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## Raymore Park Board Agenda

Tuesday, July 26, 2016  
7:00PM - City Hall  
100 Municipal Circle  
Raymore, Missouri 64083

1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Personal Appearances
  5. Acceptance of Minutes June 28 2016
  6. Committee Reports
    - Finance Committee (did not meet)
    - Recreation Committee (did not meet)
    - Grounds Committee (did not meet)
  7. Staff Reports
    - Recreation Superintendent
    - Parks Superintendent
    - Parks & Recreation Director
  8. Old Business None
  9. New Business
    - A. Schedule of Fees Action Item  
  
Director Musteen will present the Board with an addition to the proposed FY17 Schedule of Fees.
  10. Public Comment
  11. Board Member Comment
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## 12. Adjournment

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

- *June 28, 2016 - Park Board Work Session Notes*
  - *Financials - As of June 30, 2016*
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### **EXECUTIVE SESSION (CLOSED MEETING)**

The Parks and Recreation Board ***IS SCHEDULED*** to 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, JUNE 28, 2016, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

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

**STAFF PRESENT:** Director Musteen, Superintendent Rulo, Superintendent McLain and Recreation Coordinator Keith

**1. Call to Order** Chairman Manson called the meeting to order 7:00 p.m.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearance**

None

**5. Acceptance of Minutes of May 24, 2016 Meeting**

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

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

**6. Public Comment**

None

**7. Committee Reports**

*Finance Committee* - did not meet

*Grounds Committee* - did not meet

*Recreation Committee* - did not meet

**8. Staff Reports**

Superintendent McLain, Superintendent Rulo and Director Musteen gave a verbal report, in addition to the written reports submitted.

**9. Unfinished Business**

None

**10. New Business**

**A. Budget Recommendation**

Department Staff began the process of preparing the FY17 Budget in early May. During this process, we evaluated current FY16 budget expenditures, projections and future needs.

Final projections for tax revenue, personnel matters, fuel prices, insurance, etc., were estimated for the proposed budget and will be finalized by the Finance Director and approved by the City Manager in July/August prior to the budget presentation to the City Council.

**Motion:** Member Harris moved to accept the 2017 Operations Budget as presented. Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

**B. 2016 Park Shade Structure**

In October of 2015, the City Council designated \$194,000 towards the purchase and installation of shade structures at each of the 6 fields at the Recreation Park Baseball Complex. This project would provide shade for the bleachers, and be aesthetically pleasing to a revitalized baseball/softball complex that has seen new infield playing surface, backstops, dugouts, and all fences throughout the complex. This project will be the "Wow" factor of a virtually new Baseball Complex.

Shade Systems by Out & About, LLC was the low bidder and during the work session on June 14, the Park Board did select Shade Systems by Out & About, LLC as the lowest, best bidder.

Shade Systems by Out & About, LLC was the only bidder that submitted an alternate bid that included a shade structure that wraps around the baseball concession stand.

The concession stand structure was well received by the Park Board.

**Motion:** Member Harris moved to accept the contract with Shade Systems by Out & About, LLC for \$111,223. Member Cipolla seconded.

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

**Motion:** Member Harris moved to accept and recommend that the project include the alternate bid in the amount of \$87,594 for the concession stand shade structure. Member Houdyshell seconded.

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

**C. 2016 Recreation Park Baseball Field Renovation**

With the approval of Shade Systems by Out & About, LLC for the base-bid project of field shade structures and the alternate bid acceptance for the concession stand structure, an amendment to the budget will be required.

A budget amendment of the capital fund for \$15,000 is being proposed for FY16 that authorizes staff to include the alternate bid in the contract and provides a 5% contingency for the City Manager to authorize any changes or adjustments needed during the project.

