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## Raymore Park Board Agenda

Tuesday, November 22, 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 October 25, 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. Memorial Park CIP Project Update Report Item  
  
Staff will provide an overview and progress of the projects identified for the Memorial Park improvement projects.
  9. New Business
    - A. Public Art Location Action Item
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Staff is seeking Park Board approval of locations identified within the park system as areas for public art.

**10. Public Comment**

**11. Board Member Comment**

**12. Adjournment**

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

- *October 25, 2016 - Park Board Work Session Notes*
- *Status of Capital Improvements (Provided to the Council the 1st meeting of each month)*
- *Financials - As of October 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, OCTOBER 25, 2016, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

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

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

**1. Call to Order** Chairman Manson called the meeting to order at 7:00 pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearance**

**5. Acceptance of Minutes of September 27, 2016 Meeting**

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

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

**6. Committee Reports**

*Finance Committee*

(did not meet)

*Recreation Committee*

(October 11, 2016)

*Grounds Committee*

(did not meet)

**7. Staff Reports**

Recreation Superintendent

Parks Superintendent

Parks & Recreation Director

**8. Old Business**

A. CIP / GO Project Update

Report Item

Staff provided an overview of the projects currently in progress and the projects coming up in the FY17 Budget year beginning on November 1st.

B. Disc Golf Course Signage Action Item

Staff requested board direction on the purchase and manufacturing of signage for the Disc Golf Course at Recreation Park.

Member Eastwood made some clarifications for the tee signs. Recommended looking at the direction of certain tee pads.

Member Eastwood asked about the money amount left in the project.

**Motion:** Member Eastwood moved to accept the Disc Golf Course Signage as shown.

Member Cipolla seconded.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
		Member Trautman	Aye

**9. New Business**

A. Volunteer Packet and Application Action Item

Staff requested approval of a revised Volunteer Packet and Application process originally implemented in 2008.

Member Castleman asked what was the turn around time for receiving a background check on a volunteer. It is 3 days.

Director Musteen explained this revised application will be more in line with the law enforcement community.

Member Cipolla asked if we accept this application as presented, will it need to be updated in the future. Director Musteen answered yes, and we will bring it back for revision if needed, dependent on any law enforcement update.

**Motion:** Member Cipolla moved to accept the Volunteer Packet and Application. Member Castleman seconded.

**Discussion:** None



**Discussion:** None

<b>Vote:</b>	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Seimears	Aye
	Member Trautman	Aye	

**10. Public Comments**

**11. Board Comments**

Member Cipolla thanked the department for their work on the Hawk Ridge Plan.

Member Castleman wondered if the board had any updated information about the dedication of the Timber Trail Park. Director Musteen said it is being worked on at the present time.

Member Seimears wished everyone a safe Halloween. She is amazed at what the department accomplishes everyday.

Member Heath commented on completing the first Raymore United soccer season.

Member Eastwood commented on the first Disc Golf tournament and complimented the Department on their work with the park.

Member Trautman complimented the department for thinking outside the box.

Chairman Manson complimented the development of the Fort section, as well as continuing to develop programs and planting trees.

**12. Adjournment**

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

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Absent
		Member Manson	Aye

Member Seimears	Aye
Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 7:45 pm.

Respectfully submitted,  
Greta Naab  
Office Assistant



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## **STAFF REPORT**

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

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### **Administrative Operations**

- Staff worked on familiarizing themselves with Rec Trac 3.1 software system.
- Staff prepared collection cans for the Mayor's Food Drive.
- Staff worked on paperwork filing and destruction.
- Updated Facebook with adjustments made to programs and promotion of new programs.
- Set up and Activated online sign ups for our new program.
- Coaches are starting to be gathered for winter sports teams.
- Staff started working on Fall Activity Summary Reports for all programs.
- Staff worked on updating multiple Policy and Procedures manuals. These manuals are coinciding with each other so staff is working on uniformity.
- Staff worked on all final year end invoice and revenue closeouts for FY 16.
- Staff gathered program, event, and activity information for the Winter/Spring Program Guide.
- Staff started working on implementation of operational changes in preparation for Spring.
- Staff worked with Arts Commission in planning and entering classes into Rec Trac for registration and facility use purposes.

### **Meetings/Trainings Attended**

- Athletic Coordinator Hedrick
  - October 27 - Virtual meeting with Alpha Basketball.
  - November 2- Kansas City Missouri Programmers Meeting.
  - November 3- Met with Challenger Sports.
  - November 4- Tournament scheduling meeting with Grand Slam Baseball.
- Recreation Coordinator Keith
  - October 31 - Harvest Night wrap meeting
  - November 2 - Kansas City Missouri Programmers Meeting
  - November 23 - Tree Lighting planning meeting
- Recreation Superintendent McLain
  - November 1 - South Metro Meeting
  - November 1 & 15 - Athletic Coordinator Meeting
  - November 2 - Hawk Ridge Scope of Work Meeting
  - November 2 - Recreation and Park Advisory Committee through Midwest Public Risk
  - November 3 - Challenger Sports Meeting
  - November 3 - Veterans Day Celebration Prep Meeting
  - November 4 - Grand Slam Tournament Scheduling Meeting
  - November 7 - United SC Promotions Meeting



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- o November 10 & 23 - Recreation Coordinator Meeting
  - o November 10 - Monthly Promotions Meeting with Communications Department
  - o November 14 - Bond Buildings Policy and Procedures
  - o November 15 - Centerview Ground Breaking
  - o November 16 - South Metro Transition Meeting
  - o November 17 - KCML Soccer Fall Season Wrap Up
  - o November 23 - Mayor's Tree Lighting Event Planning Meeting
  - o November 29 - Centerview Financial Operations Planning Meeting

### Programs

- Staff extended the registration deadline to November 18 for the recreation youth basketball program.
- Coordinator Keith has been in constant contact with Communications Manager Ekey regarding the programs for the Veterans Day and Mayor's Tree Lighting events.
- Coordinator Keith contacted the Lions Club, Ray-Pec School District, Mayor Turnbow, Chamber of Commerce, South Metro Fire, A to Z Petting Zoo, Affordable Elegance, Price Chopper, First Assembly of God and RFITP Dan Barnes preparing for the Mayor's Tree Lighting. She also contacted Jackson County Parks & Recreation's electrician to work on details of offering the new Christmas Tree Trail for our Mayor's Tree Lighting Event.
- Coordinator Keith collected and entered information for the Spring Program Guide regarding fitness, instructional, special events, and youth programs.
- Coordinator Keith contacted a local riding stable for possibly offering equestrian lessons.
- Coordinator Keith contacted two Ray-Pec teachers about offering photographing classes in the Spring.
- Coordinator Keith discussed with our fitness instructor the option of additional programming needs and the conclusion of the discussion provided the opportunity to offer an adult "Strength & Flexibility Chair Class" in the Spring.

