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## Raymore Park Board Agenda

Tuesday, September 27, 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**

August 23, 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**

A. Missouri State Parks - Recreational Trails Program

Report Item

Staff will review the Memorial Park and Arboretum Trail Grant Application and response letter to our application.

B. Missouri Department of Conservation (CAPS Agreement)

Action Item

Staff has provided a draft of the updated CAPS Agreement from the Conservation Department, including the cost share outline for the projects. Staff will review with the Board.



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## 9. New Business

### A. Efficiency Improvement Implementation

Report Item

Director Musteen will provide the Board a report of changes in day to day operations that improve efficiency and overall effectiveness of the Department.

## 10. Public Comment

## 11. Board Member Comment

## 12. Adjournment

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

- *August 23, 2016 - Park Board Work Session Notes*
- *September 13, 2016 - Park Board Work Session Notes*
- *Financials - As of August 31, 2016*

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### **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, JULY 26, 2016, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

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

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

**1. Call to Order** Chairman Manson called the meeting to order 7:03 p.m.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearance**

Matthew Roads (Troop 32) presented the next phase of his Eagle Scout Project, which is located at Recreation Park. This project has lasted 2 years overall.

He will plant 2 or more islands in the South parking lot with native grasses, possibly native flowers. Grasses will be planted 1-2 feet apart. He will use 6-10 different native grasses.

Member Houdyshell asked for the specific location. The project will be in the south parking lot of Recreation Park by the playground.

Member Seimears offered thanks to Matthew for his project.

Superintendent Rulo commented that money for the grasses and flowers has been budgeted for by staff. Work will be done by Matthew.

Chairman Manson offered his thanks to Matthew for his project.

Dan Barnes-Chairman of Festival in the Park committee-came to offer updates and answer any questions from the Board. He commented that a horseshoe contest has been added. All the usual events and vendors will be there.

Member Houdyshell asked if they were non-profit. Mr. Barnes stated they are a 501-c3

They support 6-8 groups-Mayor's Christmas Tree fund, Hope House and various other local entities based on need and requests. The festival usually makes a \$4000-\$5000 profit.

Member Houdyshell asked how to recognize Festival Committee members. Mr Barnes said they will be wearing red shirts with "staff" on back

**5. Acceptance of Minutes of July 26, 2016 Meeting**

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

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

**6. Committee Reports**

*Finance Committee* - did not meet  
*Grounds Committee* - did not meet  
*Recreation Committee* - did not meet

**7. Staff Reports**

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

**8. Old Business**

None

**9. New Business**

**A. Policy Review - Eagle Scout Service Projects**

Staff requests the Park Board review the current policy with recommended changes.

**Motion:** Member Harris moved to accept the Eagle Scout Service Projects as presented.  
Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Aye

Member Manson	Aye
Member Seimears	Aye
Member Trautman	Aye

B. Policy Review - Overnight Camping

Staff requests the Park Board review the current policy with recommended changes.

**Motion:** Member Harris moved to accept the Overnight Camping as presented.  
Member Houdyshell seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

**10. Public Comments**

None

**11. Board Comments**

Board Member Cipolla would like to have her first name spelled correctly-Jeni-one "N"

Board Member Castleman asked if there was a residency limit to participate in the mud run.

There are no residency limits.

Board Member Seimears said she missed the mud run but looks like it was a huge success. She thanked everyone for a job well done. Also, she has 2 "L"s in her first name.

Board Member Eastwood said the mud run was a blast. Has the Department thought of hosting an adult mud run?

Board Member Houdyshell volunteered at the mud run. There were lots of kids having lots of fun. She thanked all in the Department that worked to make it happen.

Board Member Trautman said his friends said the mud run was awesome. All of the parks look great!

Board Member Harris liked all the pictures posted showing all smiles. Will we host the mud run twice a year? He offered thanks to all in the department.

Board Chairman Manson offered congratulations to all workers at the mud run, who were all enthusiastic and capable. He enjoyed seeing the muddy kids. Parents had fun as well. It was an exceptional project and commendations for the project. He hopes to see it grow every year.

**12. Adjournment**

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

**Discussion:** None

<b>Vote:</b>	8 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Absent
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 7:50 p.m

Respectfully submitted,  
Greta Naab  
Office Assistant



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## ***STAFF REPORT***

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

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### **Administrative Operations**

- Staff trained Athletic Coordinator in operations technical support systems Rec Trac and Team Sideline, also discussed marketing avenues through City Website and Department Facebook pages.
- Staff continued to update and work on the new web site.
- Staff worked on Legacy Brick order and finalization for this year's sales.
- Staff finalized placing players on Fall sports teams.
- Background checks have been completed for those coaches who have not coached this year.
- Staff updated Facebook with adjustments made to programs and promotions of new and upcoming sports and events.

### **Meetings/Trainings Attended**

- Athletic Coordinator Hedrick
  - September 1 - South Metro Sports Group Soccer Game Scheduling Meeting
  - September 7 - South Metro Sports Group Volleyball Game Scheduling Meeting
  - September 13 - Supervisor's Role in Promoting Appropriate Workplace Conduct
  - September 14 - Annual Staff Address meeting from City Manager
- Recreation Coordinator Keith
  - September 14 - Annual Staff Address meeting from City Manager
  - September 15 - Site Supervisor Concession Meeting
  - September 20 - Trucktoberfest Event Layout Meeting
- Recreation Superintendent McLain
  - September 1 - South Metro Sports Group Soccer Game Scheduling Meeting
  - September 7 - South Metro Sports Group Volleyball Game Scheduling Meeting
  - September 8 - Monthly Department Marketing Meeting with Communications Manager
  - September 9 - Monthly South Metro Administrator Meeting
  - September 12 - Bond Buildings Policies and Planning Meeting
  - September 13 - Supervisor's Role in Promoting Appropriate Workplace Conduct
  - September 13 - Park Board Work Session
  - September 14 - Annual Staff Address meeting from City Manager
  - September 14 - Staff Meeting to go over Budget and Concession operations
  - September 20 - Trucktoberfest Event Layout Meeting
  - September 27 - Rec Trac Test Migration download to server
  - September 28 - Benefits Meetings
  - September 29 - Rec Trac Webinar Overview Training of 3.1 Test System
  - September 30 - KC Metro Area Facility Managers Group Meeting



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### Programs

- Instructional and fitness programs - Staff are working on promoting through Facebook
- Athletic Coordinator Hedrick has started instructing Tiny Soccer on Thursdays and Saturdays for the month of September.