**Motion:** Member Harris moved budget amendment of \$15,000 to allow for contingencies. Member Houdyshell seconded.

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye

Member Heath	Aye
Member Houdyshell	Aye
Member Manson	Aye
Member Seimears	Aye
Member Trautman	Aye

**10. Board Elections**

**A. Call for nominees - Board Chair**

**Nomination:** Member Eastwood nominated Member Harris for Chair.

**Discussion:** None

<b>Vote:</b>	2 Aye	Member Castleman	Nay
	6 Nay	Member Cipolla	Nay
	1 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Nay
		Member Houdyshell	Nay
		Member Manson	Abstain
		Member Seimears	Nay
		Member Trautman	Nay

**Nomination:** Member Heath nominated Member Manson for Chair.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Castleman	Aye
	2 Nay	Member Cipolla	Aye
	1 Abstain	Member Eastwood	Nay
		Member Harris	Nay
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Abstain
		Member Seimears	Aye
		Member Trautman	Aye

**B. Call for nominees - Board Vice Chair**

**Nomination:** Member Castleman nominated Member Harris for Vice Chair.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Castleman	Aye
	3 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye

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

**Nomination:** Member Trautman nominated Member Houdyshell for Vice Chair.

**Discussion:** None

<b>Vote:</b>	3 Aye	Member Castleman	Nay
	6 Nay	Member Cipolla	Nay
	0 Abstain	Member Eastwood	Nay
		Member Harris	Nay
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Nay
		Member Seimears	Nay
		Member Trautman	Aye

**11. Public Comments**

None

**12. Board Comments**

Houdyshell complimented the Board on moving forward with the shade structures.

Seimears wished everyone well on the July 4th holiday.

**Executive Session**

The Board moved into Executive Session at 7:25 p.m.

**Motion:** Member Harris moved to adjourn the Executive Session and move to the regular meeting at 9:00pm.  
Member Houdyshell seconded.

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye

Member Seimears           Aye  
Member Trautman           Aye

**13. Adjournment**

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

**Discussion:** None

<b>Vote:</b>	9 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	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 9:01p.m

Respectfully submitted,  
Jerri Lynn Keith  
Recreation Coordinator



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## ***STAFF REPORT***

**To: Park Board**  
**From: John McLain, CPRP/AFO**  
**Recreation Superintendent**  
**Date: July 2016**  
**Subject: Recreation Report**

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### **Administrative Operations**

- Staff completed gathering program and event information for the fall program guide.
- Staff worked 4th of July event.
- Staff worked on record keeping and assisting City Clerk's office with updating new document storage.
- Recreation Coordinator scheduled concessions staff and site supervisors for farmers market.
- Staff worked on preparing for fall sports registration deadlines.
- Staff e-blasted information regarding fall event and activities timelines.
- Staff updated Facebook post.

### **Meetings/Trainings Attended**

- Recreation Superintendent
  - July 5 met with Pleasant Hill Parks and Recreation to discuss fall sports
  - July 7 met with Belton Parks and Recreation to go over changes needed in the South Metro Sports Group
  - July 7 met with representative from Cass County regarding Community Gardens
  - July 7 spring sports equipment drop off night at the Park House
  - July 8 Fall 2016 Arts Commission Programming
  - July 12 MYSA video conference
  - July 14 met with Communications Manager regarding marketing for fall registration deadlines
  - July 19 Mud Run event planning
  - July 19 staff budget prep
  - July 20 budget review with Administration
  - July 20 South Metro Sports Group meeting
  - July 21 initial bracketing meeting KCML
  - July 22 Arts Commission Event prep
  - July 26 Recreation Division meeting to go over planning of new personnel
  - July 27 Website Training
  - July 28 final bracketing meeting KCML
- Recreation Coordinator
  - July 14 met with Communications Manager regarding marketing for fall registration deadlines
  - July 18 Nature Explore outdoor classroom seminar
  - July 19 Mud Run event planning
  - July 21 Met with Lowe's Representatives regarding partnership for Outdoor Classroom
  - July 26 Recreation Division meeting to go over planning of new personnel



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- o July 27 Website Training