### Rental/Events/Concessions

- Rentals
  - o No major rentals for the month of November
- Events
  - o Harvest Night - Had the highest participation we have seen in recent years.
- Concessions
  - o November 7- Staff conducted a final cleanup and closed the concession stands at Recreation Park.

### Special Events

- November 10 - Veteran's Day event
- December 2 - Mayor's Tree Lighting event

### Sports (Adult)

- Men's Softball
  - o End of the season Tournament took place on November 6, 2016

### Sports (Youth)

- Fall Sports Programs
  - o November 1 & 2- Athletic Coordinator Hedrick conducted equipment check in for the fall sports programs.
- Winter Sports Programs
  - o Tiny Basketball registration is open through January 5.



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- o Competitive Basketball registration is open through December 30.
  - o Recreation Basketball
    - Registration closes November 18, 2016. At the time of constructing this report we have 200 participants registered.
  - o Open Play Futsal
    - Program started on November 11.
    - We have 11 participants registered and registration is open until February 10, 2017.
  - o Recreation Futsal League registration is open through December 30.



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## **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo, Parks Superintendent**  
**Date: November 22, 2016**  
**Subject: Park Operations Report**

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### **Parks Operations**

- Park Staff has been spot mowing where needed and mowed the native areas down for the season.
- Park Staff participated in the Harvest Night Event.
- Staff installed the first phase of Memorial Bricks at the Depot before the Veterans Day Celebration.
- Park Staff prepared the area for the groundbreaking event where the new building will be constructed.
- Park Superintendent Rulo had a Tree board meeting on November 16.
- Park Staff installed two Memorial Benches.
- Park staff has been winterizing irrigation systems, and flower beds.
- Superintendent Rulo has spoken to Richard Hamilton of Shade Structures, the shade poles should be delivered the week of the November 21.
- Park Staff has been working on the purchase of a Mayor's Christmas Tree, This 25' tall tree should be delivered and installed the week of November 28th.

# Parks and Recreation Monthly Report



## November 2016



### Through the Month

#### October 31 - November 5

- Director Musteen and Superintendent Rulo met with the Lincoln and Como families to verify the location of their Memorial Benches to be installed later in November
- Parks & Recreation Administrative Staff met with Terry Berkbuelgler of Confluence to begin discussion of the Hawk Ridge Park Improvements.
- Director Musteen attended the KC Metro Area Parks and Recreation Director's meeting at the Sylvester Powell JR. Community Center in Mission, KS.
- Memorial Bricks were installed in the Memorial Square at T.B. Hanna Station.



#### November 6 - 12

- City Council Work Session - Discussion regarding the name of the new Parks & Recreation Administrative Offices and city rental facility. The Council will officially name the new building at 227 Municipal Circle, "Centerview". A staff report is available online for the November 7 Work Session E Packet.
- Director Musteen attended the Active Transportation Program Committee (ATPC) at Mid America Regional Council.
- The Parks and Recreation Department hosted the Annual Veteran's Day Ceremony.

#### November 13 - 19

- City Council - Monthly Parks and Recreation Report to the City Council
- Centerview - Ground Breaking Ceremony
- Pre-Bid meeting for renovation and relocation of the Executive Railcar "the Geraldyn"
- Memorial Benches donated from the Lincoln and Como family's were installed.



### Day-to-Day

Weekly progress meetings for the GO Bond projects.

# Parks and Recreation Monthly Report



Director Musteen and Superintendent McLain are revising and drafting operational and rental policies for the new facilities. Progress meetings with Assistant City Manager Hauck are scheduled throughout the month.

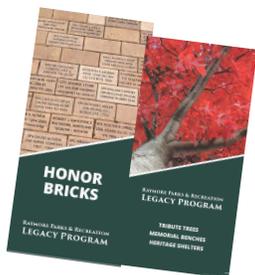
The Management Team is reviewing the Municipal Code. This is a weekly work session that coincides with the Charter Review Commission.

## Coming Up - Calendar of Events

- November 22 - Park Board Meeting
- November 28 - City Council
- December 2 - Mayor's Tree Lighting @ T.B. Hanna Station
- December 5 - City Council Work Session
- December 13 - Park Board Work Session
- December 19 - City Council



## Raymore Legacy



- The Honor Bricks were presented at the Veteran's Day Celebration on November 10th at T.B. Hanna Station.
- The Memorial Benches are installed.
- The Tribute tree is scheduled to be planted with the fall tree planting in November.

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

Respectfully Submitted,

Nathan Musteen, Parks and Recreation Director



## Raymore Park Board Agenda Item Information Form

**Date:** *November 22, 2016*  
**Submitted By:** *Nathan Musteen, Parks and Recreation Director*  
**Division:** *Parks and Recreation*  
**Agenda Item:** *8A - Memorial Park Improvement Projects*

<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:**

Memorial Park Improvement Projects
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### **Background / Justification:**

The FY17 Capital Improvement Program includes many projects scheduled for Memorial Park. Staff has prepared the RFP documents for the following projects. These RFP's will be publically advertised in late December or early January in efforts to begin construction as soon as possible to maximize time prior to the spring baseball/softball season.

- Memorial Park Improvements: This project will provide much needed improvements at Memorial Park including upgrades to the walking trail, the addition of a loop trail and lighting of the sand volleyball courts. *Park Sales Tax Fund, \$150,000*
- ADA Access to Memorial Park Ball Fields: A project that improves the accessibility on fields #1 and #2 at Memorial Park. Concrete pads will be installed at the spectator



areas of both fields and connect to the future trail scheduled for FY17. *Park Sales Tax Fund, \$65,000*

- Memorial Park West Parking Lot Extension: With the improvements scheduled for Memorial Park's west side, the current parking lot is not sufficient to support the expected use. This project will expand the current lot and increase parking opportunities. *Park Sales Tax Fund, \$37,500*

In the summer of 2015, staff proposed that the west side of Memorial Park be converted into an Arboretum. The endeavor would utilize the current trees and natural elements of Memorial Park, attract more patrons and become a destination location within the park system.