### Rental/Events/Concessions

- Rentals
  - September 10 - Eric Roach Memorial Adult Softball Tournament Rental
  - October 1 - Disc Golf Raymore Rumble Tournament Rental
- Events
  - Farmers Market preparing to shut down for the season on October 11.
- Concessions
  - Concession operations opened for Saturday Soccer on September 17.
  - Concession operations opened for Flag Football, Baseball, and Softball September 19.
    - Baseball and Softball concession stand at Recreation Park - staff purchased an Ipad with a credit card swiper to help promote sales and provide better customer service. This fall is a trial season for the credit card use. Staff believes this will help with the transition of adding Rec Trac services to the concession stands.

### Special Events

- September 30 - Trucktoberfest
  - Food truck event at T.B. Hanna Station
  - Live Music
- October 28 - Harvest Night

### Sports (Adult)

- Men's Softball
  - Summer tournament held on September 18.
  - Fall season scheduled to start September 25.
    - Fall season has 15 teams registered, largest fall season in recent years.

### Sports (Youth)

- Fall sports programs:
  - Raymore United SC
    - Challenger Trainer Adam Jackson has been working with the teams on a weekly basis.
  - Flag Football
    - Games started September 19.
    - Photo dates scheduled for September 26 and 27.
    - Season end tournament for the 3rd-4th grade division will be held late late October.
  - Recreational Soccer
    - Games started September 17.
    - Photo date September 24.
    - U10 and U12 divisions will have a season end tournament October 29 & 30.
  - Recreational Baseball and Softball
    - Games started September 19.
    - Photo dates are scheduled September 26 - 29.
  - Recreational Volleyball
    - Games started September 17.

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



[www.Raymore.com/Parks](http://www.Raymore.com/Parks)  
816-322-2791 | fax 816.331.9426

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- Photo date October 1.
  - Season end Tournament will be October 29.



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## ***STAFF REPORT***

**To: Park Board**  
**From: Steve Rulo, Parks Superintendent**  
**Date: September 27, 2016**  
**Subject: Park Operations Report**

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### **Parks Operations**

- Basic routine of mowing and cleaning
- Staff helped spice up the native beds at the Depot before the Native sale on September 10..
- One of the Operations seasonal has returned to school and the other has reduced hours.
- Repaired bridge on the Disc Golf
- Staff has set up fields for the soccer, baseball, and flag football programs.
- Park prepared Memorial Park for the Fall Festival.
- Staff has set up and painted the soccer fields and are ready for the fall season.
- Park Staff has aerated, seeded, and fertilized the soccer fields.

# Parks and Recreation Monthly Report



## September 2016



### Through the Month

#### August 29 - September 2

- City Council Work Session - Presentation to the City Council and Park Board from SFS Architecture on the Activity Center at Recreation Park
- Direct Musteen attended the Community for All Ages Task Force Meeting
- Staff worked to clear weeds and monitor the butterfly gardens at The Depot at T.B. Hanna Station Park. Park staff were able to view the gardens in full use as they found Monarch butterflies, caterpillars and butterfly cocoons all making use of the butterfly way-station.
- The Recreation Division welcomed Mike Hedrick as the department's new recreation coordinator. He will oversee the sports and activity programs offered by the Parks & Recreation Department.



#### September 5 - 9

- Recreation staff prepared game schedules for fall youth recreational volleyball, soccer, baseball, softball and flag football.
- Direct Musteen attended the Community for All Ages Task Force Meeting
- Director Nathan Musteen attended Kansas City Area Directors meeting on Friday.
- Athletic Coordinator Mike Hedrick started instructing the fall Tiny Soccer program Thursday night.
- Parks staff prepared the Depot for Native Plant Sale held Saturday, September 10th from 3-6 p.m.
- Parks staff prepared Recreation Park baseball fields for the Eric Roach Memorial Softball Tournament to be held on Saturday.



#### September 12 - 16

- Administrative staff compiled and prepared Honor Brick orders

# Parks and Recreation Monthly Report



- Staff received draft of the Johnston Lake improvement projects (CAP Agreement Revision)
- Administrative staff and Recreation Coordinator Mike Hedrick confirmed all fall sports uniforms and prepared them for to be sent to coaches.
- Park Board Work Session - Board Training Session by City Attorney, Jonathan Zerr
- All City Staff attended a FY17 Budget Update meeting in which City Manager Feuerborn outlined the proposed budget for all city employees.
- Superintendent John McLain and Recreation Coordinator Mike Hedrick prepared for Saturday's start to the volleyball and soccer seasons.
- Director Nathan Musteen traveled to Branson for the Missouri Parks and Recreation Association 2017 conference work meeting on Friday.

## **September 19 - 23**

- City Council Work Session - The Council discussed FY17 CIP Project ideas
- Posted a "Request for Qualifications" for the Hawk Ridge Improvement Projects
- Recreation staff prepared the concession stand at the baseball/softball complex for the fall. Staff also continued with routine mowing and ball field painting and daily prep.
- Recreation Coordinator Mike Hedrick worked with Legends Photography to schedule picture dates for all fall sports.
- Staff finalized the Adult Softball Schedule. The fall session is scheduled to start Sunday, September 25.
- Administration Staff prepared materials and set up the booth for the Park Board to engage the community during the Festival.
- Park Staff prepared Memorial Park and are working at the 2017 Festival in the Park, Sept. 22-24.

## **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.

Director Musteen worked with City Management Team providing information on proposed FY17 CIP projects from the City Council

Director Musteen and Office Assistant, Greta Naab, are finalizing applications and wording for the Honor Bricks that have been ordered. The bricks have been 3 quoted and ordered.