### Sports (Youth)

- Fall sports programs:
  - o Raymore United SC
    - Team Registration closed July 22
    - 2 Teams have registered. Staff are worked with coaches to completed registration through MYSA.
    - Uniforms for the teams were ordered.
    - Team Bracketing in KCML, schedule should be completed first week of August.
  - o Flag Football
    - Registration closes July 29
  - o Recreational Soccer
    - Registration closes July 31
  - o Recreational and Competitive Baseball and Softball
    - Registration closes August 5
  - o Recreational Volleyball
    - Registration closes August 19

### Sports (Adult)

- Men's Softball
  - Summer season started July 24
  - 14 teams registered

### Special Events

- July 4th Event
- July 19 Pickin 'N' Picture
- August 19 Mini Mud Run

### Rental/Events

- Youth Archery Class held at Hawk Ridge. This class is an addition to our Outdoor Nature courses. The class is being instructed by Recreation Coordinator Keith.
- Farmers Market is in full swing. Vendors are fighting the heat to provide a variety of products for our community.

### Youth Summer Camp

- Staff meetings were held.
- Field Trips to the Kauffman Stadium and the Harrisonville Pool have been taken.
- Camp has averaged 65-75 participants each week during the month of July.



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## **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo, Parks Superintendent**  
**Date: July 26, 2016**  
**Subject: Park Operations Report**

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### **Parks Operations**

- Basic routine of mowing and cleaning
- Park Staff helped with the setup, take-down and worked the 4th of July event.
- Staff has been watering trees and the newly planted Monarch Gardens as needed.
- Staff has started prepping Hawk Ridge Park for the new Kids Mini Mud Run Event in August. The course has been mowed and some of the obstacles have started being built.
- Staff has installed the practice basket on the back 9 of the Disc Golf Course, and the extra inserts have been ordered for the alternate holes.
- Park Staff has sprayed the Disc Golf area.
- Park Staff has helped out with organizing a place to hold the new Archery program being offered.

# Parks and Recreation Monthly Report



## July 2016

### Through the Month

#### July 1 - 9

- Independence Day Celebration
- Met with Belton Parks & Recreation Staff for planning and collaboration
- Met with Cass County Health Department regarding Community Gardens
- Met with Assistant City Manager, Meredith Hauck, working through Art Commission programming ideas

#### June 7-16

- CIP / Bond Projects meeting
- City Council Meeting
  - ◆ Proclamation by the Mayor declaring July as Parks & Recreation Month
  - ◆ 1st Reading of Recreation Park Shade Structure Project & Budget Amendment
- Training on City Software for document imaging and permanent records.
- Attended the Kansas City Metro Parks & Recreation Director's Association at the Fairway, KS City Pool

#### July 17 - 23

- Budget Presentation to the City Manager
- Met with Staff planning the Mini Mud Run in August

### Day-to-Day

Weekly planning meetings for the GO Bond projects. Working with consultants and the Engineering department on many of the projects and bid documents.

Parks & Recreation Management staff began preparing staff evaluations scheduled to be held in early August

Preparing for interviews and hiring of the new Athletic Coordinator

Parks & Recreation Staff continue to work on the Mini Mud Run obstacles and course layout.



# Parks and Recreation Monthly Report



## Coming Up - Calendar of Events

- July 27 - Meeting with Belton Parks & Recreation (Trail Linkage)
- July 29 - Pickin & Picture (Movie night in the Park)
- August 6 - City Council Work Session
- August 8 - City Council Meeting
- August 9 - Park Board Work Session
- August 15 - City Council Work Session
- August 19 - Mini Mud Run
- August 22- City Council Meeting
- August 23- Park Board Work Session and Meeting
- August 29 - City Council Work Session



## Program Updates

### Raymore Legacy

The Raymore Legacy Program is now accepting donations to leave a lasting legacy through honor bricks, tribute trees, memorial benches or heritage shelters.

