

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

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.

A. Park Board Minutes

April 24, 2018

Motion: Member Harris moved to accept the minutes of April 24, 2018 meeting with the adjustment of staff member Naab’s attendance record to reflect her absence.
Member Houdyshell seconded.

Discussion:

Vote:	6 Aye	Member Cipolla	Aye
	0 Nay	Member Eastwood	Absent
	2 Absent	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Absent
		Member Trautman	Aye

6. Committee Reports

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

7. Staff Reports

Recreation Superintendent McLain highlighted his written report. Congratulations to Coordinator Brennon on his Certified Youth Sports Administrator. Coordinator Patrick trained on an app (When I Work) for the scheduling of the camp counselors. Coordinators Brennon and Patrick had training for the summer camp counselors and concession stand workers of CPR/AED/First aid. The Coordinators also trained on the Point of Sale on retrack to be used at the concession stands. Camp counselors have been training last week and this, for camp which begins next week. We had

numerous grad parties over the last 2 weekends at Centerview. The Raymore Peculiar School Foundation Mad Dash 5k was held at Recreation Park with 160 people attending. June 2 is the Fishing Derby and June 30 is the Spirit of America celebration.

Member Harris asked "Have we had credit card sales prior to getting the Point of Sale program?" Yes. We are currently using a program through ETS that allows our ipads to take payments of credit cards. Point Of Sale will have the actual price of the individual items. Member Harris asked "How have the baseball tournaments been?" Last weekend was rained out. All the others have had many teams numbering from 13 to 22 teams per tournament.

Parks Superintendent Rulo highlighted his written report. Tandem Paving has been working at Recreation Park on the safety trail to keep pedestrians out of the parking lot. Bridging the Gap helped plant trees along the new trail. Bradley Simmons will begin his Eagle Project. Member Harris asked "Of that 75%, what is not complete?" Replacing the bridge by the pond with a boardwalk and extending a trail that will go from the crosswalk to the RAC building.

Parks & Recreation Director Musteen highlighted his written report. Staff and other department personnel will be meeting with Unlimited Play for the beginning of the fund raising. The Arboretum will be opened with a ribbon cutting in June at Memorial Park, as well as the new trail and flagpole in the park. Farmer's Market is opening, Fishing Derby is coming up, summer camp will be starting and Raymore United soccer tryouts will be happening as well.

Monique Louis was recognized with the 2018 Lieutenant Governor's Senior Service Award.

Member Houdyshell asked "What class is Monique teaching?" She is involved with the Age Mastery Program, a 10 week program for the senior and aging community, she has taught and facilitated the classes.

Member Harris asked about colors and design of the RAC. The color and design refer to the layout and color of the basketball markings and the walking track. The floor is a maple color.

Member Houdyshell asked about a pickleball league. We will not have one at this time. There are 7 outdoor courts already.

8. Old Business - None

9. New Business

A. City Council / Parks & Recreation Board MOU

Action Item

Director Musteen presented the Memorandum of Understanding between the City Council and the Parks & Recreation Board for review.

Member Harris opened discussion on Section 3 A2 Evaluation of the Park Director. Should the Park Director's evaluation be given by the full Park Board rather than just the Chair. This would bring it in line with the City Council and how they evaluate the City Manager. Member Houdyshell agrees consistency is a key as well. Member Harris wondered if a specific date should be set for the evaluation? No that date falls on the anniversary of the hire date. Member Harris asked if the personnel code could be changed? City Council is looking at that.

Member Trautman commented that the chair spends more time with the Director than any other Board Member, he feels that he would not have the same insight as the chair would.

No further Board discussion.

Motion: Member Harris moved to accept the MOU as presented and present it to the City Council
Member Houdyshell seconded.

Discussion:

Vote:	6 Aye	Member Cipolla	Aye
	0 Nay	Member Eastwood	Absent
	2 Absent	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Absent
	Member Trautman	Aye	

B. Capital Improvement Plan Action Item

Staff requested approval of the proposed 5 year Capital Improvement Plan.

Motion: Member Harris moved to approve the CIP.
Member Trautman seconded.

Discussion:

Vote:	6 Aye	Member Cipolla	Aye
	0 Nay	Member Eastwood	Absent
	2 Absent	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Absent
	Member Trautman	Aye	

10. Public Comment

Bradley Simmons is trying to achieve Eagle Scout. He wants to make a Monarch Butterfly Habitat. He detailed the steps and research to design the placement of the plants. A location was scouted and after contact with numerous city departments he contacted Director Musteen. He then researched the cost of plants and mulch. Total cost estimate for the flowers is less than \$280. The mulch is \$51. Total cost of the project is less than \$428. He will be renting a water tank to water the plants for the first week. Cost \$25. He figures that he can do all his work in 4 days. The project will be at hole #16 on the disc golf course.

Member Houdyshell commended him on his presentation to the Park Board. Member Cipolla agreed. Member Harris agreed with the other 2 members on the scout’s presentation.

Director Musteen recommends that the Park Board approve this project and move forward.

Motion: Member Harris moved to approve the Eagle Scout Project.
Member Cipolla seconded.

Discussion:

Vote:	6 Aye	Member Cipolla	Aye
	0 Nay	Member Eastwood	Absent
	2 Absent	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
	Member Manson	Aye	

Member Seimears	Absent
Member Trautman	Aye

11. Board Member Comment

Chairman Manson states it has been his pleasure to work with the Board over the past years Member Cipolla will miss Chairman Manson and she loves looking at all the improvements in the park.