# Parks and Recreation Monthly Report



## Coming Up - Calendar of Events

- September 30 - Trucktober Fest
- October 3 - City Council Work Session
- October 3 - 7 - NRPA Conference
- October 10 - City Council Meeting
- October 11 - Park Board Recreation Committee Meeting
- October 11 - Farmers Market, last night
- October 17 - City Council Work Session
- October 25 - Park Board Meeting
- October 28 - Harvest Night

## 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

18 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 finalize an updated CAPS agreement.  A 50ft Fishing Jetty will also be included in the project.  An RFQ has been posted for Engineer, Architectural, Design Firms to prepare for construction.	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.

# Parks and Recreation Monthly Report



Hawk Ridge Restroom	<p>Concept ideas presented to the Park Board in the January work session.</p> <p>Staff is working with MDC representatives to finalize an updated CAPS agreement.</p> <p>The CTX Montrose Facility will be installed</p> <p>An RFQ has been posted for Engineer, Architectural, Design Firms to prepare for construction.</p>	<p>Budget: \$90,000</p> <p>FY16 - CIP</p>	Fall 2016	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.
Recreation Park Shade Structures	<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>Park Board met with Out &amp; About LLC. and selected Color options - August 9</p> <p>A Notice to Proceed has been Issued and materials are being manufactured for a November installation.</p>	<p>Budget: \$194,000</p> <p>FY16 - CIP</p>	Fall 2016	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.
Hawk Ridge Park Walking Trail - Lake Loop	<p>To be re-bid in conjunction with the Hawk Ridge Bond projects.</p> <p>Staff is working with MDC representatives to finalize an updated CAPS agreement.</p> <p>Portions of the Trail will be included.</p> <p>An RFQ has been posted for Engineer, Architectural, Design Firms to prepare for construction.</p>	<p>Budget: \$160,000</p> <p>FY15 - CIP</p>	TBD	A 10ft wide ADA accessible walking trail around the perimeter of Johnston Lake at Hawk Ridge Park.
Recreation Park Disc Golf Course	<p>Alternate Pin sleeves have been order. Upon installation, signage will be ordered and installed.</p> <p>Sign designs will be presented to the Board in October.</p>	<p>Budget \$25,000</p> <p>FY14 - CIP</p>	Summer 2016	Project includes the installation of a championship 18 hole disc golf course at Recreation Park.



Respectfully,

Nathan Musteen  
Director of Parks & Recreation



## Raymore Park Board Agenda Item Information Form

**Date:** 9/27/16  
**Submitted By:** Nathan Musteen  
**Division:** Park Board  
**Agenda Item:** 8A - Missouri State Parks - Recreation Trails Program

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

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

Missouri State Parks - Recreational Trails Program
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### **Background / Justification:**

In the FY17 Capital Improvement Program, the Memorial Park Improvements - Phase III project includes the reconstruction of the existing trail, addition of the loop trail, lighting of the sand volleyball courts and lighting improvements of the trail system. These projects have a budgeted amount of \$150,000 designated towards the completion of these identified improvements.

In March 2016, staff completed a Recreational Trails Program (RTP) Grant through the Missouri State Parks Division. This federal grant program which is administered at the state level has an annual funding cycle in which applications are due in April with award notification announced in September.

The application submitted included the construction of the loop trail and rehabilitation of the current trail located in the future arboretum area. A 20% matching fund balance of the total project must be budgeted.



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On September 15, the Department received a letter of notification indicating that we did not receive funding for the 2016 Grant Cycle.

The letter is attached.

With over 3.1 million dollars in funds requested and just over 1.6 million available, competition for funding was tight. A project estimation sheet is attached. These estimations were provided by our Engineering department as a requirement for the grant application. Cost estimates came in at just over \$124,000. With the total project funded at \$150,000, the need for funding was not justified, even though the \$150,000 does include other project elements in addition to the trail improvements.

Staff will reevaluate the application in preparation for future grant opportunities. The response letter provided some feedback and the suggestions will be noted for future applications.

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

See Attached Document -

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

NA

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

NA

### ***Attachments:***

- 1) Letter - Missouri State Parks
- 2) Cost Estimation - Included in the original grant application
- 3) Future Trail Map



August 23, 2016

Mr. Nathan Musteen  
City of Raymore  
1021 S. Madison  
Raymore, MO 64083

Re: 2016 Recreational Trails Program Grant Round

Dear Mr. Musteen:

On behalf of the Missouri Department of Natural Resources, Division of State Parks, I am writing in regards to your 2016 Recreational Trails Program (RTP) grant application. Missouri's 2016 apportionment for RTP was \$1,663,399. Thirty-five applications were received during this year's grant round, with funding requests totaling over \$3.1 million. The application review process, which included evaluations by department staff, the Federal Highway Administration and the Missouri Trails Advisory Board, is now complete and fifteen projects have been selected for funding. Unfortunately, your project Memorial Park and Arboretum Trail was not one of the projects selected.

We greatly appreciate the time you took to complete your application and encourage you to reapply during the 2017 grant round. We anticipate the grant round will open early February of next year. Information for next year's RTP grant round will be posted on our website at: <http://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>. To assist you in the application process, we wanted to provide you feedback that we received from the Trails Advisory Board regarding your 2016 application: no donations, youth involvement and no public opinion for project; concerns regarding the use of a 3' trail, wider would be more usable.

If you have questions concerning your application or the review process, please feel free to contact Rebecca Young at (573) 522-8191 or [Rebecca.young@dnr.mo.gov](mailto:Rebecca.young@dnr.mo.gov). Thank you again for your interest in the Recreational Trails Program.

