

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, December 18, 2023 7:00 PM

Hosted in person at the Raytown Parks Office:
5912 Lane Ave, Raytown MO 64133

Or via Zoom Link:

<https://us06web.zoom.us/j/85386514865>

Meeting ID: 853 8651 4865

I. Call to Order

II. Public Participation

Approval of Minutes –November 20, 2023

III. Reports of Officers

President – Robbie Tubbs

Vice President – Evan Gorrell

IV. Reports of Standing & Special Committees

Personnel – Evan Gorrell

Finance –

Program – Brian Morris

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

Rice-Tremonti – Brian Morris

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Gage Colton

VI. New Business

1. Mowing Bid contract acceptance
2. Personnel job duties survey
3. January meeting 8th or 22nd

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, January 8 or 22, 2023, 7 PM at Raytown Parks office

**Raytown Park Board
Minutes
November 20, 2023**

Attendance:

Park Board: Robbie Tubbs, Dave Thurman, Brian Morris, Rhonda Herring, Jules Sneddon; Zoom: Evan Gorrell, Brent Hugh

Staff: Dave Turner, Tony Mesa, Gage Colton, Mary Ann McCormick

Guests: Alderman Loretha Hayden

A quorum was declared present and the meeting was called to order. Brian Morris made a motion to approve the minutes from October 16, 2023. Jules Sneddon seconded and the motion passed.

Reports of Officers:

President – Michael Anderson resigned and the Mayor is looking for a replacement

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance - no report

Program - no report

Buildings & Grounds - no report

Main Street – a written report was distributed

Rice Tremonti – Brian stated they have 2 new board members, \$2658.80 was made with Soup & Crafts weekend. No Farmer's Market next year. Dec. 9th from 6-9 pm is dinner for volunteers.

Staff Reports:

Director - a written report was distributed. City volunteer dinner is Dec. 14th.

Superintendent of Parks - a written report was distributed. Tree City application submitted to State for approval.

Recreation Report - a written report was distributed.

New Business:

1. LWCF Grant – received our 1st reimbursement check. Quarterly report due in January. OMNIBUS – George Butler sent the environment review for Kenagy.
2. Rental house update – the insurance for the rental house is in the City's name and Rice Tremonti should not pay for a policy. The agreement has been updated and has been sent to BOA for approval.
3. Rhonda Herring made a motion to adjourn. Brian Morris seconded and the motion passed.