In the budget process for the FY17 fiscal year, the City Council designated funds to the Raymore Tree Board for the purpose of enhancing Memorial Park's west side into an Arboretum. The Tree Board met on November 16th to discuss the dollars appropriated from the Council. It is the intention of the Tree Board to utilize these funds for signage and additional plantings that advance our tree species in the park. The ultimate goal is to gain accreditation as a certified Arboretum. Staff is currently researching the requirements for this accreditation.

- Raymore Arboretum: This project converts the west side of Memorial Park into a living Arboretum with entrance and educational signage and supplemental tree planting. This project provides the Raymore Tree Board the opportunity to fund enhancements at the designated area of Memorial Park into an Arboretum. The Arboretum will provide a destination location for Memorial Park and preserve the park's natural resource while provide educational opportunities for residents and the local schools. *04 - Restricted Revenue Fund \$10,000*

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

Park Board:	Park Fund	\$253,500
Tree Board:	Restricted Revenue Fund	\$10,000

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

Public Advertising -	Dec/Jan
Contract Award -	Jan/Feb
Construction -	Feb - May

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

NA

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

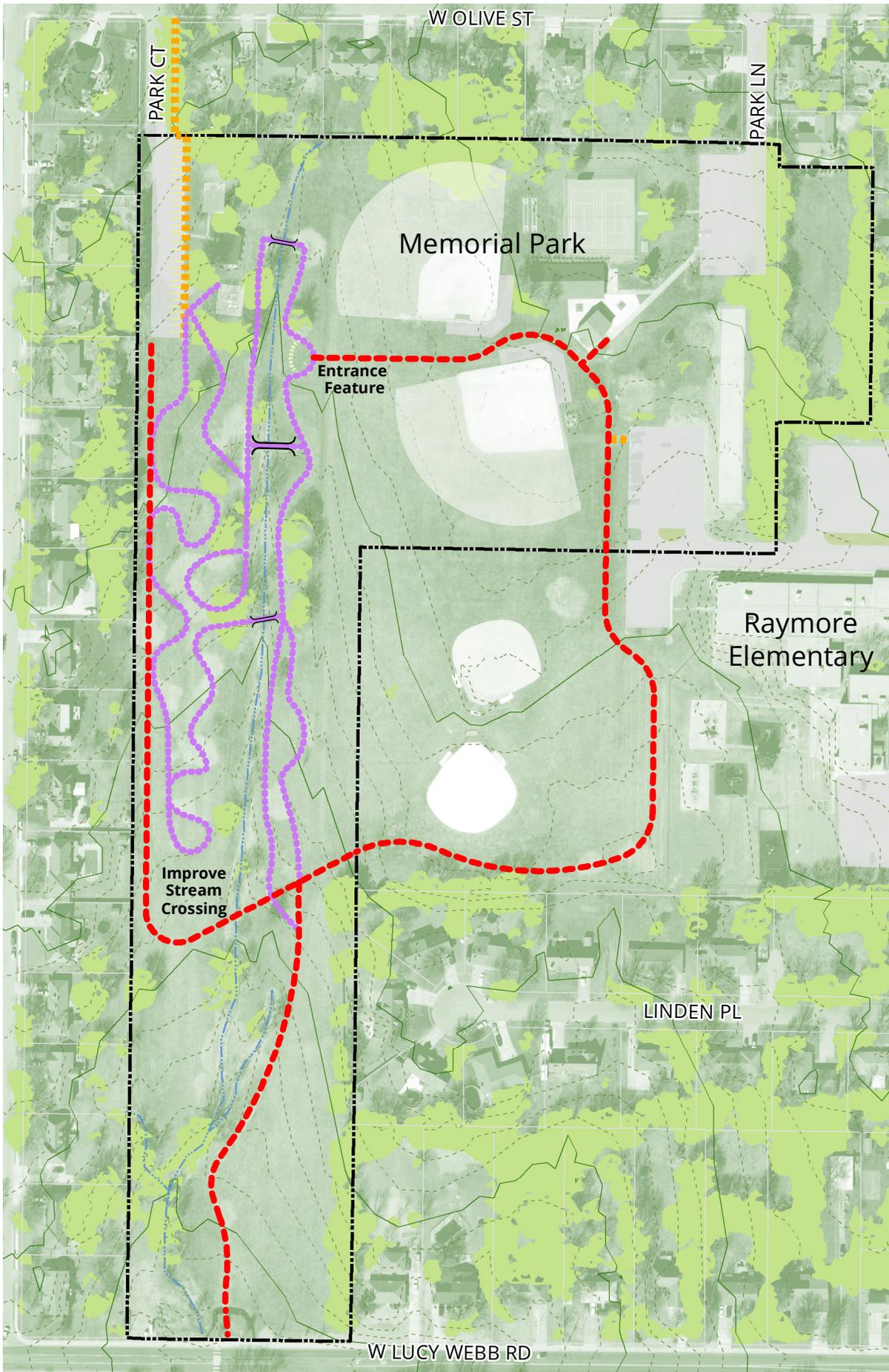


[www.Raymore.com/Parks](http://www.Raymore.com/Parks)  
816-322-2791 | fax 816-331-9426

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***Attachments:***

Memorial Park Project Map  
Raymore Arboretum Signage



## LEGEND

-  Sidewalk Connectors
-  Proposed 10' Concrete Trail
-  Rehab of Existing Asphalt Trail



10/31/2016



# Memorial Park

RAYMORE, MISSOURI

## Trail Rehab & Construction

The  
**ARBORETUM**  
at Memorial Park



For maintenance issues please call  
the Parks & Recreation office at 816-322-2791.

Thank you for visiting the Arboretum.



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## Raymore Park Board Agenda Item Information Form

**Date:** *November 22, 2016*  
**Submitted By:** *Nathan Musteen, Parks and Recreation Director*  
**Division:** *Parks and Recreation*  
**Agenda Item:** *9A - Public Art Location*

<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:***

Public Art Locations in the Park System
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### ***Background / Justification:***

As the Arts Commission and the Public Art Committee work through their process of introducing art throughout the City, a partnership with the Parks Department became a natural fit.

Parks Director Musteen and Superintendent Rulo met with Assistant City Manager Hauck for a tour of the park system to identify potential locations for public art.

The attached list identifies locations by City Staff that has great potential for prominent pieces of art. A future map detailing the locations will be available upon completion.