Sincerely,

DIVISION OF STATE PARKS

William J. Bryan

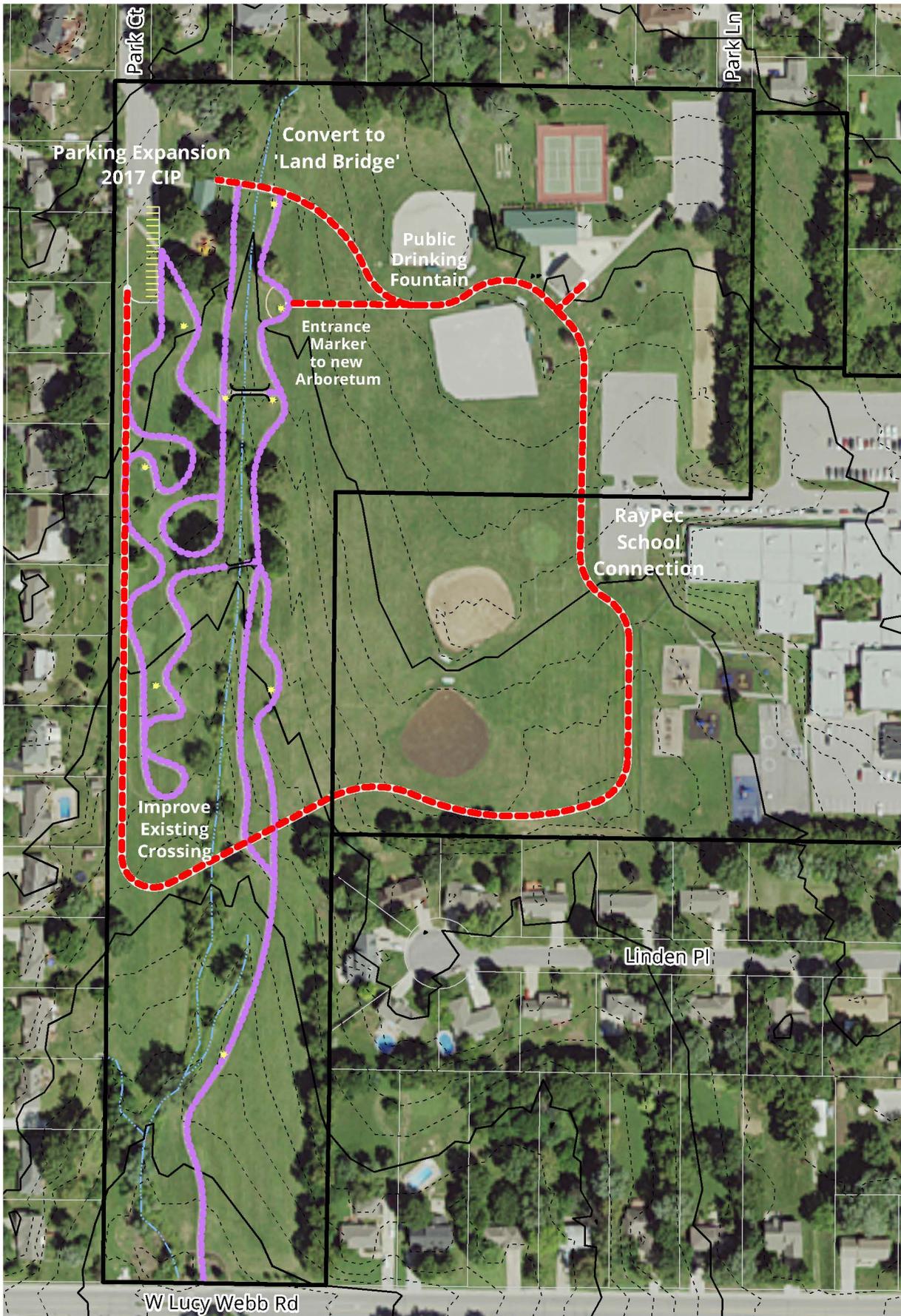
Director

WJB:ry

PO Box 176 Jefferson City MO 65102 800-334-6946 [mostateparks.com](http://mostateparks.com)

Missouri State Parks is a division of the Missouri Department of Natural Resources

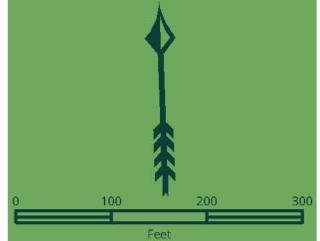
	Memorial Park Grant Cost Estimate				
	Cost Estimate				
	Items	Units	Est. Quant.	Unit Price	Total Cost
1	Mob., Bonds, Insur	Lump Sum	1	\$6,500	\$6,500
2	Grading	Lump Sum	1	\$5,000	\$5,000
3	4" thick, 10' Wide Concrete Trail	Lin Feet	2753	\$35	\$96,355
4	Silt Fence	LF	1400	\$1	\$1,400
5	Const. Entrances	Each	2	\$1,500	\$3,000
6	Pet Waste Stations	Each	2	\$500	\$1,000
7	Arboretum Entrance Marker	Each	1	\$750	\$750
8	Surveying	Lump Sum	1	\$1,000	\$1,000
9	Crack Seal	Pounds	500	\$1.25	\$625
10	Fog Seal	Sq Yds	3450	\$1	\$3,450
11	Crossing Modifications	Lump Sum	1	\$4,000	\$4,000
12	Restoration (Seed & Mulch)	Lump Sum	1	\$1,000	\$1,000
13	Plans and Specifications*	Lump Sum	1	\$0	\$0
				Total	\$124,080
	* Plans and Specs done in-house				



### LEGEND

 Proposed 10' Concrete Trail  
3,105 LF

 Rehab of Existing 5' Asphalt Trail  
4,707 LF



# Memorial Park

RAYMORE, MISSOURI

Yr 2016  
Trail Rehab &  
Construction  
Concept



## Raymore Park Board Agenda Item Information Form

**Date:** 9/27/16  
**Submitted By:** Nathan Musteen  
**Division:** Park Board  
**Agenda Item:** 8B - Missouri Department of Conservation, CAP Agreement

<input checked="" 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:***

Missouri Department of Conservation, Community Assistance Program
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### ***Background / Justification:***

On August 9 of 2010, the City Council authorized the Mayor to execute a contract agreement between the City and the Missouri Department of Conservation through Bill 2574. This agreement is maintained through the Community Assistance Program (CAP), it maximizes the recreational value of Johnston Lake within Hawk Ridge Park.