Budget Report

Account Summary

For Fiscal: 2023-2024 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	370,000.00	370,000.00	30,792.71	61,045.25	-308,954.75	83.50 %
201-00-00-100-46102	Investment Income	17,000.00	17,000.00	0.00	1,211.13	-15,788.87	92.88 %
201-00-00-100-46401	Miscellaneous Revenue	0.00	0.00	78.00	78.00	78.00	0.00 %
201-92-00-000-42122	Credit Card Processing Fee	968.00	968.00	0.33	0.33	-967.67	99.97 %
201-92-00-100-41101	Real Estate Tax	559,998.00	559,998.00	15,159.95	23,583.08	-536,414.92	95.79 %
201-92-00-100-41102	Personal Property Tax	107,184.00	107,184.00	5,652.96	8,943.21	-98,240.79	91.66 %
201-92-00-100-41104	Delinquent Real Estate Taxes	12,000.00	12,000.00	511.64	1,057.98	-10,942.02	91.18 %
201-92-00-100-41105	Penalties	9,900.00	9,900.00	252.54	590.74	-9,309.26	94.03 %
201-92-00-100-41106	EXCESS PROCEEDS	0.00	0.00	0.00	439.02	439.02	0.00 %
201-92-00-100-41107	Railroad & Utilities Tax	19,700.00	19,700.00	0.00	0.00	-19,700.00	100.00 %
201-92-00-100-41108	Replacement Tax	28,500.00	28,500.00	0.00	0.00	-28,500.00	100.00 %
201-92-00-100-41110	Circuit Breaker Refund	-680.00	-680.00	-26.50	-26.50	653.50	3.90 %
201-92-00-100-41111	Delinquent Property Tax Revenue	9,700.00	9,700.00	655.30	1,774.76	-7,925.24	81.70 %
201-92-00-100-43101	SuperSplash Grant	31,500.00	31,500.00	0.00	0.00	-31,500.00	100.00 %
201-92-00-100-46101	Interest Earnings	30,000.00	30,000.00	0.00	2,002.89	-27,997.11	93.32 %
201-92-00-100-46303	Gain on sale of Fixed Asset	15,000.00	15,000.00	0.00	3,775.00	-11,225.00	74.83 %
201-92-00-100-47101	Ballfield Lights Fees	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
201-92-00-100-47105	Shelter House Rental Fees	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
201-92-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
201-92-00-100-47116	Vending Machine-Kenagy	1,200.00	1,200.00	0.00	149.90	-1,050.10	87.51 %
201-92-00-100-47204	Team Sports League	24,000.00	24,000.00	10.00	10.00	-23,990.00	99.96 %
201-92-00-100-47220	Donations	11,000.00	11,000.00	0.00	0.00	-11,000.00	100.00 %
201-92-00-100-47425	Other Income	0.00	0.00	2,500.00	5,000.00	5,000.00	0.00 %
201-92-00-753-43000	State Grant - LWCF	456,000.00	456,000.00	0.00	0.00	-456,000.00	100.00 %
201-92-00-754-43101	Federal Grant - Omnibus (SuperSpl	100,000.00	100,000.00	0.00	0.00	-100,000.00	100.00 %
201-92-00-755-43101	Federal Grant - Omnibus (Kenagy)	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	100.00 %
	Revenue Total:	2,830,970.00	2,830,970.00	55,586.93	109,634.79	-2,721,335.21	96.13%
Expense							
201-00-00-100-58000	BMX Appropriation	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	2,544.28	5,202.02	28,397.98	84.52 %
201-92-00-100-51102	Civilian Employees	489,668.00	489,668.00	19,132.63	56,247.40	433,420.60	88.51 %
201-92-00-100-51106	Part Time Employees	26,250.00	26,250.00	0.00	1,022.55	25,227.45	96.10 %
201-92-00-100-51111	Civilian Employees Overtime	7,075.00	7,075.00	30.49	250.35	6,824.65	96.46 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	0.00	104.56	981.44	90.37 %
201-92-00-100-51212	Deferred Compensation - 401 A	2,963.00	2,963.00	152.51	457.31	2,505.69	84.57 %
201-92-00-100-51214	Civilian Pension - LAGERS	69,533.00	69,533.00	2,721.16	7,711.86	61,821.14	88.91 %