***Financial Impact:***

NA

***Project Timeline:***

NA

***Staff Recommendation:***

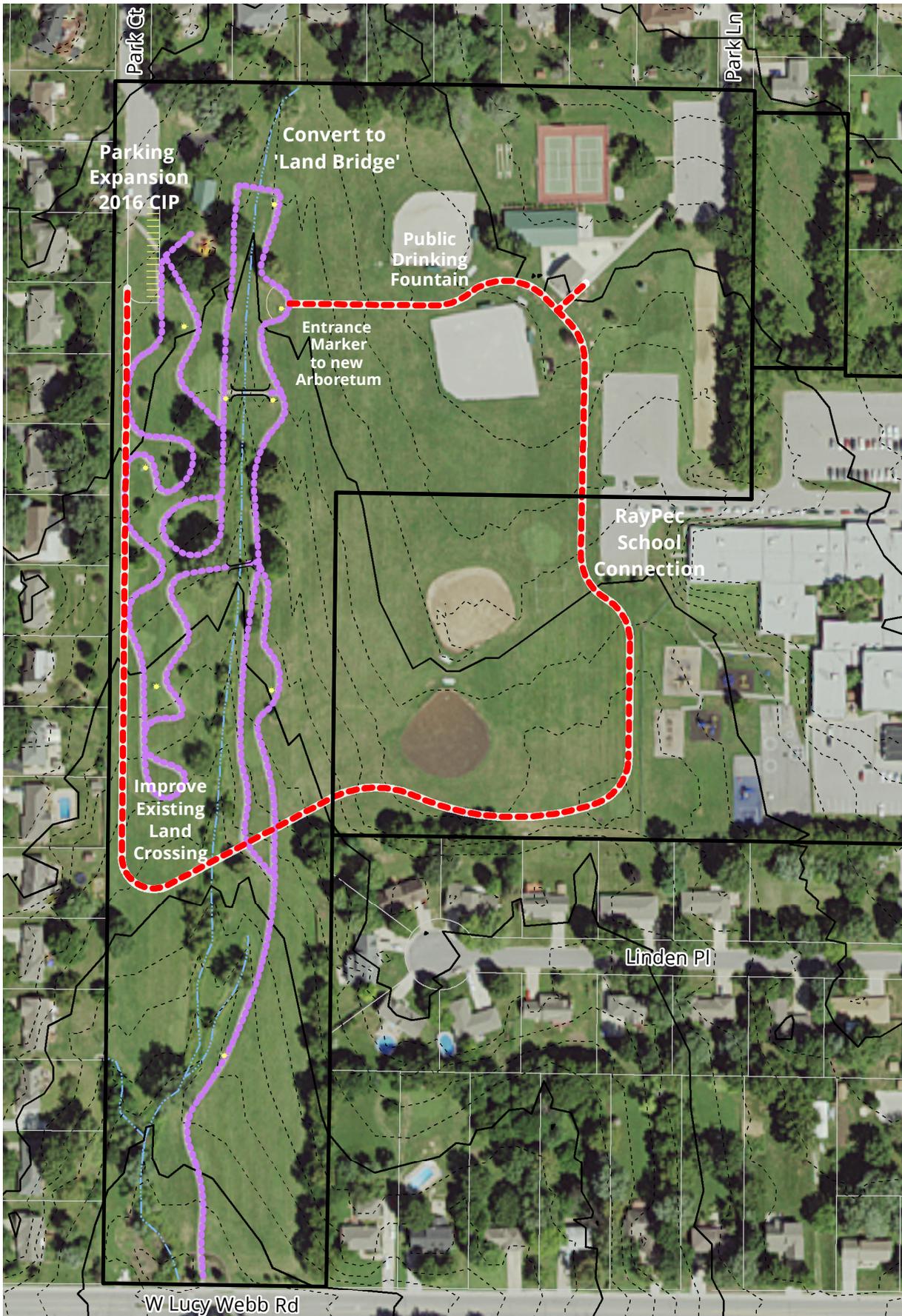
Staff is seeking approval from the Park Board to authorize the Parks Department to work with the Public Art Committee and Arts Commission for the installation of public art in the specified locations.

***Attachments:***

Public Art Location List  
Memorial Park Map

Location	Description	Person Assigned	Vision/Type of Art
Ward Park	By Shelter House		
Memorial Park	Arboretum - See Map		
Memorial Park	All improvements will be constructed in 2017; updated park open in 2018		
Memorial Park	Trail Head Off of Lucy Webb		
Memorial Park	All improvements will be constructed in 2017; updated park open in 2018		
Moon Valley Park	By Shelter House		
Moon Valley Park / Recreation Park	On both sides of bridge between Moon Valley and Recreation Park		
Recreation Park	Carry over skate park precedent and put art by each of the activity locations		
North Cass Trail	At trail head		
Foxridge Drive and Stonegate	Land across from the school		
Eagle Glen Trail	Trail head by Lucy Webb		
Eagle Glen Trail	Trail head by Eagle Glen School		

Planning As Part of Capital Improvement Projects			
Location	Description	Person Assigned	Vision/Type of Art
TB Hanna Station	Identify as part of FY18 Park Plan	Staff / Future	
Activity Center	Install infrastructure as part of project		
Activity Center	Identify as part of FY17 Plan	Staff / Future	
Activity Center	Install infrastructure as part of project		
Municipal Center	Identify as part of FY17 Plan	Staff / Future	
Municipal Center	Install infrastructure as part of project		



## Aerial Photo

### LEGEND

 Proposed 10'  
Concrete Trail  
2,753 LF

 Rehab of Existing  
Asphalt Trail  
4,782 LF



# Memorial Park

RAYMORE, MISSOURI

Yr 2016  
Trail Rehab &  
Construction  
Concept

# MISCELLANEOUS ITEMS



- October 25, 2016 - Park Board Work Session Notes
- Status of Capital Improvements (P&R Related)
- Financials - As of October 31, 2016



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THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, OCTOBER 25, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

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

**1. Hawk Ridge Park Improvement Projects RFQ**

- a. Director Musteen announced to the Board that all discussion regarding the Hawk Ridge Park Improvement project would be conducted during Agenda item 9-B at the regular business meeting immediately following the work session. This allows for the discussion to be available for live viewing on our local government channel and to be recorded for website posting.
- b. An overview of the RFQ process and the difference between RFQ and RFP was explained for the Board as we would be utilizing both processes in the near future.
- c. A presentation of the City of Raymore Procedures Manual - SOP-PM.101 (Bid Procedures) was provided to the Board.