Member Harris enjoy the parks, offered congratulations to Monique for her award, and gave thanks to Chairman Manson for his service to the Park Board and the City.

Member Heath thanks the staff for all their hard work, thanks to Bradley Simmons and will miss Chairman Manson.

Member Trautman appreciates the hard work of both Member Castleman and Chairman Manson with the board and park staff.

Member Houdyshell gave thanks to Chairman Manson and Member Castleman.

12. Adjournment

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

Discussion: None

Vote:	6 Aye	Member Cipolla	Aye
	0 Nay	Member Eastwood	Absent
	2 Absent	Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Absent
		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: June 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 along with full time staff coverage for graduation parties.
- Superintendent McLain continued scheduling and working with contractors repairing warranty items at Centerview.
- Superintendent McLain continued working on year end projections and the FY19 operation budget preparation.
- Staff completed set up and breakdowns of facility bookings at Centerview.
- Staff cleaned Centerview facility.
- Staff gave Centerview tours and rental quotes to interested parties.
- Staff worked with renters to finalize their events: graduation, wedding, baby showers.
- Staff worked Centerview rentals and events.
- Staff worked with I.T. and Rec Trac to fix issues with payment entry.
- Staff worked with I.T. on implementation of new time tracking system for part time staff.
- Staff operated Fishing Derby, Movie in the Park, Farmers Market, and Spirit of America Celebration.
- Staff began taking registration for fall programs.
- Staff processed facility deposit refunds.

Meetings/Trainings Attended

- Athletic Coordinator Brennon
 - June 10 - KCML Soccer Meeting
 - June 22 - MPRA Sports Section Meeting in Marshall, MO.
 - June 27 - Soccer Summit Meeting
 - June 28 - South Metro Coordinators Sports Meeting
- Recreation Coordinator Patrick
 - June 4 - Spirit of America Planning Meeting with Superintendents McLain and Rulo, Parks Crew Leader Schmill, Capt. Wilson, Fire Marshall Powers and J&M Displays Representative
 - June 5 - Aging Mastery Program Graduation Ceremony
 - June 7 - Administrative Policy Meeting
 - June 18 - Spirit of America Final Parking Meeting with Superintendents McLain and Rulo and Parks Crew Leader Schmill
 - June 20 - 'When I Work' troubleshooting conference call
- Recreation Superintendent McLain

- June 1 - Met with Challenger Sports Representative
- June 4, 12, 19, & 26 - One on one with Office Assistant Naab
- June 4 - Spirit of America event planning meeting
- June 4 - Park Board joint work session with City Council
- June 5-8 - Rec CAMP, Recreation Community Architecture Management and Planning conference, Broomfield CO
- June 11 - Administrative Policy Review meeting
- June 12 - Park Board work session
- June 13, 19, & 26 - One on one with Recreation Coordinator Patrick
- June 13, 19, & 26 - One on one with Athletic Coordinator Brennon
- June 14 & 28 - HRP Playground Committee meeting
- June 15 - Marketing meeting with Communication Specialist McGhee
- June 18 - Spirit of America final parking meeting
- June 18 - Meeting with potential United Coach
- June 20 - Budget meeting with City Administration
- June 21 - Meeting with a soccer trainer
- June 26 - Park Board meeting
- June 27 - United Soccer Summit meeting

Programs

- Farmer's Market began on June 5 and is held every Tuesday through October
- Summer Camp
 - Every Wednesday - Afternoon Pool Trip
 - June 21 - Field Trip to Paradise Park

Rentals/Events/Concessions

- Rentals
 - Centerview
 - Rental Usage
 - 9 paid rental bookings
 - Program Usage
 - 10 class periods
 - Special Events
 - N/A
 - Social Gathering Events
 - N/A
 - City Internal Usage
 - 15 bookings
 - Ball Fields
 - Grand Slam Tournament
 - June 8-10
 - Heart of America Senior Softball Tournament
 - June 23-24
- Events
 - Held during the Month
 - June 2 - Fishing Derby
 - June 15 - Movie in the Park: Space Jam
 - June 30 - Spirit of America
 - Upcoming

- August 17 - Mini Mud Run
- Concessions
 - Baseball/Softball concessions are fully operational for weekend baseball tournaments and recreational baseball/softball games at Recreation and Memorial Park.
 - Scheduled staff to operate concessions.

Sports (Adult)

- Men's Softball
 - Spring Season is in session, 12 teams registered
 - June 24 - Season end tournament
 - Summer Season Registration deadline Friday June 29.
 - Summer Season begins July 8.

Sports (Youth)

- Spring
 - Tiny Sports
 - Tiny T-Ball had 79 registered participants.
 - Final tiny t-ball sessions are Thursday, June 21 and Saturday, June 23.
 - Soccer
 - 3v3 soccer began Thursday, June 14 at Recreation Park.
 - 22 registered youth participants, 6 registered adult participants.
 - Baseball/Softball
 - Recreational Baseball/Softball games are at session.
 - Final competitive games played at Recreation Park on June 6.
 - Raymore United Soccer Club
 - Soccer Pre-Tryout Clinic held June 4-7 at Field I at Recreation Park.
 - 19 registered participants for the U8-U10 divisions.
 - 50 registered participants for the U11 & up divisions.
 - Soccer tryouts were held June 8, 9, 11 & 12.
 - 24 registered participants for the U8-U10 divisions.
 - 35 registered participants for the U11 & U12 divisions.
 - 28 registered participants for the U13 & up divisions.
 - 12 teams have committed to Raymore United.
- Fall
 - Tiny Sports
 - Registration is open for tiny soccer and tiny flag foot.
 - Soccer
 - Registration is open for recreation
 - Baseball/Softball
 - Registration is open for competitive and recreational
 - Flag Football
 - Registration is open for NFL flag
 - Volleyball
 - Registration is open for recreational