201-92-00-100-51215	Health Insurance	76,849.00	76,849.00	2,813.16	8,439.48	68,409.52	89.02 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	0.00	375.00	5,625.00	93.75 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	185.64	556.92	4,714.08	89.43 %
201-92-00-100-51221	Vision	996.00	996.00	40.52	121.56	874.44	87.80 %
201-92-00-100-51225	FICA	40,390.00	40,390.00	1,383.00	4,183.10	36,206.90	89.64 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	415.00	4,565.00	91.67 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	280.00	3,080.00	91.67 %
201-92-00-100-51240	Workers Compensation Insurance	18,583.00	18,583.00	0.00	1,902.05	16,680.95	89.76 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
201-92-00-100-52122	Credit Card Processing Charge	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	23.40	23.40	3,426.60	99.32 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	0.00	3,300.00	100.00 %
201-92-00-100-52250	Professional Services	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
201-92-00-100-52300	Repair & Maintenance Supplies	94,700.00	94,700.00	2,446.60	2,446.60	92,253.40	97.42 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52301</u>	Fuel	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	30.51	30.51	1,469.49	97.97 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	0.00	2,900.00	100.00 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	2,550.36	35,449.64	93.29 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	270.30	3,029.70	91.81 %
<u>201-92-00-100-53421</u>	Water	7,700.00	7,700.00	0.00	710.79	6,989.21	90.77 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	523.60	684.76	6,515.24	90.49 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	9.15	9.15	1,690.85	99.46 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<u>201-92-00-100-53644</u>	Computer Services	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	0.00	3,400.00	100.00 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	0.00	1,350.00	100.00 %
<u>201-92-00-100-53913</u>	General Liability Insurance	44,000.00	44,000.00	0.00	3,934.39	40,065.61	91.06 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	123.29	4,176.71	97.13 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	136,800.00	136,800.00	189.25	189.25	136,610.75	99.86 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	1,552.00	1,552.00	50,248.00	97.00 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	0.00	0.00	9,800.00	100.00 %
<u>201-92-00-100-57000</u>	Capital Expenditures	29,000.00	29,000.00	0.00	0.00	29,000.00	100.00 %
<u>201-92-00-753-57000</u>	Capital Expenditures - LWCF	912,000.00	912,000.00	0.00	0.00	912,000.00	100.00 %
<u>201-92-00-754-57000</u>	Capital Expenditures - Omnibus (Su	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00 %
<u>201-92-00-755-57000</u>	Capital Expenditures - Omnibus (Ke	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	100.00 %
	Expense Total:	3,299,004.00	3,299,004.00	33,777.90	99,793.96	3,199,210.04	96.98%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	21,809.03	9,840.83	477,874.83	102.10%
	Report Surplus (Deficit):	-468,034.00	-468,034.00	21,809.03	9,840.83	477,874.83	102.10%