Brochures are available at City Hall and more information is located at [www.raymore.com/parks](http://www.raymore.com/parks)



To date orders

6 Honor Bricks	1 Tribute Tree	2 Memorial Benches
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## Projects Update - FY16

Item	Status	Cost Info	Completion Date	Comments
Recreation Park Baseball Field Renovation  Phase II  Project #16-230-201	Project Complete	Budget: \$225,000  FY16 - CIP	Spring 2016	Guier Fence was recommended as the best lowest bid in the amount of \$220,789.00
Hawk Ridge ADA Dock	Concept ideas presented to the Park Board in the January work session.  Staff is working with MDC representatives to prepare for a grant application for this project.	Budget: \$45,000  FY16 - CIP	Fall 2016	A fully accessible fishing dock. Potential opportunity to cooperate with MDC through our current CAP agreement to minimize costs.
Hawk Ridge Restroom		Budget: \$90,000	Fall 2016	

# Parks and Recreation Monthly Report



	<p>Concept ideas presented to the Park Board in the January work session.</p> <p>Staff is working with MDC representatives to prepare for a grant application for this project.</p>	<p>FY16 - CIP</p>		<p>A public restroom facility at Hawk Ridge near the parking / dam area. Potential opportunity to cooperate with MDC through our current CAP agreement to minimize costs.</p>
<p>Recreation Park Shade Structures</p>	<p>Out &amp; About LLC. was selected as the best, low bidder. First &amp; Second reading of the contract is before the Council in July.</p>	<p>Budget: \$194,000 FY16 - CIP</p>	<p>Fall 2016</p>	<p>A transfer was made from the General Fund available fund balance into the Parks Sales Tax Fund in the amount of \$194,000 to fund the installation of baseball field shade structures in Recreation Park.</p>
<p>Hawk Ridge Park Walking Trail - Lake Loop</p>	<p>To be re-bid in conjunction with the Hawk Ridge Bond projects.</p> <p>Staff is working with MDC representatives to determine if the project qualifies for a grant.</p>	<p>Budget: \$160,000 FY15 - CIP</p>	<p>TBD</p>	<p>A 10ft wide ADA accessible walking trail around the perimeter of Johnston Lake at Hawk Ridge Park.</p>
<p>Recreation Park Disc Golf Course</p>	<p>Alternate Pin sleeves have been order. Upon installation, signage will be ordered and installed.</p>	<p>Budget \$25,000 FY14 - CIP</p>	<p>Summer 2016</p>	<p>Project includes the installation of a championship 18 hole disc golf course at Recreation Park.</p>



Respectfully,

Nathan Musteen  
Director of Parks & Recreation



## Raymore Park Board Agenda Item Information Form

**Date:** 6/28/16  
**Submitted By:** Nathan Musteen  
**Division:** Park Board  
**Agenda Item:** 9A - Schedule of Fees

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

### **Title / Issue / Request:**

Schedule of Fees

### **Background / Justification:**

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

In February, the Park Board reviews its current fee schedule and presents that revision to the Council through the Finance department.

During it's February meeting, the Budget Committee of the Park Board reviewed the schedule of fees and made some changes that reflect actual charges and changes made over the past year.

The final changes were approved by the Park Board and presented to the Finance Director in late February.



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In June, the Park Board discussed the addition of the Disc Golf Course as a rental facility. Discussion during work session included rates and schedule of reserving the facility for tournaments.

The Board recommends the following addition to the Schedule of Fees be given to the Finance Director for Council consideration.

- Disc Golf Course - 1 Day Rental / \$100

The attached document highlights the proposed FY17 changes.

### ***Financial Impact:***

See Attached Document

### ***Project Timeline:***

Recommended changes submitted to the Finance Director  
Finance Director submits recommendation to the City Manager and Council during FY17  
Budget preparation

### ***Staff Recommendation:***

Staff requests the addition of the Disc Golf rental fees be submitted to the Finance Director.