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: June 26, 2018
Subject: Parks and Maintenance Report

Park Operations

- Park Staff is doing routine mowing.
- Park Staff has prepped and worked 2 baseball tournaments.
- Staff had the 2 dead trees at City Hall removed.
- Staff ordered and received picnic table that will replace old ones in the Lions shelter.
- Tandem has received the bridge and will install and finish the trail in the upcoming weeks.
- Staff has received 2 BBQ Grills that will be installed at Ward shelter and the Optimist shelter.
- Staff has watered trees weekly with the dry weather.
- Staff mulched trees and installed identification markers by the trees in the new Arboretum.
- Staff prepared Memorial Park for the ribbon cuttings.
- Superintendent Rulo had several BUDget meetings.
- Park Staff has been working on new parking for the Spirit of America Event and all the prep work for the event.

MONTHLY REPORT

June 2018

HIGHLIGHTS

- Recreation Staff hosted an informational meeting at Centerview on 5/31 for coaches and parents interested in the Raymore United Soccer Club. Skills clinics and fall tryouts were scheduled to begin the week of June 4.
- Parks maintenance crews mulched the playground at Recreation Park, prepared the baseball/softball fields for nightly games and performed routine mowing at all parks and public facilities.
- Staff prepared for the 16th Annual Walter Buck Memorial Fishing Derby to be held at Johnston Lake in Hawk Ridge Park on June 9.
- The Raymore Summer Camp began May 29. Campers traveled to the Harrisonville Pool and the Kansas City Zoo. Over 120 children are registered to attend camp throughout the summer.
- Raymore United skills clinics were held the week of June 4 at Recreation Park Soccer Complex. Raymore United tryouts are the week of June 8-12!
- Department staff along with South Metro Fire District, Raymore PD and J&M Displays met in preparation of the Spirit of America Fireworks Event on June 30.
- Centerview hosted the Aging Mastery Graduation Ceremony. Nineteen graduates received a certificate of completion. Community Development Director Jim Cadoret and Parks and Recreation Director Nathan Musteen spoke during the ceremony of the importance of providing quality services, programs and infrastructure for our aging residents.
- Park maintenance staff continued regular mowing routine in addition to preparing the Recreation Park Baseball Complex for the Grand Slam Baseball Tournament June 8 - 10. Crews also prepared T.B. Hanna Station for Summer Scene.



- The 2018 Original Town Farmers Market opened for the season at T.B. Hanna Station on June 5. Thirty-nine vendors were open for business at the market, an increase from last year. The market runs through September, so be sure to visit every Tuesday from 4pm - 7pm for locally grown and produced goods.
- Parks Superintendent Steve Rulo and Parks & Recreation Director Nathan Musteen met with residents and staff of Foxwood Springs to discuss a new trail project.
- Crews are removing the old flagpole at Memorial Park and installing a brand new flagpole near the concession stand and new trail. The new flagpole is a gift to the Parks & Recreation Department from the Raymore Park Foundation. After several decades of service to the community, the older flagpole has become unserviceable and costly to repair.
- The 3v3 Open Play Soccer program started the week of June 11.
- Raymore United held tryouts with more than 130 soccer players participating in this year's tryouts. Contact the Parks & Recreation Department or visit www.Raymore.com/Soccer for more information on the Raymore United Soccer Club.
- The youth baseball/softball league pictures were held throughout the week of June 11 at Recreation Park and Memorial Park.
- Park maintenance staff prepared Memorial Park for the Rolling Ribbon Cutting scheduled for June 21 at 4:30 p.m. Recreation Park is being prepared for the Spirit of America Celebration.
- Director Nathan Musteen, Parks Superintendent Steve Rulo and Park Foreman Jeff Schmill finalized the irrigation and landscaping plans for the Raymore Activity Center.
- Staff continues to prepare for the upcoming **Spirit of America Celebration on Saturday, June 30**. Visit our Facebook page to download the J&M Displays App to have patriotic music choreographed to the fireworks display. The app also features event announcements and more.
- Summer Day Camp traveled to Paradise Park in Lee's Summit and the Harrisonville Pool the week of June 19.



- Park Administrative staff presented their requested FY18/19 budget to City Manager Jim Feuerborn.
- The Challenger Sports British Soccer Camp was held the week of June 18.

CENTERVIEW

- Hosted graduation parties, birthday parties and family get-togethers.
- Rage Dance Academy hosted a dance recital with over 100 in attendance.
- Garden Club's monthly meeting. Healthy Herbs was the topic of discussion.
- Raymore's Emergency Management held a Regional Meeting.
- Raymore's City Clerk held a Western Division meeting.
- Raymore's Police Department is holding a week long training session.
- A wedding will take place on the last day of June.
- Several Competitive Soccer meetings were held.

RECREATION PROGRAMS & SPECIAL EVENTS



Every Tuesday from 4-7 p.m. at T.B. Hanna Station



Saturday, June 30 at 7 PM - 10 PM
Recreation Park



Friday, August 17 at 5:30 PM - 8:30 PM
Hawk Ridge Park



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: June 26, 2018

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

Title / Issue / Request:

FY19 Schedule of Fees

Background / Justification:

The City Council approves a Schedule of Fees and Charges each year in preparation for the upcoming fiscal year.