Budget Report

For Fiscal: 2023-2024 Period Ending: 12/31/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	2,830,970.00	2,830,970.00	55,586.93	109,634.79	-2,721,335.21	96.13%
Expense	3,299,004.00	3,299,004.00	33,777.90	99,793.96	3,199,210.04	96.98%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	21,809.03	9,840.83	477,874.83	102.10%
Report Surplus (Deficit):	-468,034.00	-468,034.00	21,809.03	9,840.83	477,874.83	102.10%

Budget Report

For Fiscal: 2023-2024 Period Ending: 12/31/2023

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-468,034.00	-468,034.00	21,809.03	9,840.83	477,874.83
Report Surplus (Deficit):	-468,034.00	-468,034.00	21,809.03	9,840.83	477,874.83

Fund Balance Report

As Of 12/14/2023



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,069,513.91	109,634.79	97,249.68	1,081,899.02
Report Total:	1,069,513.91	109,634.79	97,249.68	1,081,899.02

Raytown Parks & Recreation Department
Director's Report
December 18, 2023

BOA- On December 18th the Finance Dept will transfer funds from the Parks maintenance funds to personnel to close out the 22-23 FY. This is to cover the mid-year raises from the salary survey completed in early 2023. We have the rental agreement for the Rice-Tremonti rental house, and the mowing bid on the agenda for the January 2nd BOA meeting.

53rd ST property LWCF- We have received the letter to proceed after approval of our bidding documents. Public Works will schedule an update to some sewer lines that run across the existing parking lot while we are in the demolition phase of the project. We will work out that timeline with Robinson Camp in Public Works.

OMNIBUS- I attended an online training session December 5th for the OMNIBUS grant administration. We have received all of our environmental documents from GBA for the Kenagy site and the 53rd ST location. I have logged onto the HEROS site for the environmental review, but was immediately put on a 3-4 week review after entering basic contact and grant project information. After that review is complete, we can start submitting the environmental requirements for another HUD 30 day review.

Mowing bid 2024- The Raytown Parks mowing bid was posted Thursday November 2nd on Drexel Technology. The due date for the bid was Wednesday November 29th at the City Clerks office. We received four bids for the mowing contract.

Tree City/TRIM- The tree work started December 14th with the winning contractor Safety Tree. Davey Tree inventory will also begin their work in January and have a complete date for April. We will then complete our reporting to the MDC for final review and reimbursement.

George Butler & Associates- We have a meeting with GBA staff to discuss the upcoming project work at 53rd ST on December 20th.

Staff trainings- Our Maintenance II attended a playground safety inspector training in late November and passed. We have a tree safety class for our horticulturalist and Maintenance III staff in January.