### ***Attachments:***

Recommended Changes to the Schedule of Fees



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## Schedule of Fees and Charges - Proposed FY17

### *Recommended Adjustments*

#### City Miscellaneous:

##### ***Farmers Market***

(Add) Booth Space with power in Depot \$25 per month

#### Parks and Recreation

##### ***Rental Fees - resident***

(Add) Depot Reservation - Day \$70

##### ***Rental Fees - non-resident***

(Add) Depot Reservation - Day \$120

##### ***Specifically Permitted Rentals***

	<b><i>(Proposed changes to current schedule)</i></b>
Baseball Field Rental	\$25 per hour per field
Tournament Complex Rental	\$900/\$450 deposit required
Ballfield Lights	\$25 per hour per field
Ballfield Preparation (Chalk/Paint)	\$30 per field
Additional Preparation during Tournament	\$15 per field
Tournament Team Fee	\$20 per team
<i>Disc Golf Course Rental</i>	<i>\$100 per day</i>

##### ***(Remove)***

Special Event - Full Park  
All Program Guide Advertisements

# MISCELLANEOUS ITEMS



- June 28, 2016 - Park Board Work Session Notes
- Financials - As of June 30, 2016



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THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, JUNE 28, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

PRESENT WERE CHAIRMAN MANSON, MEMBERS CASTLEMAN, CIPOLLA, EASTWOOD, HARRIS, HEATH, HOUDYSHELL, SEIMEARS AND TRAUTMAN.

Chairman Manson called the meeting to order at 6:00pm.

**1. Disc Golf Course Facility Rental**

- a. Staff presented the the Board with pricing options to rent the disc golf course as an addition to our list of facilities available for rent.
- b. Discussion regarding the proposed pricing option occurred. The Board requested that Staff bring to the July Park Board Meeting an action item on the agenda for a \$100 per day rental fee for exclusive use or tournament rentals.

**2. Disc Golf Course Signage**

- a. Staff provided different options on design for the disc golf hole signage. The signage is to be the final piece of finalizing the disc golf project.
- b. Discussion included remaining items left for course completion and types of signs. The Park Board indication option 1 provided in the packet as the most popular design and for staff to begin the quoting and design process. Draft of the course signage will be brought back to the Board at a later work session.

**3. Other Business**

- a. Member Houdyshell discussed the idea of installing large fans under the Depot at T.B. Hanna Station.

**4. Meeting Adjourned at 6:42pm**

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JUNE 30TH, 2016

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	27.11	27.11	0.00 (	27.11)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	27.11	27.11	0.00 (	27.11)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	351,956.00	1,669.47	346,812.05	0.00	5,143.95	98.54
MISCELLANEOUS	0.00	0.00	0.00	3,041.00	789.20	11,475.09	0.00 (	8,434.09)	377.35
PARK REVENUE	0.00	0.00	0.00	21,250.00	5,240.00	15,255.00 (	75.00)	6,070.00	71.44
TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	183,333.36	0.00	91,666.64	66.67
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	30,615.34	556,875.50 (	75.00)	94,446.50	85.50
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	337,800.00	50,755.63	226,576.98	0.00	111,223.02	67.07
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	337,800.00	50,755.63	226,576.98	0.00	111,223.02	67.07
TOTAL REVENUES	0.00	0.00	0.00	989,047.00	81,398.08	783,479.59 (	75.00)	205,642.41	79.21
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	28,640.36	28,640.36	0.00	662,125.75	64,734.54	429,276.14 (	16,662.70)	249,512.31	62.32
RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	85,688.78	311,057.83	23,089.95	192,773.22	63.42
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,189,046.75	150,423.32	740,333.97	6,427.25	442,285.53	62.80
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 199,999.75)	( 69,025.24)	43,145.62 (	6,502.25)	( 236,643.12)	18.32-