The CAP agreement is a twenty-five (25) year cooperative effort to provide free recreational fishing access to Johnston Lake and maintain a general management plan for the fishery resources of the lake. We are currently in year 6 of the 25 year agreement.

In addition to providing free public access for fishing and other related recreation activities, the City has the responsibility to maintain a safe, clean and usable park with rules, regulations and abide by best management practices for water quality.



The Missouri Department of Conservation also provides some cost-sharing opportunities through the CAP agreement for amenity improvements.

In October of 2014, the Council approved the Park Board's recommended Capital Improvement Project Plan that included several improvement projects at Hawk Ridge Park including:

- |                                      |      |           |
|--------------------------------------|------|-----------|
| ● Hawk Ridge Park Trail Construction | FY15 | \$160,000 |
| ● Hawk Ridge Park ADA Fishing Dock   | FY16 | \$45,000  |
| ● Hawk Ridge Park Restroom Facility  | FY16 | \$90,000  |

Staff contacted the Department of Conservation to discuss the cost sharing program through the CAP agreement and verify whether our trail, dock and restrooms could qualify for the program.

In March, MDC representatives stated that the dock and restrooms would qualify for the program and that as of 2016, portions of the trail would also qualify. Unfortunately, their project list was back-logged and construction was potentially two years away.

Through negotiations, MDC representatives and Park Staff have developed an amendment to our current agreement that would allow the Hawk Ridge CIP projects to move forward utilizing MDC programs.

As outlined in the attached "draft" document - the updated CAP agreement provides a Financial statement of project improvements and the City of Raymore's financial commitment. MDC also provided an additional project that provides an extra access point to the lake for fishing.

The revised agreement is currently under review by the Raymore City Attorney to be returned to the State Department for final acceptance.

Staff is seeking approval to move forward with negotiations of the revised Johnston Lake CAP agreement between MDC and the City of Raymore.

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

See attached Cost Estimate Sheet



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## ***Project Timeline:***

### ***CAP Agreement between the City of Raymore and the Missouri Department of Conservation (Tentative schedule)***

Park Board Review	September 27
MDC Final Review	September 28 - November 4
Acceptance by Council	November 7 & 21

### ***Hawk Ridge Park Improvements RFQ 16-253-301***

Packets Mailed	September 21
Advertised	September 22
Submittal Closing	October 12, 10:00am
Interviews	October 13 - 20
Park Board Recommendation	October 25
City Council	November 14

## ***Staff Recommendation:***

Motion to authorize staff to move forward with City Council approval of the revised CAP Agreement for Johnston Lake including cost sharing projects with provisions of minor word changes agreed upon by attorneys of both parties.

## ***Attachments:***

- 1) Cost Estimation - Raymore CAP Agreement
- 2) Revised CAP Agreement (Amended portions are italicized)
- 3) Bill 2320 - October 20, 2008 (Date of original agreement)

<b>Raymore CAP</b>				
<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
18' x 36' Fishing Dock	1	Lump	36,800.00	\$36,800.00
45' ADA Walkway	1	Lump	7,400.00	\$7,400.00
45' Stiff Arm	1	Lump	2,800.00	\$2,800.00
Delivery & Installation	1	Lump	4,200.00	\$4,200.00
Concrete bulkheads & material	2	ea.	1,800.00	\$3,600.00
Trail - 1,245' x 5' includes placement	116	cu. yds.	250.00	\$29,000.00
Trail - 6" compacted base rock	200	tons	14.50	\$2,900.00
Finish grading for subgrade, grading of base rock	692	sq. yds	3.57	\$2,470.44
Excavation (estimated 1,245' x 5' x 12" depth)*	230	cu. yds.	4.89	\$1,124.70
Footing for fishing jetty 24" wide x 12" deep x 74' long	5.5	cu. yds.	250.00	\$1,375.00
Walls for fishing jetty 42" tall x 10" wide x 74' long	8	cu. yds.	250.00	\$2,000.00
Slab for fishing jetty 10' x 50' x 6" thick	9.3	cu. yds.	250.00	\$2,325.00
Excavation & rock for jetty	1	Lump	5,000.00	\$5,000.00
Montrose flush building**	1	Lump	108,000.00	\$108,000.00
Construction sub-total				\$208,995.14
Engineering costs (10% of \$64,195 (not including flush building or dock))				\$6,419.51
Total of construction & engineering				\$215,414.65
Contingency (10% of construction & engineering total)				\$21,541.47
Total project cost estimate				\$236,956.12
Note *Excavation and hauling for removal included			Total Estimate	\$237,000.00
** Plumbed w/two toilets and one sink each side			75% Contribution	\$178,000.00
			25% Contribution	\$59,000.00
<p>Montrose multi-user flush building with standard simulated cedar shake roof and barnwood wall texture, three 16-gauge galvanized steel doors and frames, vitreous china plumbing fixtures (2-lavatories, 3-water closets, 1-urinal), three 3-roll toilet paper holders, two exhaust fans, three GFI outlets, five floor drains, two s/s mirrors, ADA grab bars, ADA signs, one hose bib in chase area, and motion controlled interior lights and photo cell controlled exterior lights. Missouri state engineered sealed drawings.</p> <p>Includes; freight/delivery to the Kansas City, MO area, crane, off loading and setting of the building on customer's prepared accessible site.</p>				

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

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

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

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

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

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

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

Restoration Program in all brochures, advertisements or other publications concerning the Area.

- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. *Construct the facilities listed below at Johnston Lake. Construction must follow technical guidelines and specifications provided by the Department. Construction plans and any modifications must be reviewed and approved by the Department prior to any work. The Department must approve the work upon completion.*
- *Install a new restroom adjacent to existing concrete parking lot -- pre-fab concrete; two rooms, each with two flush toilets and one lavatory; attached security lighting; meeting Americans with Disability Act (ADA) standards.*
  - *Install a new floating fishing dock on north side of lake -- 18' x 36', covered, with well; meeting ADA standards.*
  - *Install a fishing platform on northeastern side of lake -- reinforced concrete; 50' long and 10' wide top with 6" thick concrete surface and parking blocks or curb along its length; meeting ADA standards.*
  - *Construct a trail connecting the existing parking lot to new restroom, fishing dock and fishing platform along the north side of lake -- reinforced concrete; approximately 1,245' long, 5' wide, 6" thick; meeting ADA standards.*
- H. *The City of Raymore can use the design and engineering costs of the project along with purchase and installation of the fishing dock as a part of the City's share of the total project cost. The City's share of the project cost will be 25%, or greater if the project exceeds \$237,000.*
- I. *Provide the Department with copies of the invoices and associated payment vouchers for the materials and work described above in Section I.G.*
- I. Comply with all federal and state laws applicable to the construction and maintenance of the facilities described above.
- J. Ensure that no federal monies are used to fund the City's share of the total project costs.
- K. Manage its property within the watershed of Johnston Lake to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.
- L. Defend, indemnify and hold harmless the Department, the Conservation Commission, the State of Missouri and their employees and agents from any claim or suit brought by any third party in connection with the Area managed or

the facilities to be constructed under this Agreement.

- M. *Reimburse the Department for 50% of the annual cost of stocking trout for a winter trout fishery at Johnston Lake. The City will notify the Department in writing by May 1 if it will not be able to pay its 50% share for the upcoming winter. In the event of such notification, the winter trout fishery for the upcoming season will be cancelled.*

**2. DEPARTMENT RESPONSIBILITIES.** The Department agrees to:

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

**3. JOINT RESPONSIBILITIES AND ACKNOWLEDGEMENTS.** Both parties agree

that:

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

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

**MISSOURI DEPARTMENT OF  
CONSERVATION**

\_\_\_\_\_  
FISHERIES DIVISION CHIEF

Approved as to form:

\_\_\_\_\_  
General Counsel

**CITY OF RAYMORE, MISSOURI**

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

**BILL: 2320**

**ORDINANCE 28092**

**“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, APPROVING AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LONGHORN PROPERTIES IN THE AMOUNT OF \$1,600,000 TO PURCHASE PARK LAND.”**

**WHEREAS**, the Parks and Recreation Board has searched for suitable land to purchase for parks, and

**WHEREAS**, land being purchased by Longhorn Properties will not only be suitable for park purposes but also to preserve storm water detention facilities for the Remington Subdivision and surrounding commercial tracts.

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

Section 1. The Mayor is hereby authorized to execute the contract document attached hereto as exhibit “A”.

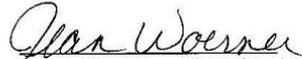
Section 2. The effective date of approval of this ordinance shall be coincidental with the Mayor’s signature and attestation by the City Clerk.

Section 3. Severability. If any sections, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

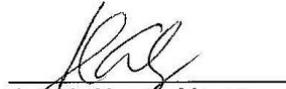
**BE IT REMEMBERED THE PRECEDING ORDINANCE WAS ADOPTED UPON ITS SECOND READING THIS 22<sup>nd</sup> DAY OF SEPTEMBER, 2008, BY THE FOLLOWING VOTE:**

Councilmember Adams	Nay
Councilmember Cox	Aye
Councilmember Hubach	Nay
Councilmember Kerckhoff	Aye
Councilmember Medsker	Nay
Councilmember Seimears	Aye
Councilmember Smith	Aye
Councilmember Waite	Aye

ATTEST:

  
Jean Woerner, City Clerk

APPROVE:

  
Juan I. Alonzo, Mayor

Oct 20, 2008  
Date of Signature



## Raymore Park Board Agenda Item Information Form

**Date:** 9/27/16  
**Submitted By:** Nathan Musteen  
**Division:** Park Board  
**Agenda Item:** 9A - Efficiency Improvement Implementation

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

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

Efficiency Improvement Implementation - Quarterly Report

### **Background / Justification:**

During the 2016 annual evaluation of Director Musteen, the Park Board and the City Manager implemented five *SMAART* Goals for the upcoming year for the Director.

One of these five goals requires Director Musteen to report to the Park Board on a quarterly basis an agenda item that would qualify as an “efficient or economic improvement” that benefits the day to day operations within the Department.

### **Implementation Report:**

Concessions - In late July, the department purchased an Ipad for the Recreation division to provide the option for customers to purchase product using credit transactions instead of a “cash-only” operation.



- Implemented on Monday, September 19 for the fall operations at the baseball concession stand only (trial period)
- Data plan includes internet connectivity.
- Features an ETS credit card swiper for the iPad and ETS mobile service for the Department.

Immediate Benefits:

- Provides additional purchasing options for customers
- Reduces cash handling for staff and increase serving response time
- Can be used for weather monitoring in the event of inclement weather

Future Benefits:

- Anticipated revenue growth by providing credit transactions
- The Recreation Coordinators can use the iPad for event participation sales on date of event. (Mud Run, Harvest Night, etc.)
- Mobile weather monitoring for all outdoor events and activities
- Training tool for staff in anticipation to using computers and the Rectrac software system in the concession stands.

Long Term Goals - Although functional and a major improvement, the iPad gives us limited ability for onsite electronic transactions as it is only 1 unit that must be shared between three facilities and outdoor programming. Staff has identified the need for internet service at the Concessions. This provides the ability to use Rectrac Software for purchasing transactions, better accounting of sales, internet weather monitoring, security camera monitoring and potential wi-fi service for patrons. Pricing will be presented to the Park Board in 2017 as a future CIP project.

The iPad will prove to be a valuable tool for the Concessions and the Recreation Division.

## ***Financial Impact:***

Current

~\$2000 -

The iPad, service plan and ETS equipment was a shared investment by the IT department and the Parks & Recreation department. Approximately \$2000 for start-up and then a monthly service plan.

Future

\$15,000

Internet/Cable Service and equipment set-up for 3 concession stands. Will be identified as a future CIP project. This pricing does not include wifi.

# MISCELLANEOUS ITEMS



- August 23, 2016 - Park Board Work Session Notes
- September 13, 2016 - Park Board Work Session Notes
- Financials - As of August 31, 2016



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THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, AUGUST 23, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

Chairman Manson called the meeting to order at 6:03pm.