Staff evaluations- I have been working on staff evaluations for office staff, and Tony has been working on the maintenance staff. We will have those completed by the first of the year.

Vandalism- We have been having some extreme vandalism at Kritser Park. Staff have been working to stay on top of the playground vandalism and make the area presentable to the park patrons. At least twice we have filed a police report on the ongoing vandalism.

Little Blue Trace- I have reported a log jam under/north of the west bound lanes of 350 highway. There are 8 trees in the riverbed that could be a problem this spring if we get a high flow of water down the Little Blue River. I contacted Jackson County Parks, MODOT, and the Army Corps of Engineers and received replies from all three entities. No solution or work has been mentioned at this time.

Sales Tax Revenue- December Sales Tax for the Parks Dept. was \$30,792.71.

End of FY22/23 Financial Report

Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	0.00	830.00	1,162.00
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	280.00	3,360.00	0.00
201-92-00-100-51240	Workers Compensation Insurance	17,627.05	17,627.05	1,902.05	18,931.62	-1,304.57
	SubObject: 510 - Personnel Services Total:	679,798.35	679,798.35	64,360.42	708,478.95	-28,680.60
	SubObject: 521 - Supplies, Services, and Charges					
201-00-00-000-59941	CASH LONG & SHORT	0.00	0.00	0.00	1.00	-1.00
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	60.19	539.81
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	45.00	1,967.74	1,482.26
201-92-00-100-52253	Uniforms	3,300.00	3,300.00	676.07	1,260.94	2,039.06
201-92-00-100-52250	Professional Services	1,400.00	1,400.00	0.00	289.73	1,110.27
201-92-00-100-52101	Postage	500.00	500.00	0.00	244.17	255.83
201-92-00-100-52241	Printing & Promotions	1,500.00	1,500.00	0.00	58.50	1,441.50
201-92-00-100-52301	Dues & Memberships	2,900.00	2,900.00	0.00	846.10	2,053.90
201-92-00-100-52500	Equipment Expense	1,700.00	1,700.00	10.66	124.32	1,575.68
201-92-00-100-52644	Computer Services	7,500.00	7,500.00	416.20	4,538.60	2,961.40
201-92-00-100-52701	Education and Training	3,400.00	3,400.00	0.00	1,669.19	1,730.81
201-92-00-100-52711	Meals & Travel	1,350.00	1,350.00	0.00	242.79	1,107.21
201-92-00-100-52913	General Liability Insurance	43,765.00	43,765.00	3,934.39	45,244.76	-1,479.76
201-92-00-100-52961	Bank Charges	4,300.00	4,300.00	262.24	4,088.39	211.61
201-92-00-100-52999	Miscellaneous Contractual	132,300.00	112,300.00	10,563.08	82,947.17	29,352.83
201-92-00-100-54500	Recreational Programming	51,800.00	51,800.00	496.86	24,766.46	27,033.54
	SubObject: 521 - Supplies, Services, and Charges Total:	259,765.00	239,765.00	16,404.50	168,350.05	71,414.95
	SubObject: 523 - Repairs & Maintenance					
201-92-00-100-52300	Repair & Maintenance Supplies	73,200.00	73,200.00	9,289.66	45,754.77	27,445.23
201-92-00-100-52301	Fuel	15,000.00	15,000.00	1,474.99	9,176.17	5,823.83
201-92-00-100-52600	Repair & Maintenance Services	1,500.00	1,500.00	150.00	900.00	600.00
201-92-00-100-52600	Vehicle Expense	9,800.00	9,800.00	232.52	4,638.19	5,161.81
	SubObject: 523 - Repairs & Maintenance Total:	99,500.00	99,500.00	11,147.17	60,469.13	39,030.87
	SubObject: 531 - Contractual Services					
201-00-00-100-58000	BMX Appropriation	35,000.00	35,000.00	0.00	35,000.00	0.00
	SubObject: 531 - Contractual Services Total:	35,000.00	35,000.00	0.00	35,000.00	0.00
	SubObject: 541 - Capital Expenditures					
201-92-00-100-57000	Capital Expenditures	677,000.00	27,000.00	0.00	21,248.65	5,751.35
201-92-00-753-57000	Capital Expenditures - LWCF	0.00	650,000.00	0.00	2,035.00	647,965.00
201-92-00-754-57000	Capital Expenditures - Omnibus (SuperSpla	0.00	43,753.00	0.00	0.00	43,753.00
201-92-00-755-57000	Capital Expenditures - Omnibus (Kenagy)	0.00	51,114.00	21,690.51	21,690.51	29,423.49
	SubObject: 541 - Capital Expenditures Total:	677,000.00	771,867.00	21,690.51	44,974.16	726,892.84
	SubObject: 547 - Utilities					
201-92-00-100-52401	Electricity	38,000.00	38,000.00	3,022.76	32,000.18	5,999.82
201-92-00-100-52411	Gas	3,300.00	3,300.00	161.43	4,012.73	-712.73
201-92-00-100-52421	Water	7,700.00	7,700.00	720.70	6,914.03	785.97
201-92-00-100-52431	Telephone	7,200.00	7,200.00	310.93	5,170.44	2,029.56
	SubObject: 547 - Utilities Total:	56,200.00	56,200.00	4,215.82	48,097.38	8,102.62
	SubObject: 599 - Transfers					
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	2,925.87	34,343.94	-743.94
	SubObject: 599 - Transfers Total:	33,600.00	33,600.00	2,925.87	34,343.94	-743.94
	Expense Total:	1,840,863.35	1,915,730.35	120,744.29	1,099,713.61	816,016.74
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-555,430.35	-45,680.48	114,346.28	
	Total Surplus (Deficit):	-480,563.35	-555,430.35	-45,680.48	114,346.28	