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JUNE 30TH, 2016

25 -PARK FUND

REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL									
=====									
<u>MISCELLANEOUS</u>									
00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	27.11	27.11	0.00	( 27.11)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	27.11	27.11	0.00	( 27.11)	0.00
<u>TRANSFERS - INTERFUND</u>									
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	27.11	27.11	0.00	( 27.11)	0.00

PARKS DEPARTMENT

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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	294,691.00	713.56	293,124.40	0.00	1,566.60	99.47
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	57,265.00	955.91	53,687.65	0.00	3,577.35	93.75
TOTAL PROPERTY TAXES	0.00	0.00	0.00	351,956.00	1,669.47	346,812.05	0.00	5,143.95	98.54

MISCELLANEOUS

25-4340-0000 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	360.00	0.00	( 360.00)	0.00
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	3,041.00	709.20	3,853.01	0.00	( 812.01)	126.70
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	2,402.08	0.00	( 2,402.08)	0.00
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	0.00	80.00	4,860.00	0.00	( 4,860.00)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	3,041.00	789.20	11,475.09	0.00	( 8,434.09)	377.35

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	21,250.00	5,240.00	15,255.00	( 75.00)	6,070.00	71.44
TOTAL PARK REVENUE	0.00	0.00	0.00	21,250.00	5,240.00	15,255.00	( 75.00)	6,070.00	71.44

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	125,000.00	10,416.67	83,333.36	0.00	41,666.64	66.67
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	150,000.00	12,500.00	100,000.00	0.00	50,000.00	66.67
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	183,333.36	0.00	91,666.64	66.67

TOTAL PARKS DEPARTMENT

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	30,615.34	556,875.50	( 75.00)	94,446.50	85.50
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RECREATION PROGRAMS

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PROPERTY TAXES

PARK REVENUE

26-4700-0000 PARK CONCESSION REVENUE	0.00	0.00	0.00	40,000.00	17,997.63	28,677.05	0.00	11,322.95	71.69
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	25,700.00	468.00	7,087.00	0.00	18,613.00	27.58
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	83,850.00	24,307.50	46,289.50	0.00	37,560.50	55.21
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	76,965.00	2,255.00	68,408.00	0.00	8,557.00	88.88
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	22,100.00	0.00	15,507.00	0.00	6,593.00	70.17



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JUNE 30TH, 2016

25 -PARK FUND

PARKS DEPARTMENT

DEPARTMENTAL EXPENDITURES

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

25-5010-1110 SALARIES/WAGES	0.00	0.00	0.00	0.00	( 3,090.00)	( 2,740.00)	0.00	2,740.00	0.00
25-5010-1240 SALARIES/WAGES	0.00	0.00	0.00	0.00	6,955.00	7,214.22	0.00	( 7,214.22)	0.00
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	313,221.00	33,239.58	199,108.19	0.00	114,112.81	63.57
25-5020-1110 FICA	0.00	0.00	0.00	0.00	346.75	590.61	0.00	( 590.61)	0.00
25-5020-1240 FICA	0.00	0.00	0.00	0.00	0.00	19.83	0.00	( 19.83)	0.00
25-5020-1250 FICA	0.00	0.00	0.00	24,716.00	2,600.97	14,773.65	0.00	9,942.35	59.77
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	524.66	0.00	( 524.66)	0.00
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	473.00	0.00	0.00	0.00	473.00	0.00
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	48,586.00	3,959.65	31,679.86	0.00	16,906.14	65.20
25-5045-1250 LAGERS	0.00	0.00	0.00	27,061.00	3,354.87	19,590.35	0.00	7,470.65	72.39
25-5050-1110 OVERTIME	0.00	0.00	0.00	0.00	( 97.50)	( 314.58)	0.00	314.58	0.00
25-5050-1240 OVERTIME	0.00	0.00	0.00	0.00	765.00	765.00	0.00	( 765.00)	0.00
25-5050-1250 OVERTIME	0.00	0.00	0.00	17,031.00	1,757.56	5,046.39	0.00	11,984.61	29.63
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,288.00</u>	<u>436.91</u>	<u>3,495.28</u>	<u>0.00</u>	<u>1,792.72</u>	<u>66.10</u>
TOTAL PERSONNEL	0.00	0.00	0.00	436,376.00	50,228.79	279,753.46	0.00	156,622.54	64.11