During the May 22 work session, the Park Board reviewed the schedule of fees for the FY 19 fiscal year. Attached is a listed of recommended changes as reviewed by the Board in May.

Financial Impact: - See Attachment

Project Timeline:

June - Recommended changes submitted to the Finance Director
Finance Director recommendation to the City Manager
August - City Manager recommendation to the City Council

Staff Recommendation:

Staff is seeking a recommendation from the Park Board for approval to present to the City Manager.

Attachments:

1. Schedule of Fees - proposed changes

Schedule of Fees Adjustments				
Recommended Changes				
		Parks and Recreation		
		Rental Fees - Resident		
		1 East Shelter		(Name Change to Moon Valley)
		2 Park House		Remove from fee schedule
		3 Ball Field Reservation -Lit - Day		Change from \$75 to \$125
		4 Ball Field Reservation -Unlit - Day		Change from \$50 to \$100
		Rental Fees - Non-Resident		
		1 East Shelter		(Name Change to Moon Valley)
		2 Park House		Remove from fee schedule
		3 Ball Field Reservation -Lit - Day		Change from \$150 to \$200
		4 Ball Field Reservation -Unlit - Day		Change from \$100 to \$150
		Specifically permitted rentals		
		1 Baseball Field Rental		
			Tournament Complex Rental	Change form \$900/\$450 deposit required to \$1200/\$600
			Tournament Team Fee	Deposit Change from \$20 to \$25 per team
		Centerview		
		1 Breakdown the Audio/Visual into two seperate fees		
			Visual	\$50
			Audio (Soundboard)	\$100



MISCELLANEOUS ITEMS

- May 22, 2018 - Work Session Notes
- June 12, 2018 - Work Session Notes
- Status of Capital Improvements
- Park Board Annual Report - (Mid-Year Financials as of May 31, 2018)



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

**Tuesday, May 22, 2018
6:00PM**

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

Members Present: Chairman Manson, Members: Cipolla, Harris, Heath, Houdyshell and Trautman. Member Seimears and Eastwood were absent.

Staff Present: Director Musteen, Parks Superintendent Rulo and Recreation Superintendent McLain.

Call to Order: Chairman Manson called the meeting to order at 6:06 pm.

1. Centerview

- a. Recreation Superintendent John McLain gave the Board the results of the survey that was sent out to all people who have rented Centerview in the past year. General discussion regarding the results.

2. Schedule of Fees

- a. Recreation Superintendent John McLain presented the Board with recommendations for changes to the schedule of fees for FY18/19. General discussion about the changes and reasoning for the changes ensued.
- b. The Board gave verbal approval of the changes, staff will present the changes to the Board at the next business meeting.

3. Hawk Ridge Park Improvements Update

- a. Director Musteen provided the Board with an update on the progress regarding the Hawk Ridge Park bidding process.

4. City Council / Park Board Joint Work Session

- a. Director Musteen updated the Board on the new dates for future joint work sessions between the City Council and the Park Board. Moving forward, joint work sessions will be the 1st Monday of June

and December. The next joint work session will be June 4 in which the City Council / Park Board MOU will be the main topic of discussion.

5. FY18 Operating Budget Discussion

- a. Director Musteen opened up an opportunity for the Board to place recommendations to the operation budget for staff to review before the next work session. No suggestions were given.

6. Other

- a. Parks Superintendent Rulo informed the Board that a Boy Scout will be presenting a project idea for his Eagle Scout project during the public comments of the regular meeting. This is not on the agenda but the young man has met all the criteria and has been invited to present his idea.
- b. Chairman Manson addressed the Board and announced that he has purchased a new house in Raymore and submitted his resignation effective on May 29th. According to City Charter, he is required to submit his resignation if a change of residence changes the ward in which he lives.
 - i. Mr. Manson thanked the members and suggested that the next Chairman considered moving Board officer elections to August.
 - ii. Discussion of the pros and cons

7. Adjournment

- a. Chairman Manson called the meeting adjourned at 6:57 pm.



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

Tuesday, June 12, 2018

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

Members Present: Vice Chairman Trautman, Members: Harris, Heath, Houdyshell, Seimears and Trautman. Member Eastwood was absent.

Staff Present: Director Musteen, Parks Superintendent Rulo and Recreation Superintendent McLain.

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

1. FY18 Operating Budget Discussion

- a. Director Musteen presented the proposed FY19 Operating Budget to the Park Board for review. A line by line explanation was provided and general discussion about the budget and the budget process ensued. No significant changes were made or recommended.
- b. The budget will go before the City Manager the week of June 18 for review.

2. Adjournment

- a. Vice Chairman Manson called the meeting adjourned at 7:30 pm.