City of Raytown, MO

Income Statement Account Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 201 - PARKS & RECREATION						
Revenue						
SubObject: 411 - Property Taxes						
201-92-00-100-41101	Real Estate Tax	455,000.00	455,000.00	240.16	465,069.80	-10,069.80
201-92-00-100-41102	Personal Property Tax	90,000.00	90,000.00	1,412.83	120,029.99	-30,029.99
201-92-00-100-41103	Delinquent Real Estate Taxes	13,000.00	13,000.00	156.02	10,815.18	2,184.82
201-92-00-100-41105	Penalties	10,000.00	10,000.00	433.38	8,931.98	1,068.02
201-92-00-100-41106	EXCESS PROCEEDS	0.00	0.00	0.00	1,016.63	-1,016.63
201-92-00-100-41107	Railroad & Utilities Tax	19,000.00	19,000.00	0.00	20,639.59	-1,639.59
201-92-00-100-41108	Replacement Tax	28,000.00	28,000.00	0.00	29,382.59	-1,382.59
201-92-00-100-41110	Circuit Breaker Refund	-1,000.00	-1,000.00	-50.32	-844.46	-155.54
201-92-00-100-41111	Delinquent Property Tax Revenue	8,000.00	8,000.00	384.40	9,596.74	-1,596.74
	SubObject: 411 - Property Taxes Total:	622,000.00	622,000.00	2,576.47	664,638.04	-42,638.04
SubObject: 412 - General Sales Taxes						
201-00-00-100-41205	Parks/Storm Water Capital Sales Tax	327,000.00	327,000.00	26,511.05	359,440.45	-32,440.45
	SubObject: 412 - General Sales Taxes Total:	327,000.00	327,000.00	26,511.05	359,440.45	-32,440.45
SubObject: 441 - Service Charges						
201-92-00-000-42122	Credit Card Processing Fee	0.00	0.00	42.26	747.56	-747.56
201-92-00-100-47100	Ballfield Lights Fees	3,000.00	3,000.00	0.00	805.00	2,195.00
201-92-00-100-47105	Shelter House Rental Fees	22,000.00	22,000.00	510.00	26,508.68	-4,508.68
201-92-00-100-47110	Sports Field Rental Fees	12,000.00	12,000.00	0.00	2,320.00	9,680.00
201-92-00-100-47200	Team Sports League	18,000.00	18,000.00	5,161.15	16,504.72	1,495.28
	SubObject: 441 - Service Charges Total:	55,000.00	55,000.00	5,713.41	46,885.96	8,114.04
SubObject: 461 - Reimbursements, Interest, and Miscellaneous						
201-00-00-100-46102	Investment Income	400.00	400.00	1,251.03	15,523.78	-15,123.78
201-00-00-100-46401	Miscellaneous Revenue	300.00	300.00	0.00	0.00	300.00
201-92-00-100-46101	Interest Earnings	2,000.00	2,000.00	1,946.77	43,719.90	-41,719.90
201-92-00-100-46203	Gain on sale of Fixed Asset	4,500.00	4,500.00	0.00	10,890.00	-6,390.00
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	15.00	961.70	138.30
201-92-00-100-47220	Donations	12,000.00	12,000.00	0.00	13,555.00	-1,555.00
201-92-00-100-47425	Other Income	1,000.00	1,000.00	2,724.36	24,119.34	-23,119.34
	SubObject: 461 - Reimbursements, Interest, and Miscellaneous Total:	21,300.00	21,300.00	5,937.16	108,769.72	-87,469.72
SubObject: 471 - Grants						
201-92-00-100-43101	SuperSplash Grant	335,000.00	335,000.00	0.00	0.00	335,000.00
201-92-00-753-43000	State Grant - LWCF	0.00	0.00	34,325.72	34,325.72	-34,325.72
	SubObject: 471 - Grants Total:	335,000.00	335,000.00	34,325.72	34,325.72	300,674.28
	Revenue Total:	1,360,300.00	1,360,300.00	75,063.81	1,214,059.89	146,240.11
Expense						
SubObject: 510 - Personnel Services						
201-92-00-100-51102	Civilian Employees	435,393.60	435,393.60	42,057.96	461,973.10	-26,579.50
201-92-00-100-51106	Part Time Employees	32,500.00	32,500.00	3,344.29	24,277.05	8,222.95
201-92-00-100-51111	Civilian Employees Overtime	5,112.86	5,112.86	285.55	4,018.49	1,094.37
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	104.56	1,237.78	-151.78
201-92-00-100-51212	Deferred Compensation - 401 A	2,500.23	2,500.23	299.20	3,692.61	-1,192.38
201-92-00-100-51214	Civilian Pension - LAGERS	68,084.75	68,084.75	5,916.71	65,593.48	2,491.27
201-92-00-100-51215	Health Insurance	58,328.90	58,328.90	5,626.32	73,271.84	-14,942.94
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	375.00	5,375.00	625.00
201-92-00-100-51220	Dental	5,271.00	5,271.00	371.28	4,373.67	897.33
201-92-00-100-51221	Vision	996.00	996.00	81.04	952.52	43.48
201-92-00-100-51225	FICA	36,565.96	36,565.96	3,301.46	35,516.79	1,049.17
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	415.00	5,075.00	-95.00



November 2023
PARK MAINTENANCE REPORT



Horticulture / Right of Way

Tis the season for fallen limbs cleanup, green house cleaning as well as leaf vacuuming and mulching.

We treated the ballfields at Little Blue and Colman parks with fall fertilizer.

Park Maintenance

The installation of the metal roof for the shelter house at Southwood Park has been completed.

We made some adjustments to the lights and timers at the Pocket Park as well as installed the LED Mayor's Christmas tree.

We are currently performing annual maintenance on trucks and equipment and prepping snow equipment for the season.

We have been cleaning up the storage areas (garages) at Kenagy park.



Park Board Report

Gage Colton

December 2023



Basketball league

Youth basketball is going smoothly so far. We are two weeks into it and have not had any issues with anything. The kids seem like they are having fun with it and they will have their last game of December on the 16th. The games will pick up again on January 6th.

Fishing Derby

I have reached out to Bass Pro to apply for a \$1000 grant to help support the derby. The application review according to Bass Pro should take about 4-6 weeks until we hear back from them. I have set the Fishing Derby date to be June 6th, 2024.