COMMODITIES

25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,500.00	0.00	1,304.95	0.00	5,195.05	20.08
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,693.75	1,272.33	4,415.54	725.83	6,552.38	43.97
25-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	1,660.00	116.24	850.58	0.00	809.42	51.24
25-6130-1250 OFFICE EQUIPMENT	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,000.00	253.22	1,377.40	0.00	622.60	68.87
25-6190-1010 POSTAGE	0.00	0.00	0.00	0.00	0.00	10.00	0.00	( 10.00)	0.00
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	867.81	65.02	1,567.17	37.31
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	197.50	197.50	0.00	92.50	68.10
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,880.00</u>	<u>109.76</u>	<u>4,419.52</u>	<u>0.00</u>	<u>460.48</u>	<u>90.56</u>
TOTAL COMMODITIES	0.00	0.00	0.00	29,773.75	1,949.05	13,443.30	790.85	15,539.60	47.81

MAINTENANCE & REPAIRS

25-6400-1010 BUILDING MAINTENANCE	3,722.36	3,722.36	0.00	2,000.00	0.00	4,159.57	( 3,722.36)	1,562.79	21.86
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	233.27	0.00	266.73	46.65
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	42,200.00	3,127.38	18,808.44	4,949.84	18,441.72	56.30
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	6,000.00	0.00	151.75	0.00	5,848.25	2.53
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	0.00	0.00	2,943.50	( 2,943.50)	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>8.99</u>	<u>558.61</u>	<u>0.00</u>	<u>441.39</u>	<u>55.86</u>
TOTAL MAINTENANCE & REPAIRS	3,722.36	3,722.36	0.00	51,700.00	3,136.37	23,911.64	4,170.98	23,617.38	54.32

UTILITIES

25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	2,763.59	17,411.28	0.00	22,768.72	43.33
25-6810-1010 WATER	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	2,350.00	0.00
25-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	1,800.00	0.00	343.48	0.00	1,456.52	19.08
25-6840-1010 TELEPHONE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>596.00</u>	<u>124.84</u>	<u>833.28</u>	<u>0.00</u>	<u>( 237.28)</u>	<u>139.81</u>
TOTAL UTILITIES	0.00	0.00	0.00	44,926.00	2,888.43	18,588.04	0.00	26,337.96	41.37