**2. Park Board Meeting Calendar**

- a. Park Board Chair Manson opened discussion on the Park Board meeting schedule during November and December.
- b. The Board discussed available dates and times for upcoming meetings.

**3. Special Events**

- a. Recreation Superintendent McLain and Recreation Coordinator Keith provided the Board a brief outline of upcoming special events, volunteer opportunities and changes to current events.

**4. Park Board Email Address**

- a. Director Musteen presented members of the Board with directions of how to set up their new raymore.com email accounts.
- b. It is the intention to have all accounts set up and in use by January 1st.



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- c. Personal emails will no longer be used for Park Board and City business on December 31st.

**5. Email Use and Protocol**

- a. Chairman Manson addressed the Board and requested that when email communication is utilized, that Board Members make note of who they are replying to and not use the “reply to all” option.

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



## **Status of Capital Improvements -November 14, 2016**

### **Buildings & Grounds**

#### 2017 Projects

Security Cameras at Parks & Public Works - This project involves the installation of a total of 20 security cameras in Recreation Park, Memorial Park, Moon Valley Park and the public works facility. The installation of additional cameras in these locations would allow for continuous monitoring by the Police department. Cameras would be placed to view public areas and concessions stands. *Capital Improvement Sales Tax Fund \$35,000 (JM)*

Internet and Public Wifi in the Parks - This project involves the installation of internet service and public wifi at the concession stands in Recreation Park and Memorial Park. Internet access at these locations would allow for electronic purchasing transactions at the concession stands and the wifi will enhance the park experience for patrons. *Capital Improvement Sales Tax Fund \$18,000 (JM)*

#### 2016 Projects

- 201 S. Adams Street Property: This project involves remediation of hazardous materials, demolition of structures and restoration of site. A notice to proceed has been issued to the contractor and they are in the remediation process. The hazardous materials were properly removed during August. The house was demolished and properly backfilled the week of September 19, 2016. The area has been seeded and staff will release the project in the spring after establishment of turf. *Capital Improvement Sales Tax Fund, \$30,000 (CW) 11/14/16*

### **Community Development**

#### 2017 Projects

- T.B. Hanna Station Parking Improvements - This project will provide on street angle parking on; Maple Street between Adams St and Washington St. Adams St. between Maple and Olive, and Olive from Adams to the Depot. As part of the purchase of the 201 S. Adams St. property the City agreed to construct

angle parking on Maple St. from Adams St. to Washington St. to be completed in 2017. With the improvements approved by the voters for the remainder of the property, there will be an increased need for additional parking within close proximity to the features. *Capital Improvement Sales Tax Fund \$68,000 (MEK)*

- Railroad Business Car - This project involves the acquisition of a donated 1899 railroad executive business car. The car will be renovated to be utilized as a conference center/meeting space. It would include a kitchen, bathroom, conference space with seating and a serving area/bar. This project would provide additional meeting space while honoring the historic ties our community has with the railroad. The RFP's for relocation and for renovation were issued on Friday November 4, 2016 with bid openings on November 22, 2016. Staff plans to bring the contract awards to Council on November 28, 2016. *Capital Improvement Fund, \$301,500. (MEK)*

## **Parks and Recreation**

### 2017 Projects

- Memorial Park Improvements: This project will provide much needed improvements at Memorial Park including upgrades to the walking trail, the addition of a loop trail and lighting of the sand volleyball courts. *Park Sales Tax Fund, \$150,000 (NM) 11/14/2016*
- ADA Access to Memorial Park Ball Fields: A project that improves the accessibility on fields #1 and #2 at Memorial Park. Concrete pads will be installed at the spectator areas of both fields and connect to the future trail scheduled for FY17. *Park Sales Tax Fund, \$65,000 (NM) 11/14/2016*
- Memorial Park West Parking Lot Extension: With the improvements scheduled for Memorial Park's west side, the current parking lot is not sufficient to support the expected use. This project will expand the current lot and increase parking opportunities. *Park Sales Tax Fund, \$37,500 (NM) 11/14/2016*
- Ward Park Shelter Facility: A small picnic shelter will be built on a 12' x 12' pad to provide shade and offer a place to rest and picnic near the playground at Ward Park. *Park Sales Tax Fund, \$6,500 (NM) 11/14/2016*
- Raymore Arboretum: This project converts the west side of Memorial Park into a living Arboretum with entrance and educational signage and supplemental tree planting. This project provides the Raymore Tree Board the opportunity to fund enhancements at the designated area of Memorial Park into an Arboretum. The Arboretum will provide a destination location for Memorial Park and preserve the park's natural resource while provide educational opportunities for residents and the local schools. *04 - Restricted Revenue Fund \$10,000 (NM)*

- Trail Lighting: This project involves a systematic study of costs, safety and needs assessment prioritizing the installation of lights along the trail system in the Parks and Recreation Department. Once the trail portions have been identified, staff will begin installation in the high priority areas. Discussion from the Community Conversations and resident safety drives the need for trail lighting. *Park Sales Tax Fund, \$100,000 (NM)*
- Park Maintenance Facility Fencing & Building Apron - This project would involve installation of a six foot high chain link fence around the work area on the east side of the main shop facility, along with a concrete parking apron and maintenance bay approach to the building. The parking lot is currently gravel and the driveway approach is deteriorating. A recent MPR risk management audit identified the Parks work area east of the shop as a high risk for liability and recommends enclosure as soon as possible. *Capital Improvement Sales Tax Fund \$50,000, (NM)*