Status of Park & Recreation Capital Improvements

6/26/2018

2018 Projects

- Recreation Park Picnic Pavilion: This project would involve the demolition of the existing park house and site restoration and create an additional picnic pavilion with restrooms and special event storage. *Park Sales Tax Fund, \$210,000 (NM)*
 - To Begin in the fall of 2018
- Park Restroom Enhancements: This project would involve the installation of hand dryers in the public restrooms at baseball, soccer and Moon Valley Park. *Park Sales Tax Fund, \$6,000 (NM)*
 - Construction Completed - January 2018
- Park Maintenance Facility Improvements: This project would involve the renovation of the administrative area of the Park Maintenance Facility that includes workstations, conference table and general remodeling of facilities. *Park Sales Tax Fund, \$20,000 (NM)*
 - General Construction is complete
 - The door and door frame from the admin area to the shop has not been finished.
- Recreation Park Pedestrian Bridge Replacement: This project would involve the replacement of the current bridge and construction of new pedestrian crossing to the east connecting Moon Valley and Recreation Park. *Park Sales Tax Fund, \$55,000 (NM)*
 - A geotechnical study has been completed
 - A concept for a replacement is under design
- Recreation Park Pedestrian Safety Enhancements: This project involves the construction of pedestrian access points off the main parking lot which will connect the Raymore Activity Center, the baseball complex and the soccer complex to the trail system. The project Includes; parking lot striping that adds additional ADA parking spots, no parking zones and pedestrian entrances, some landscaping and a prime location for public art. *Park Sales Tax Fund, \$100,000 (NM)*
 - Main trail and ADA connections are completed
 - The boardwalk and connection to the RAC is all that is left to complete
- Recreation Park Pond: This project would involve an environmental analysis in the first year. The information gathered will provide guidance for the removal of sediment in the pond and cleaning up around the area making it easier to fish and more aesthetically pleasing. *Park Sales Tax Fund, \$10,000 (NM)*
 - Study is Complete
 - Cost estimates and dredging recommendations for FY19 are due by July

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)*

- Construction Completed - June 2018
- 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)*
 - Construction completed - Fall 2017
 - Accepted by City Council - May 2018
- 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)*
 - Construction Completed - June 2018
- 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)*
 - Park Maintenance staff are doing this project in-house.
 - Project is Complete - January 2018
 - A cedar pergola has been constructed and installed
 - A new water fountain has been installed
 - A water line has been installed with the help of Public Works
 - The water fountain is installed
 - A punch list has been developed
 - Staff is working on completing the punch list items which include a new BBQ Grill and trash can.
- 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)*
 - Major Construction is complete
 - Ongoing maintenance and improvements will be on an as-needed basis
- 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)*
 - Project on hold
- 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)*
 - Construction Complete - January 2018
 - Accepted by Council - March 2018

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)*
 - Before P&Z on 12/19
 - Under plan review of MDC and City Engineering Department
 - Bidding to begin upon conclusion of the review process
 - Project currently out for bid - April 2018
 - Currently in contract negotiations for construction
 - Completion - Winter 2018/2019

- 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)*
 - Before P&Z on 12/19
 - Under plan review of MDC and City Engineering Department
 - Bidding to begin upon conclusion of the review process
 - Project currently out for bid - April 2018
 - Currently in contract negotiations for construction
 - Completion - Winter 2018/2019

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)*
 - Before P&Z on 12/19
 - Under plan review of MDC and City Engineering Department
 - Bidding to begin upon conclusion of the review process
 - Project currently out for bid - April 2018
 - Completion - Winter 2018/2019

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)*
 - The remaining funds on this project will be used for the landscaping at the RAC.
 - The adaptive landscape committee will work together to implement a project that adheres to the new standards adopted by the committee. This will most likely be the 1st project to be designed and completed in-house using the new standards.
 - Completion - Summer 2018 in conjunction with the RAC construction.

Bond Projects

- 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.
 - Construction is complete
- 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.
 - Construction is Underway
- HAWK RIDGE PARK Projects
 - Before P&Z on 12/19
 - Under plan review of MDC and City Engineering Department
 - Bidding to begin upon conclusion of the review process
 - Project currently out for bid - April 2018
 - Currently in contract negotiations for construction
 - Completion - Winter 2018/2019

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.

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.

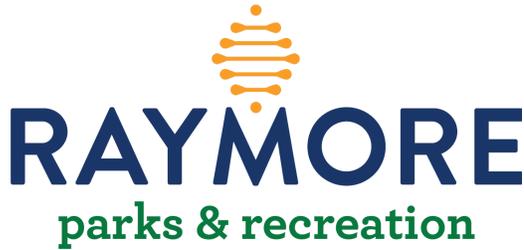
Hawk Ridge Park - Parking lot expansion & ADA Playground: This phase of the Hawk Ridge Park improvements include an all-inclusive playground, parking and infrastructure expansion on the north-west side of Johnston Lake.

- 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.
 - Construction is complete
- 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.
 - Design/Consultant Contract before the Park Board (1/23/18)
 - Design/Consultant Contract before the City Council (1st Read/Feb 12 - 2nd Read/Feb 26)
 - Design underway - April 2018

All Inclusive Playground

Hawk Ridge Park will be home to Cass County's first and only ALL-Inclusive Playground. Designed by Unlimited Play and funded by the Raymore Community, this playground will be a destination play area for people of all abilities and nestled in the newly updated Hawk Ridge Park.