### **1. Recreation Center Project Update**

- a. Assistant City Manager, Meredith Hauck, addressed the Board regarding the Activity Center project at Recreation Park.

### **2. Festival in the Park - Booth**

- a. Park Board Chair Manson opened discussion on the Board's interest in hosting a booth at this year's Festival.
  - i. Discussion included time frame for working the booth. This booth will be manned by Board Members and not staff. Member Eastwood said that he was not interested in participating this year.
  - ii. Chairman Manson will coordinate the timing to ensure the booth has adequate representation.
  - iii. Director Musteen will coordinate with the Festival committee on securing a booth and providing necessary materials and talking points.

### **3. Park Board 2016/17 Priorities**

- a. Director Musteen requested that the Board discuss a priority list to present to the City Council regarding locations for installing lights along our trails.
  - i. The Board deliberated the pros and cons and provided Staff with the following list for Council consideration:
    - 1. Hawk Ridge Lake Loop Trail (future construction)
    - 2. Memorial Park Trail (future construction)
    - 3. Recreation Park/Moon Valley Trail
    - 4. Linear Park Trail systems
    - 5. Ward Park Trail

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



[www.Raymore.com/Parks](http://www.Raymore.com/Parks)  
816-322-2791 | fax 816-331-9426

- 
- b. Director Musteen encourage Members of the Board to think of long term goals and action items for future discussions.

#### **4. Adjournment - 6:55pm**



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THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, SEPTEMBER 13, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

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

#### **1. Board Training Session**

- a. The City Attorney, Jonathan Zerr, presented a training session to the Park Board on the basics of parliamentary procedure and public meeting etiquette.
  - i. Topics of Discussion
    1. Composition of the Board
    2. Park Board Powers (State Statute, Raymore Municipal Code, By-Laws)
    3. Basics of a Meeting
    4. Cooperation Agreement & MOU with Council
    5. Rules of Order and Meeting Decorum
    6. Conflict of Interest
    7. Discussions/Business outside of the public forum
    8. Sunshine Law
- b. General Discussion along with question and answer opportunities were provided throughout the meeting.

#### **4. Adjournment - 7:44pm**

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: AUGUST 31ST, 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	517.75	517.75	0.00 (	517.75)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	517.75	517.75	0.00 (	517.75)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	351,956.00	1,253.76	349,069.43	0.00	2,886.57	99.18
MISCELLANEOUS	0.00	0.00	0.00	3,041.00	623.14	12,348.47	0.00 (	9,307.47)	406.07
PARK REVENUE	0.00	0.00	0.00	21,250.00	1,635.00	17,585.00	0.00	3,665.00	82.75
TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	229,166.70	0.00	45,833.30	83.33
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	26,428.57	608,169.60	0.00	43,077.40	93.39
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	337,800.00	33,881.00	338,773.73	0.00 (	973.73)	100.29
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	337,800.00	33,881.00	338,773.73	0.00 (	973.73)	100.29
TOTAL REVENUES	0.00	0.00	0.00	989,047.00	60,827.32	947,461.08	0.00	41,585.92	95.80
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	28,640.36	28,640.36	0.00	690,765.75	53,134.07	538,079.70 (	9,749.93)	162,435.98	76.48
RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	39,007.48	404,776.30	16,153.70	105,991.00	79.88
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,217,686.75	92,141.55	942,856.00	6,403.77	268,426.98	77.96
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 228,639.75)	( 31,314.23)	4,605.08 (	6,403.77)	( 226,841.06)	0.79

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: AUGUST 31ST, 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
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NON-DEPARTMENTAL

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MISCELLANEOUS

00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	517.75	517.75	0.00	( 517.75)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	517.75	517.75	0.00	( 517.75)	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	517.75	517.75	0.00	( 517.75)	0.00
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PARKS DEPARTMENT

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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	294,691.00	392.05	293,830.72	0.00	860.28	99.71
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	57,265.00	861.71	55,238.71	0.00	2,026.29	96.46
TOTAL PROPERTY TAXES	0.00	0.00	0.00	351,956.00	1,253.76	349,069.43	0.00	2,886.57	99.18

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	63.14	4,166.39	0.00	( 1,125.39)	137.01
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	560.00	5,420.00	0.00	( 5,420.00)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	3,041.00	623.14	12,348.47	0.00	( 9,307.47)	406.07

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	21,250.00	1,635.00	17,585.00	0.00	3,665.00	82.75
TOTAL PARK REVENUE	0.00	0.00	0.00	21,250.00	1,635.00	17,585.00	0.00	3,665.00	82.75

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	125,000.00	10,416.67	104,166.70	0.00	20,833.30	83.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	150,000.00	12,500.00	125,000.00	0.00	25,000.00	83.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	229,166.70	0.00	45,833.30	83.33

TOTAL PARKS DEPARTMENT

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	26,428.57	608,169.60	0.00	43,077.40	93.39
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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	408.00	31,208.55	0.00	8,791.45	78.02
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	25,700.00	8,145.00	22,147.00	0.00	3,553.00	86.18
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	83,850.00	6,063.00	80,102.50	0.00	3,747.50	95.53
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	76,965.00	7,610.00	90,884.00	0.00	( 13,919.00)	118.08
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	22,100.00	0.00	15,757.00	0.00	6,343.00	71.30



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: AUGUST 31ST, 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	3,120.00	3,580.00	0.00 (	3,580.00)	0.00
25-5010-1240 SALARIES/WAGES	0.00	0.00	0.00	0.00	0.00	7,214.22	0.00 (	7,214.22)	0.00
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	313,221.00	22,159.50	243,321.72	0.00	69,899.28	77.68
25-5020-1110 FICA	0.00	0.00	0.00	0.00	262.21	1,116.56	0.00 (	1,116.56)	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	1,693.35	18,202.44	0.00	6,513.56	73.65
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	665.07	0.00 (	665.07)	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	39,599.21	0.00	8,986.79	81.50
25-5045-1250 LAGERS	0.00	0.00	0.00	27,061.00	2,214.55	24,098.96	0.00	2,962.04	89.05
25-5050-1110 OVERTIME	0.00	0.00	0.00	0.00	307.50	240.42	0.00 (	240.42)	0.00
25-5050-1240 OVERTIME	0.00	0.00	0.00	0.00	0.00	765.00	0.00 (	765.00)	0.00
25-5050-1250 OVERTIME	0.00	0.00	0.00	17,031.00	973.76	7,649.07	0.00	9,381.93	44.91
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,288.00</u>	<u>679.37</u>	<u>4,683.67</u>	<u>0.00</u>	<u>604.33</u>	<u>88.57</u>
TOTAL PERSONNEL	0.00	0.00	0.00	436,376.00	35,369.89	351,156.17	0.00	85,219.83	80.47