## 2016 Projects

- Hawk Ridge Park Phase (I-b) ADA Dock: This phase 1 project will start adding amenities to the Hawk Ridge Park. This particular project involves the purchase and installation of an ADA dock in Johnston Lake at the park. During discussions about the master plan for Hawk Ridge Park, having a dock to fish from was mentioned several times. Having this dock be ADA accessible will allow for patrons with disabilities to utilize it also. Under the current CAPS (Community Assistance Program) with the Missouri Department of Conservation, opportunities for grants and partnerships are available, staff presented these options to the Park Board in January and will revisit in February for further discussion. Staff met with MDC representatives on March 2nd to discuss the Grant process. A draft of the new CAPS agreement and proposed projects has been received. Staff provided an update to the Council and Park Board, the MO Department of Conservation will provide assistance with this project and other amenities totally 75% of total project costs. In addition, a 50 ft long fishing jetty will be added to the overall fishing access portion of the project. The draft document was approved by the Park Board and the City Attorney and sent to MDC for final review before Council approval in Nov/Dec. *Parks Sales Tax Fund, \$45,000 (NM) 10/24/2016*
- Hawk Ridge Park Phase (I-c) Restroom: This phase 1 project will start adding amenities to the Hawk Ridge Park. This project would involve the installation of a restroom facility at the park. There is currently no water or electricity in the Park. With a trail and a fishing dock being added to Hawk Ridge Park in 2016, there will be increased use and the need for these facilities. Under the current CAPS (Community Assistance Program) with the Missouri Department of Conservation, opportunities for grants and partnerships are available, staff presented these options to the Park Board in January and will revisit in February for further discussion. Staff met with MDC representatives

on March 2nd to discuss the Grant process. A draft of the new CAPS agreement and proposed projects has been received. Staff provided an update to the Council and Park Board, the MO Department of Conservation will provide assistance with this project and other amenities totally 75% of total project costs. The draft document was approved by the Park Board and the City Attorney and sent to MDC for final review before Council approval in Nov/Dec. *Park Sales Tax Fund, \$90,000 (NM) 10/24/2016*

- Recreation Park Baseball Fields Shade Structure Project: This project involves the installation of spectator shade structures at the Recreation Park ballfields. These structures will provide shade and foul ball protection for park patrons. Pre-bid meetings were held May 31 and June 1. The Bid opening was Tuesday, June 8. The Park Board reviewed bid results during work session on June 14 and officially recommended a contract award for Council approval on June 28. First and second reading of the bill(s) passed through the Council in July. The Park Board met with the contractor in August and discussed the project timeline and selected yellow and dark green as the colors for the fabric. The poles will be black to match the new ballfield fences. A notice to proceed was issued the week of August 29. Manufacturing of materials commenced in September, work is scheduled to begin the week of November 14th. . *Park Sales Tax Fund, \$194,000 (NM) 11/14/2016*

### 2015 Projects

- Hawk Ridge Park Walking Trail - Lake Loop  
In 2015 the Park Board approved staff to prepare an RFP for the construction of a trail around Johnston Lake in Hawk Ridge Park. This trail will be a concrete path that is 4" in depth and 10' in width that loops around the perimeter of Johnston Lake. This project has been postponed until after the April GO Bond election. The project will be bid again based on the results of the April election in conjunction with other enhancement projects at Hawk Ridge Park. Staff met with the MDC on March 2nd to discuss 2 different projects. In this meeting, the MDC said changes have been made to their CAPS Program and Grants for trails around the lake can be applied for. Staff asked MDC to see if the Hawk Ridge Trail Project would qualify for this type of Grant. A draft of the new CAPS agreement and proposed projects has been received. Staff provided an update to the Council and Park Board, the MO Department of Conservation will provide assistance with this portion of the trail that connects the dock, jetty and restrooms. The draft document was approved by the Park Board and the City Attorney and sent to MDC for final review before Council approval in Nov/Dec. *Park Sales Tax Fund, \$160,000; (NM) 10/24/2016*

### 2014 Projects

- Disc Golf Course: This project involves the creation of a disc golf course in Recreation Park. In February 2014, the Park Board directed that the Disc Golf Course be designed in house. Park Board Member Eric Eastwood

volunteered to complete the course design and present it to the Park Board for its review. The Park Board reviewed the Disc Golf Project during its November 2015 and January 2016 Work Sessions. Park Staff installed a french drainage system on the southeast corner of the Recreation Park Trail near Hole #10 and the kiosk has been installed for the back 9 holes. Course signage and current Hole re-location will be designed to accommodate changes in the course with the addition of the new Activity Center. Additional sleeves for alternate holes have been installed. The Park Board reviewed signage options in the October work session. Staff began quoting prices the week of November 1st. *Park Sales Tax Fund, \$25,000 (NM) 11/14/2016*

### 2013 Projects

- Landscaping in Recreation, Ward, Hawk Ridge and Memorial Parks - This project involves replacing or installing trees, shrubs and flowers in four City parks. Project was bid in September, 2013, but all bids received were either unresponsive or high. A new Request for Bid (RFB) has been issued. Two bids were received for this project. Neither bid complied with specifications of the RFP. The bids were rejected and staff will do the work in house buying the plants as needed. A special fund has been established to accurately track all expenditures related to this project. Park Staff has planted trees along the trail at Moon Valley Park and installed a Butterfly Garden at Eagle Glen Natural Area. Additional plantings have been completed that include annuals for beautification in flower beds, park trees and general landscaping. Staff will be utilizing these funds for additional plantings in the proposed Memorial Park Arboretum area and for park entrance beautification. *Park Sales Tax Fund, \$28,700. (SR) 2/8/16*

### **Bond Projects**

#### Raymore Parks

- Municipal Center: This Project includes the design and construction of an facility located on Municipal Circle that will include: Parks and Recreation Department offices, meeting room, event space, and outdoor gathering space. The building would provide the much need community room space that was eliminated in 2011 with the facility remodeling of the Police Department. This would also create a relief at City Hall for the numerous meetings for Council Chambers that overlap and have to be rescheduled. The architect is currently working on completing final plans for the building and site. Staff is currently reviewing 50% plans and specifications. Plans have been completed and a bid opening is scheduled for October 4th. Staff will be making a recommendation concerning the award of this project on October 24th. *Capital Improvement Sales Tax Fund, \$1,815,250; 2016 General Obligation Bond, \$1,774,000 (MH) 7/5/2016*