- Design/Consultant MOU before the Park Board (November 2017)
- Design/Consultant MOU before the City Council (1st Read/Jan 22 - 2nd Read/Feb 12)
- Kick-Off meetings for design and fundraising - March 2018
- Design underway - April 2018



Raymore Parks and Recreation Board

Annual Report

Fiscal Year 2017/2018
(Mid-Review Financial Report)

Board Members:

Sheldon Castleman	Ward 1 (Resigned - May 2018)
Eric Eastwood	Ward 1
Jennifer Cipolla	Ward 2
Melinda Houdyshell	Ward 2
Jim Heath	Ward 3
William Manson, <i>Chair</i>	Ward 3 (Resigned - May 2018)
Bryan Harris	Ward 4
Steve Trautman, <i>Vice Chair</i>	Ward 4
Michelle Hiles-Seimears	At Large

Parks & Recreation Staff:

Director of Parks & Recreation	Nathan Musteen
Office Assistant	Greta Naab

Recreation Division

Recreation Superintendent	John McLain
Recreation Coordinator	Katie Pattrick
Athletic Coordinator	Todd Brennon

Parks Division

Parks Superintendent	Steve Rulo
Parks Crew Leader	Jeff Schmill
Parks Maintenance Staff	Boyd Fields, Eddie Gomez, Gus Boos, Shawn Jonas

The Raymore Parks and Recreation Department, in conjunction with the Park Board, oversees the acquisition, development, and maintenance of various parklands within the City limits. The Department is responsible for planning, organizing, offering, and supervising a variety of recreation programs and special events for the benefit of the citizens of the City and surrounding community. Managing the use of park property by private individuals, groups, and athletic rentals, caring for municipal buildings and grounds, and coordinating the activities of the Raymore Parks and Recreation Board, are also functions of this department.

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MAY 31ST, 2018

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	(41.15)	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	(41.15)	0.00	0.00	0.00	0.00
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	376,201.00	2,687.17	378,881.36	0.00	(2,680.36)	100.71
MISCELLANEOUS	0.00	0.00	0.00	5,305.00	242.43	6,849.12	0.00	(1,544.12)	129.11
FACILITY RENTAL REVENUE	0.00	0.00	0.00	10,550.00	595.00	3,100.00	0.00	7,450.00	29.38
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	262,500.00	0.00	187,500.00	58.33
TOTAL PARKS DIVISION	0.00	0.00	0.00	842,056.00	41,024.60	651,330.48	0.00	190,725.52	77.35
<u>RECREATION DIVISION</u>									
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	3,620.65	0.00	(3,620.65)	0.00
CONCESSION REVENUE	0.00	0.00	0.00	52,000.00	11,719.82	18,419.77	0.00	33,580.23	35.42
FACILITY RENTAL REVENUE	0.00	0.00	0.00	15,000.00	4,430.00	6,730.00	0.00	8,270.00	44.87
PROGRAM REVENUE	0.00	0.00	0.00	364,025.00	22,644.00	154,911.00	0.00	209,114.00	42.56
TOTAL RECREATION DIVISION	0.00	0.00	0.00	431,025.00	38,793.82	183,681.42	0.00	247,343.58	42.62
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	1,730.66	18,230.04	0.00	31,974.96	36.31
PROGRAM REVENUE	0.00	0.00	0.00	4,200.00	30.00	250.00	0.00	3,950.00	5.95
TOTAL CENTERVIEW	0.00	0.00	0.00	54,405.00	1,760.66	18,480.04	0.00	35,924.96	33.97
<u>RAYMORE ACTIVITY CENTER</u>									
TOTAL REVENUES	0.00	0.00	0.00	1,327,486.00	81,537.93	853,491.94	0.00	473,994.06	64.29
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	760,062.00	67,309.98	369,454.94	35,270.28	355,336.78	53.25
RECREATION DIVISION	0.00	0.00	0.00	581,732.00	79,848.18	267,392.62	20,710.09	293,629.29	49.52
CENTERVIEW	0.00	0.00	0.00	54,405.00	1,725.58	12,839.81	926.93	40,638.26	25.30
TOTAL EXPENDITURES	0.00	0.00	0.00	1,396,199.00	148,883.74	649,687.37	56,907.30	689,604.33	50.61
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(68,713.00)	(67,345.81)	203,804.57	(56,907.30)	(215,610.27)	213.78-

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MAY 31ST, 2018

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

00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	(41.15)	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	(41.15)	0.00	0.00	0.00	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	(41.15)	0.00	0.00	0.00	0.00
------------------------	------	------	------	------	----------	------	------	------	------

PARKS DIVISION

=====

PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	320,442.00	865.22	317,701.78	0.00	2,740.22	99.14
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	55,759.00	1,821.95	61,179.58	0.00	(5,420.58)	109.72
TOTAL PROPERTY TAXES	0.00	0.00	0.00	376,201.00	2,687.17	378,881.36	0.00	(2,680.36)	100.71

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	5,305.00	542.43	6,375.57	0.00	(1,070.57)	120.18
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	473.55	0.00	(473.55)	0.00
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	0.00	(300.00)	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	5,305.00	242.43	6,849.12	0.00	(1,544.12)	129.11

FACILITY RENTAL REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	10,550.00	595.00	3,100.00	0.00	7,450.00	29.38
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	10,550.00	595.00	3,100.00	0.00	7,450.00	29.38

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	58,333.31	0.00	41,666.69	58.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	29,166.67	204,166.69	0.00	145,833.31	58.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	262,500.00	0.00	187,500.00	58.33

TOTAL PARKS DIVISION

RECREATION DIVISION

=====

PROPERTY TAXES

MISCELLANEOUS

26-4315-0000 RECREATION GRANTS - PARKS	0.00	0.00	0.00	0.00	0.00	3,620.65	0.00	(3,620.65)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	3,620.65	0.00	(3,620.65)	0.00