COMMODITIES

25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,500.00	0.00	1,304.95	3,803.90	1,391.15	78.60
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,693.75	1,293.87	6,435.24	19.47	5,239.04	55.20
25-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	1,660.00	166.00	1,219.42	0.00	440.58	73.46
25-6130-1250 OFFICE EQUIPMENT	0.00	0.00	0.00	250.00	271.41	511.57	0.00 (	261.57)	204.63
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,000.00	0.00	1,572.14	0.00	427.86	78.61
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	355.51	1,288.34	0.00	1,211.66	51.53
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	0.00	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>0.00</u>	<u>4,683.92</u>	<u>0.00</u>	<u>196.08</u>	<u>95.98</u>
TOTAL COMMODITIES	0.00	0.00	0.00	29,773.75	2,086.79	17,213.08	3,823.37	8,737.30	70.65

MAINTENANCE & REPAIRS

25-6400-1010 BUILDING MAINTENANCE	3,722.36	3,722.36	0.00	5,722.00	0.00	4,159.57 (	3,722.36)	5,284.79	7.64
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	105.08	343.35	0.00	156.65	68.67
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	42,200.00	2,069.07	24,867.16	8,191.36	9,141.48	78.34
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	2,943.50	3,078.50	0.00 (	3,078.50)	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>568.61</u>	<u>5.00</u>	<u>426.39</u>	<u>57.36</u>
TOTAL MAINTENANCE & REPAIRS	3,722.36	3,722.36	0.00	55,422.00	5,117.65	33,168.94	4,474.00	17,779.06	67.92

UTILITIES

25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	4,572.82	29,448.06	0.00	10,731.94	73.29
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>121.85</u>	<u>1,076.77</u>	<u>0.00</u>	<u>(480.77)</u>	<u>180.67</u>
TOTAL UTILITIES	0.00	0.00	0.00	44,926.00	4,694.67	30,868.31	0.00	14,057.69	68.71



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: AUGUST 31ST, 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	22,364.05	189,004.05	0.00	35,326.95	84.25
26-5020-1310 FICA	0.00	0.00	0.00	17,702.00	1,696.37	14,475.88	0.00	3,226.12	81.78
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	339.00	0.00	476.66	0.00	( 137.66)	140.61
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	34,797.00	1,273.29	12,734.44	0.00	22,062.56	36.60
26-5045-1310 LAGERS	0.00	0.00	0.00	19,381.00	1,000.59	11,204.27	0.00	8,176.73	57.81
26-5050-1310 OVERTIME	0.00	0.00	0.00	698.00	26.99	2,386.76	0.00	( 1,688.76)	341.94
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,787.00</u>	<u>504.25</u>	<u>3,735.48</u>	<u>0.00</u>	<u>51.52</u>	<u>98.64</u>
TOTAL PERSONNEL	0.00	0.00	0.00	311,035.00	26,865.54	234,017.54	0.00	77,017.46	75.24

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	4.19	195.79	0.00	1,782.21	9.90
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	23.00	1,718.66	0.00	( 318.66)	122.76
26-6260-1605 TOOLS/EQUIP-SUMMER QUEST	0.00	0.00	0.00	300.00	0.00	486.94	0.00	( 186.94)	162.31
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	6,000.00	29.50	1,891.61	369.60	3,738.79	37.69
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	2,031.60	( 11.60)	100.50
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>0.00</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	56.69	6,187.54	2,401.20	9,022.26	48.77

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	20,000.00	892.20	19,771.22	54.67	174.11	99.13
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,020.00	0.00	1,310.00	1,050.00	660.00	78.15
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,550.00	135.41	2,988.08	0.00	561.92	84.17
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	0.00	18,982.87	6,008.70	8.43	99.97
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	4,320.00	1,296.07	5,152.84	0.00	( 832.84)	119.28
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	7,373.34	14,971.18	2,636.13	( 247.31)	101.42
26-7330-1610 REC EXP-BASEBALL & SOFTBA	0.00	0.00	0.00	35,500.00	14.50	26,411.21	0.00	9,088.79	74.40
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	0.00	15,257.42	2,780.00	( 1,037.42)	106.10
26-7330-1625 REC EXP - ADULT SOFTBALL	0.00	0.00	0.00	7,400.00	975.45	2,475.45	600.00	4,324.55	41.56
26-7330-1630 REC EXP - PROGRAMS MISC	0.00	0.00	0.00	2,700.00	0.00	828.00	0.00	1,872.00	30.67
26-7330-1635 REC EXP - INSTRUCTION	0.00	0.00	0.00	2,445.00	0.00	2,056.00	220.00	169.00	93.09
26-7330-1645 REC EXP - FITNESS	0.00	0.00	0.00	3,600.00	412.50	3,813.00	0.00	( 213.00)	105.92
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	0.00	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>985.78</u>	<u>24,533.09</u>	<u>403.00</u>	<u>313.91</u>	<u>98.76</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	198,275.00	12,085.25	164,571.22	13,752.50	19,951.28	89.94

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: AUGUST 31ST, 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
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CAPITAL PROJECTS									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	39,007.48	404,776.30	16,153.70	105,991.00	79.88
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,217,686.75	92,141.55	942,856.00	6,403.77	268,426.98	77.96
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 1,217,686.75)	( 92,141.55)	( 942,856.00)	( 6,403.77)	( 268,426.98)	77.96

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