- Activity Center at Recreation Park: This project will replace the current Park House Rental / Camp Facility at Recreation Park. The Activity Center will include staff support space, a basketball gym, walking track, volleyball courts and recreation equipment storage space. The Park Board and City Council reviewed preliminary designs by SFS Architecture on June 20. 2016SFS has completed a concept floor plan and is currently working on exterior features *General Obligation Bond, \$2,843,000 (MH) 7/5/2016*
- Hawk Ridge Park - Additional Signage: The final phase of the Hawk Ridge Park Master Plan calls for park signage that includes monument entrance signs, facility signs, trail and wayfinding signage, furnishings and other features that will enhance the park experience. An RFQ for park improvements included engineering and site design was issued the week of September 19th. Staff begin interviewing qualified firms the week of 10/20. The Park Board was presented with a staff recommendation at their October business meeting. A recommendation and request for contract will be before the Council in late November. *2016 General Obligation Bond, \$85,000 (NM) 11/14/2016*
- Hawk Ridge Park - Amphitheater: Located on the east side of Johnston Lake in Hawk Ridge Park, the amphitheater is the focal point of the HRP Master Plan and would be the facility for theater, musical performances and other community arts programming. This project involves other amenities that include additional parking, restrooms, trail enhancements, infrastructure and grading work. An RFQ for park improvements included engineering and site design was issued the week of September 19th. Staff begin interviewing qualified firms the week of 10/20. The Park Board was presented with a staff recommendation at their October business meeting. A recommendation and request for contract will be before the Council in late November. *2016 General Obligation Bond, \$675,100 (NM) 11/14/2016*
- Hawk Ridge Park - Parking lot expansion & ADA Playground: This phase of the Hawk Ridge Park improvements include an all-inclusive playground, parking and infrastructure expansion on the north-west side of Johnston Lake. These enhancements will connect to the trail, restrooms and fishing dock. An RFQ for park improvements included engineering and site design was issued the week of September 19th. Staff begin interviewing qualified firms the week of 10/20. The Park Board was presented with a staff recommendation at their October business meeting. A recommendation and request for contract will be before the Council in late November. *2016 General Obligation Bond, \$700,000 (NM) 11/14/2016*
- Recreation Park Parking Lot: This project will rejuvenate the parking lots and the patron areas around the concession stands in Recreation Park. Work is scheduled to begin in mid-August. This project was bid in conjunction with other similar projects previously bid through the Engineering department. Crack sealing is complete and microsurfacing of the parking areas is finished. Parking lot striping was completed the week of 10/17/2016. Work around the

concessions/spectator areas will be finished in late October. The parking lot project is complete. *2016 General Obligation Bond, \$54,000 (NM) 11/14/2016*

- Recreation Park Trail Rehabilitation: This project will replace broken down portions of the Recreation Park walking trail, crack seal and refurbish the entire loop trail. This project was bid in conjunction with other similar projects previously bid through the Engineering department. Work began the week of October 17 and is nearing completion. *2016 General Obligation Bond, \$55,000 (NM) 11/14/2016*
- T.B Hanna Station Park - Splash Park/Skate Rink: T.B. Hanna Station will gain a number of new amenities that would join the newly opened Depot shelter. Included in this project would be a spray water park, community ice rink and playground. Staff is preparing an RFQu for preliminary site design. *2016 General Obligation Bond, \$600,000 (NM) 11/14/2016*

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: OCTOBER 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	994.84	994.84	0.00 (	994.84)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	994.84	994.84	0.00 (	994.84)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	351,956.00	731.35	351,068.79	0.00	887.21	99.75
MISCELLANEOUS	0.00	0.00	0.00	3,041.00	128.03	14,237.42	0.00 (	11,196.42)	468.18
PARK REVENUE	0.00	0.00	0.00	21,250.00	450.00	19,420.00	0.00	1,830.00	91.39
TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.63	275,000.00	0.00	0.00	100.00
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	24,226.01	659,726.21	0.00 (	8,479.21)	101.30
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	352,905.00	23,081.56	375,964.56	0.00 (	23,059.56)	106.53
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	352,905.00	23,081.56	375,964.56	0.00 (	23,059.56)	106.53
TOTAL REVENUES	0.00	0.00	0.00	1,004,152.00	48,302.41	1,036,685.61	0.00 (	32,533.61)	103.24
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	28,640.36	28,640.36	0.00	690,765.75	55,542.27	657,285.76 (	27,330.36)	60,810.35	91.20
RECREATION PROGRAMS	0.00	0.00	0.00	542,026.00	51,613.92	512,571.95	0.00	29,454.05	94.57
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,232,791.75	107,156.19	1,169,857.71 (	27,330.36)	90,264.40	92.68
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00 (	228,639.75)	( 58,853.78)	( 133,172.10)	27,330.36 (	122,798.01)	46.29

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: OCTOBER 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	994.84	994.84	0.00	( 994.84)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	994.84	994.84	0.00	( 994.84)	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	994.84	994.84	0.00	( 994.84)	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	199.01	294,616.76	0.00	74.24	99.97
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	57,265.00	532.34	56,452.03	0.00	812.97	98.58
TOTAL PROPERTY TAXES	0.00	0.00	0.00	351,956.00	731.35	351,068.79	0.00	887.21	99.75

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	68.03	5,468.34	0.00	( 2,427.34)	179.82
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	2,449.08	0.00	( 2,449.08)	0.00
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	0.00	60.00	5,960.00	0.00	( 5,960.00)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	3,041.00	128.03	14,237.42	0.00	( 11,196.42)	468.18

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	21,250.00	450.00	19,420.00	0.00	1,830.00	91.39
TOTAL PARK REVENUE	0.00	0.00	0.00	21,250.00	450.00	19,420.00	0.00	1,830.00	91.39

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	125,000.00	10,416.63	125,000.00	0.00	0.00	100.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	150,000.00	12,500.00	150,000.00	0.00	0.00	100.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.63	275,000.00	0.00	0.00	100.00

TOTAL PARKS DEPARTMENT

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	24,226.01	659,726.21	0.00	( 8,479.21)	101.30
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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	6,829.56	43,007.13	0.00	( 3,007.13)	107.52
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	25,700.00	1,567.00	23,664.00	0.00	2,036.00	92.08
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	83,850.00	0.00	80,102.50	0.00	3,747.50	95.53
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	78,220.00	0.00	92,024.25	0.00	( 13,804.25)	117.65
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	22,100.00	9,480.00	26,037.00	0.00	( 3,937.00)	117.81