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MAY 31ST, 2018

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>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	52,000.00	11,719.82	18,419.77	0.00	33,580.23	35.42
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	52,000.00	11,719.82	18,419.77	0.00	33,580.23	35.42
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	15,000.00	4,430.00	6,730.00	0.00	8,270.00	44.87
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	15,000.00	4,430.00	6,730.00	0.00	8,270.00	44.87
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	31,150.00	780.00	7,061.00	0.00	24,089.00	22.67
26-4715-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	81,450.00	16,015.00	17,755.00	0.00	63,695.00	21.80
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	93,050.00	295.00	57,193.00	0.00	35,857.00	61.46
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	28,350.00	320.00	11,615.00	0.00	16,735.00	40.97
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	60,100.00	959.00	33,108.00	0.00	26,992.00	55.09
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	20,250.00	450.00	5,850.00	0.00	14,400.00	28.89
26-4715-1630 PROGRAM - MISC	0.00	0.00	0.00	9,675.00	2,125.00	2,589.00	0.00	7,086.00	26.76
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	6,300.00	300.00	2,460.00	0.00	3,840.00	39.05
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	11,000.00	520.00	6,840.00	0.00	4,160.00	62.18
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	7,200.00	590.00	4,115.00	0.00	3,085.00	57.15
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	15,500.00	290.00	6,325.00	0.00	9,175.00	40.81
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	364,025.00	22,644.00	154,911.00	0.00	209,114.00	42.56
TOTAL RECREATION DIVISION	0.00	0.00	0.00	431,025.00	38,793.82	183,681.42	0.00	247,343.58	42.62

CENTERVIEW

=====

MISCELLANEOUS

FACILITY RENTAL REVENUE

27-4710-0000 RENTAL FEES	0.00	0.00	0.00	50,205.00	1,730.66	18,230.04	0.00	31,974.96	36.31
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	1,730.66	18,230.04	0.00	31,974.96	36.31

PROGRAM REVENUE

27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	4,200.00	30.00	250.00	0.00	3,950.00	5.95
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	4,200.00	30.00	250.00	0.00	3,950.00	5.95

TOTAL CENTERVIEW

RAYMORE ACTIVITY CENTER

=====

MISCELLANEOUS

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MAY 31ST, 2018

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	316,156.00	38,339.21	189,977.26	0.00	126,178.74	60.09
25-5020-1250 FICA	0.00	0.00	0.00	24,858.00	2,901.48	14,307.17	0.00	10,550.83	57.56
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	1,015.00	0.00	291.25	0.00	723.75	28.69
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	60,925.00	4,559.41	31,866.90	0.00	29,058.10	52.31
25-5045-1250 LAGERS	0.00	0.00	0.00	47,461.00	5,389.15	27,040.06	0.00	20,420.94	56.97
25-5050-1250 OVERTIME	0.00	0.00	0.00	8,791.00	774.71	5,246.51	0.00	3,544.49	59.68
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,688.00</u>	<u>632.64</u>	<u>4,428.48</u>	<u>0.00</u>	<u>4,259.52</u>	<u>50.97</u>
TOTAL PERSONNEL	0.00	0.00	0.00	467,894.00	52,596.60	273,157.63	0.00	194,736.37	58.38
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,900.00	0.00	725.00	4,753.10	1,421.90	79.39
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	10,150.00	400.30	3,190.29	1,635.12	5,324.59	47.54
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,500.00	442.10	460.09	0.00	2,039.91	18.40
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,881.00</u>	<u>0.00</u>	<u>3,738.18</u>	<u>510.75</u>	<u>632.07</u>	<u>87.05</u>
TOTAL COMMODITIES	0.00	0.00	0.00	27,213.00	842.40	8,625.95	6,898.97	11,688.08	57.05
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	1,891.40	108.60	94.57
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	24.99	71.56	0.00	428.44	14.31
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	40,000.00	1,954.53	15,007.37	9,463.87	15,528.76	61.18
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,000.00	0.00	0.00	150.00	3,850.00	3.75
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	0.00	0.00	1,594.50	(1,594.50)	0.00
25-6490-1010 VEHICLE MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>34.76</u>	<u>0.00</u>	<u>965.24</u>	<u>3.48</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	47,500.00	1,979.52	15,113.69	13,099.77	19,286.54	59.40
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	42,664.00	5,438.04	25,322.93	0.00	17,341.07	59.35
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	1,134.87	0.00	(334.87)	141.86
25-6840-1010 TELEPHONE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,080.00</u>	<u>104.51</u>	<u>554.00</u>	<u>0.00</u>	<u>526.00</u>	<u>51.30</u>
TOTAL UTILITIES	0.00	0.00	0.00	44,802.00	5,542.55	27,011.80	0.00	17,790.20	60.29
<u>CONTRACTUAL</u>									
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	0.00	535.00	1,699.75	90.25	96.12
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	353.07	321.89	67.81
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	529.35	2,206.26	1,290.80	1,767.94	66.42
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	450.00	0.00	171.14	0.00	278.86	38.03
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,225.00	850.00	1,005.00	0.00	220.00	82.04
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	175.00	0.00	142.80	0.00	32.20	81.60
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,896.00	622.68	1,595.39	0.00	300.61	84.15
25-7320-1250 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,385.00</u>	<u>378.80</u>	<u>11,123.68</u>	<u>11,927.92</u>	<u>1,333.40</u>	<u>94.53</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	50,036.00	2,380.83	17,769.31	15,271.54	16,995.15	66.03

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MAY 31ST, 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
--	------------------------------	--------------------------	---------------------------------------	-------------------	-------------------	------------------------	----------------------	-------------------	----------------