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JUNE 30TH, 2016

25 -PARK FUND

RECREATION PROGRAMS

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
26-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	224,331.00	45,028.37	140,486.90	0.00	83,844.10	62.62
26-5020-1310 FICA	0.00	0.00	0.00	17,702.00	3,470.79	10,770.20	0.00	6,931.80	60.84
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	339.00	0.00	376.03	0.00	( 37.03)	110.92
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	34,797.00	1,273.32	10,187.85	0.00	24,609.15	29.28
26-5045-1310 LAGERS	0.00	0.00	0.00	19,381.00	1,545.91	9,172.92	0.00	10,208.08	47.33
26-5050-1310 OVERTIME	0.00	0.00	0.00	698.00	558.69	2,031.24	0.00	( 1,333.24)	291.01
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,787.00</u>	<u>358.38</u>	<u>2,866.69</u>	<u>0.00</u>	<u>920.31</u>	<u>75.70</u>
TOTAL PERSONNEL	0.00	0.00	0.00	311,035.00	52,235.46	175,891.83	0.00	135,143.17	56.55
<u>COMMODITIES</u>									
26-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	95.22	0.00	( 95.22)	0.00
26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	11.16	180.20	1.40	1,796.40	9.18
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,100.00	0.00	778.10	0.00	321.90	70.74
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	750.00	0.00	311.25	0.00	438.75	41.50
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	1,400.00	0.00	1,695.66	0.00	( 295.66)	121.12
26-6260-1605 TOOLS/EQUIP-SUMMER QUEST	0.00	0.00	0.00	300.00	0.00	0.00	486.94	( 186.94)	162.31
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	6,000.00	495.81	1,862.11	0.00	4,137.89	31.04
26-6260-1615 TOOLS/EQUIPMENT-BASKETBAL	0.00	0.00	0.00	1,150.00	0.00	5.96	0.00	1,144.04	0.52
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,300.00	0.00	280.00	0.00	2,020.00	12.17
26-6260-1625 TOOLS/EQUIPMENT-ADULT SOF	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	750.00	0.00	83.00	0.00	667.00	11.07
26-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>883.00</u>	<u>67.35</u>	<u>436.23</u>	<u>0.00</u>	<u>446.77</u>	<u>49.40</u>
TOTAL COMMODITIES	0.00	0.00	0.00	17,611.00	574.32	5,727.73	488.34	11,394.93	35.30
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	20,000.00	7,619.23	15,591.23	2,913.18	1,495.59	92.52
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,020.00	0.00	1,310.00	0.00	1,710.00	43.38
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,550.00	0.00	1,949.26	706.41	894.33	74.81
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	250.00	0.00	35.00	0.00	215.00	14.00
26-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	25,000.00	5,527.00	18,419.66	2,647.95	3,932.39	84.27
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	4,320.00	475.60	2,990.48	0.00	1,329.52	69.22
26-7315-1010 PRINTING	0.00	0.00	0.00	1,550.00	0.00	135.00	0.00	1,415.00	8.71
26-7330-1600 REC EXP- MISC LEAGUES	0.00	0.00	0.00	11,600.00	0.00	4,666.77	0.00	6,933.23	40.23
26-7330-1605 REC EXP - SUMMER QUEST	0.00	0.00	0.00	17,360.00	3,924.35	4,538.93	2,982.83	9,838.24	43.33
26-7330-1610 REC EXP-BASEBALL & SOFTBA	0.00	0.00	0.00	35,500.00	9,536.26	22,685.36	3,674.50	9,140.14	74.25
26-7330-1615 REC EXP-BASKETBALL LEAGUE	0.00	0.00	0.00	7,150.00	0.00	11,410.58	0.00	( 4,260.58)	159.59
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	17,000.00	833.06	15,257.42	0.00	1,742.58	89.75
26-7330-1625 REC EXP - ADULT SOFTBALL	0.00	0.00	0.00	7,400.00	600.00	600.00	600.00	6,200.00	16.22
26-7330-1630 REC EXP - PROGRAMS MISC	0.00	0.00	0.00	2,700.00	0.00	540.00	0.00	2,160.00	20.00
26-7330-1635 REC EXP - INSTRUCTION	0.00	0.00	0.00	2,445.00	0.00	1,664.00	0.00	781.00	68.06
26-7330-1645 REC EXP - FITNESS	0.00	0.00	0.00	3,600.00	888.00	3,400.50	0.00	199.50	94.46
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	1,462.50	4,825.00	0.00	975.00	83.19
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,780.00	0.00	4,948.51	0.00	( 168.51)	103.53
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,250.00</u>	<u>2,013.00</u>	<u>14,470.57</u>	<u>9,076.74</u>	<u>1,702.69</u>	<u>93.26</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	198,275.00	32,879.00	129,438.27	22,601.61	46,235.12	76.68

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: JUNE 30TH, 2016

25 -PARK FUND  
RECREATION PROGRAMS

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL PROJECTS</u>									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	85,688.78	311,057.83	23,089.95	192,773.22	63.42
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,189,046.75	150,423.32	740,333.97	6,427.25	442,285.53	62.80
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 1,189,046.75)	( 150,423.32)	( 740,333.97)	( 6,427.25)	( 442,285.53)	62.80

\*\*\* END OF REPORT \*\*\*