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: OCTOBER 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
<u>PERSONNEL</u>									
25-5010-1110 SALARIES/WAGES	0.00	0.00	0.00	0.00	0.00	4,080.00	0.00 (	4,080.00)	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	22,660.49	288,798.78	0.00	24,422.22	92.20
25-5020-1110 FICA	0.00	0.00	0.00	0.00	0.00	1,154.81	0.00 (	1,154.81)	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	1,817.30	21,705.88	0.00	3,010.12	87.82
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	66.19	731.26	0.00 (	731.26)	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	3,959.66	47,518.53	0.00	1,067.47	97.80
25-5045-1250 LAGERS	0.00	0.00	0.00	27,061.00	2,326.82	28,586.06	0.00 (	1,525.06)	105.64
25-5050-1110 OVERTIME	0.00	0.00	0.00	0.00	0.00	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	2,092.75	9,963.78	0.00	7,067.22	58.50
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	5,288.00	509.02	5,701.71	0.00 (	413.71)	107.82
TOTAL PERSONNEL	0.00	0.00	0.00	436,376.00	33,432.23	416,480.28	0.00	19,895.72	95.44
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,500.00	150.00	5,645.85	0.00	854.15	86.86
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,693.75	2,041.91	10,056.29	0.00	1,637.46	86.00
25-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	1,660.00	206.48	1,544.10	0.00	115.90	93.02
25-6130-1250 OFFICE EQUIPMENT	0.00	0.00	0.00	250.00	289.94	903.51	0.00 (	653.51)	361.40
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,000.00	32.98	1,618.09	0.00	381.91	80.90
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	1,288.34	0.00	1,211.66	51.53
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	60.00	257.50	0.00	32.50	88.79
25-6270-1250 UNIFORMS	0.00	0.00	0.00	4,880.00	0.00	4,683.92	0.00	196.08	95.98
TOTAL COMMODITIES	0.00	0.00	0.00	29,773.75	2,781.31	25,997.60	0.00	3,776.15	87.32
<u>MAINTENANCE &amp; REPAIRS</u>									
25-6400-1010 BUILDING MAINTENANCE	3,722.36	3,722.36	0.00	5,722.00	11.07	4,170.64 (	3,722.36)	5,273.72	7.83
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	343.35	0.00	156.65	68.67
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	42,200.00	5,929.07	42,537.48	0.00 (	337.48)	100.80
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	1,292.50	4,371.00	0.00 (	4,371.00)	0.00
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	1,000.00	35.37	624.97	0.00	375.03	62.50
TOTAL MAINTENANCE & REPAIRS	3,722.36	3,722.36	0.00	55,422.00	7,268.01	52,199.19 (	3,722.36)	6,945.17	87.47
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	5,496.52	38,789.54	0.00	1,390.46	96.54
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	0.00	0.00	0.00	596.00	198.85	1,397.39	0.00 (	801.39)	234.46
TOTAL UTILITIES	0.00	0.00	0.00	44,926.00	5,695.37	40,530.41	0.00	4,395.59	90.22



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: OCTOBER 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	17,239.52	220,372.02	0.00	3,958.98	98.24
26-5020-1310 FICA	0.00	0.00	0.00	17,702.00	1,287.14	16,805.28	0.00	896.72	94.93
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	339.00	47.44	524.10	0.00	( 185.10)	154.60
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	34,797.00	2,459.42	17,632.22	0.00	17,164.78	50.67
26-5045-1310 LAGERS	0.00	0.00	0.00	19,381.00	1,338.19	13,743.60	0.00	5,637.40	70.91
26-5050-1310 OVERTIME	0.00	0.00	0.00	698.00	92.27	2,481.29	0.00	( 1,783.29)	355.49
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,787.00</u>	<u>364.54</u>	<u>4,464.56</u>	<u>0.00</u>	<u>( 677.56)</u>	<u>117.89</u>
TOTAL PERSONNEL	0.00	0.00	0.00	311,035.00	22,828.52	276,023.07	0.00	35,011.93	88.74

COMMODITIES

26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	27.39	226.90	0.00	1,751.10	11.47
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,100.00	300.00	1,078.10	0.00	21.90	98.01
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	11.48	1,855.14	0.00	( 455.14)	132.51
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	0.00	2,381.11	0.00	3,618.89	39.69
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	1,935.60	2,351.59	0.00	( 51.59)	102.24
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	506.00	589.00	0.00	161.00	78.53
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	2,780.47	9,722.22	0.00	7,888.78	55.21

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	20,000.00	3,409.07	24,181.58	0.00	( 4,181.58)	120.91
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,020.00	0.00	2,360.00	0.00	660.00	78.15
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,550.00	0.00	3,359.61	0.00	190.39	94.64
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	28,063.57	0.00	( 3,063.57)	112.25
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	4,320.00	267.93	6,235.26	0.00	( 1,915.26)	144.33
26-7315-1010 PRINTING	0.00	0.00	0.00	1,550.00	119.45	254.45	0.00	1,295.55	16.42
26-7330-1600 REC EXP- MISC LEAGUES	0.00	0.00	0.00	11,600.00	3,075.50	10,581.58	0.00	1,018.42	91.22
26-7330-1605 REC EXP - SUMMER QUEST	0.00	0.00	0.00	17,360.00	0.00	18,189.23	0.00	( 829.23)	104.78
26-7330-1610 REC EXP-BASEBALL & SOFTBA	0.00	0.00	0.00	35,500.00	4,592.00	37,296.22	0.00	( 1,796.22)	105.06
26-7330-1615 REC EXP-BASKETBALL LEAGUE	0.00	0.00	0.00	14,702.50	0.00	11,410.58	0.00	3,291.92	77.61
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	24,552.50	5,589.15	28,161.49	0.00	( 3,608.99)	114.70
26-7330-1625 REC EXP - ADULT SOFTBALL	0.00	0.00	0.00	7,400.00	2,321.10	6,596.55	0.00	803.45	89.14
26-7330-1630 REC EXP - PROGRAMS MISC	0.00	0.00	0.00	2,700.00	0.00	1,116.00	0.00	1,584.00	41.33
26-7330-1635 REX EXP - INSTRUCTION	0.00	0.00	0.00	2,445.00	756.00	3,032.00	0.00	( 587.00)	124.01
26-7330-1645 REX EXP - FITNESS	0.00	0.00	0.00	3,600.00	1,050.00	4,863.00	0.00	( 1,263.00)	135.08
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	1,455.00	6,280.00	0.00	( 480.00)	108.28
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,780.00	2,250.00	7,198.51	0.00	( 2,418.51)	150.60
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,250.00</u>	<u>1,119.73</u>	<u>27,612.03</u>	<u>0.00</u>	<u>( 2,362.03)</u>	<u>109.35</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	213,380.00	26,004.93	226,826.66	0.00	( 13,446.66)	106.30

C I T Y O F R A Y M O R E  
DEPARTMENT HEAD REPORT - UNAUDITED  
AS OF: OCTOBER 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>CAPITAL PROJECTS</u>									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	542,026.00	51,613.92	512,571.95	0.00	29,454.05	94.57
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,232,791.75	107,156.19	1,169,857.71	( 27,330.36)	90,264.40	92.68
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 1,232,791.75)	( 107,156.19)	( 1,169,857.71)	27,330.36	( 90,264.40)	92.68

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