PERSONNEL

26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	243,236.00	28,050.60	133,210.22	0.00	110,025.78	54.77
26-5020-1310 FICA	0.00	0.00	0.00	18,859.00	2,259.97	10,273.98	0.00	8,585.02	54.48
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	781.00	0.00	224.10	0.00	556.90	28.69
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	36,763.00	1,480.97	10,308.03	0.00	26,454.97	28.04
26-5045-1310 LAGERS	0.00	0.00	0.00	29,811.00	3,539.84	12,063.64	0.00	17,747.36	40.47
26-5050-1310 OVERTIME	0.00	0.00	0.00	3,292.00	1,766.11	2,978.69	0.00	313.31	90.48
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,343.00</u>	<u>453.08</u>	<u>3,171.56</u>	<u>0.00</u>	<u>2,171.44</u>	<u>59.36</u>
TOTAL PERSONNEL	0.00	0.00	0.00	338,085.00	37,550.57	172,230.22	0.00	165,854.78	50.94

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	427.00	1.62	55.07	0.00	371.93	12.90
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,350.00	0.00	944.00	0.00	406.00	69.93
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	300.00	0.00	456.09	0.00	(156.09)	152.03
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	1,500.00	125.65	3,620.65	0.00	(2,120.65)	241.38
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	1,300.00	1,300.00	330.76	2,369.24	40.77
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	42.86	42.86	0.00	582.14	6.86
26-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>546.00</u>	<u>0.00</u>	<u>377.25</u>	<u>453.60</u>	(284.85)	<u>152.17</u>
TOTAL COMMODITIES	0.00	0.00	0.00	12,698.00	1,470.13	7,185.77	784.36	4,727.87	62.77

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	21,000.00	7,126.58	10,860.03	4,308.21	5,831.76	72.23
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,980.00	0.00	1,623.00	1,029.50	327.50	89.01
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,570.00	193.00	1,065.16	634.88	2,869.96	37.20
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	35.00	0.00	35.00	0.00	0.00	100.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	6,600.00	511.40	2,985.96	0.00	3,614.04	45.24
26-7315-1010 PRINTING	0.00	0.00	0.00	2,500.00	910.00	1,906.67	0.00	593.33	76.27
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	12,000.00	1,600.21	4,076.69	0.00	7,923.31	33.97
26-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	14,840.00	0.00	0.00	2,370.50	12,469.50	15.97
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	38,274.00	14,161.45	14,246.45	2,345.24	21,682.31	43.35
26-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	11,700.00	0.00	8,496.29	0.00	3,203.71	72.62
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	39,500.00	5,874.70	17,054.18	32.00	22,413.82	43.26
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	9,000.00	600.00	600.00	625.00	7,775.00	13.61
26-7330-1630 PROGRAMS MISC	0.00	0.00	0.00	7,300.00	380.00	581.60	0.00	6,718.40	7.97
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	4,750.00	0.00	1,145.50	0.00	3,604.50	24.12
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	1,500.00	101.10	933.07	0.00	566.93	62.20
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	5,400.00	630.00	3,027.50	231.00	2,141.50	60.34
26-7340-1600 RENT	0.00	0.00	0.00	8,150.00	250.00	4,370.00	1,750.00	2,030.00	75.09
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	12,600.00	0.00	3,000.00	6,599.40	3,000.60	76.19
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,250.00</u>	<u>8,489.04</u>	<u>11,969.53</u>	<u>0.00</u>	<u>16,280.47</u>	<u>42.37</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	230,949.00	40,827.48	87,976.63	19,925.73	123,046.64	46.72

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MAY 31ST, 2018

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	81.89	0.00	1,418.11	5.46
27-6150-1010 SUPPLIES	0.00	0.00	0.00	3,500.00	18.36	628.70	177.98	2,693.32	23.05
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	18.36	710.59	177.98	5,291.43	14.38
<u>MAINTENANCE & REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	3,450.00	53.68	499.97	0.00	2,950.03	14.49
27-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	250.00	0.00	142.86	0.00	107.14	57.14
27-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	1,500.00	0.00	114.79	573.95	811.26	45.92
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	5,200.00	53.68	757.62	573.95	3,868.43	25.61
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	16,800.00	420.40	2,722.57	0.00	14,077.43	16.21
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	1,800.00	376.14	2,508.18	0.00	708.18	139.34
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	114.60	458.40	0.00	423.60	51.97
TOTAL UTILITIES	0.00	0.00	0.00	22,482.00	911.14	5,689.15	0.00	16,792.85	25.31
<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	0.00	80.00	0.00	2,320.00	3.33
27-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,896.00	0.00	825.10	0.00	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	742.40	2,369.20	175.00	1,702.80	59.91
27-7330-1600 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	3,000.00	0.00	187.50	0.00	2,812.50	6.25
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	742.40	5,682.45	175.00	14,685.55	28.51
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	0.00	0.00	0.00	54,405.00	1,725.58	12,839.81	926.93	40,638.26	25.30

=====

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
PERSONNEL									
COMMODITIES									
MAINTENANCE & REPAIRS									
UTILITIES									
CONTRACTUAL									
CAPITAL PROJECTS									
TOTAL EXPENDITURES	0.00	0.00	0.00	1,396,199.00	148,883.74	649,687.37	56,907.30	689,604.33	50.61
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	(1,396,199.00)	(148,883.74)	(649,687.37)	(56,907.30)	(689,604.33)	50.61

*** END OF REPORT ***