Agenda item 1

Raytown Parks Bid Tabulation
 23/24 Parks mowing contract

11/29/2023

based on 16 mowings
 total contract amt

contractor	price per mow	total contract amt
RPM Mowing	\$2,365	\$37,840
Mowers Ahead	\$1,135.50	\$18,168
DLC Dupree Landscaping	\$3,232	\$51,712
Hometown LLC	\$5,500	\$88,000

CITY OF RAYTOWN, MISSOURI

**AGREEMENT BETWEEN CITY
AND CONTRACTOR**

THIS AGREEMENT is made in Jackson County, Missouri, by and between the City of Raytown, Missouri, [hereinafter "City"], and Mowers Ahead Lawn & Landscape LLC, [hereinafter "Contractor"]. City intends to contract with Contractor for following described services [hereinafter "Project"] in Raytown, Missouri:

**2024 Raytown Parks Contract Mowing Project
(Locations noted in Bid Form)**

In consideration of the compensation to be paid to Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, City for itself and its successors, and Contractor for itself, himself/herself or themselves, its, his/her or their successors and assigns, or its, his/her or their executors and administrators, as follows:

ARTICLE I. By executing this Agreement, Contractor represents to City that Contractor is professionally qualified to do this Project and if required, is licensed to practice the services being offered by all public entities having jurisdiction over Contractor and the Project. Contractor shall furnish at its own cost and expense all labor, tools, equipment, materials, transportation, and any other accessories, services and facilities required to complete the Project as designated, described in accordance with this Agreement, including any attached exhibits and any addendums to this Agreement; all Work to be done in a good, substantial and workmanlike manner and to the satisfaction of City, and in accordance with the laws of the City of Raytown, the State of Missouri and the United States of America.

Contractor shall assign only qualified personnel to perform any service concerning the Project. At the time of execution of the Agreement, the parties anticipate that the following individual will perform as the Contractor's Principal on the 2024 Raytown Parks Mowing contract. As principal on this project, this person shall be the primary contact with the Project Representative and shall have authority to bind Contractor. So long as the individual named above remains actively employed or retained by the Contractor, he/she shall perform the function of principal on the Project, unless otherwise agreed to in writing signed by both parties.

The Parks Department shall designate Tony Mesa, 816-358-4100 as the Project Representative to represent City in coordinating this project with Contractor, with authority to transmit instructions and define policies and decisions of City. The written consent of the Department Head, and if applicable, City Administrator and/or Governing Body/Change Order Committee, shall be required to approve any increase in Project cost.

ARTICLE II. City agrees to pay Contractor for the actual work performed on the Project at the rates set forth in the Bid Form, which is attached hereto and incorporated by reference into this Agreement, the total of which shall not exceed a maximum total mowing budget.

ARTICLE III. The contractor shall bill City weekly or monthly for all work performed. The bill submitted by Contractor shall itemize the work for which payment is requested, **with an invoice to the Parks and Recreation Department.** City agrees to pay Contractor within thirty (30) days of approval unless a "Quick Pay" discount option is made available to us. Payment by the City will be made by check. All checks will be mailed to Contractor's place of business, without exception and may not be picked up in person by Contractor. All money not paid when due as provided above shall bear interest at the rate specified by Missouri State Statute, RSMo 34-057. The

representative has executed two (2) counterparts of this Agreement in the prescribed form and manner, the day and year first above written.

This Agreement will be effective on 11/29/23 (which is the Effective Date of the Agreement)

OWNER:

CITY OF RAYTOWN, MO

By: print Damon Hodges

sign _____

title City Administrator

CONTRACTOR:

Mowers Ahead Lawn + Landscape LLC

By: print Aaron Mitchell

sign Aaron Mitchell

title owner

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: print Teresa Henry

sign _____

title City Clerk

Attest: print Jennifer Mitchell

sign Jennifer Mitchell

title adm.

Address for giving notices:

Raytown City Hall

10000 E. 59th Street

Raytown, MO 64133

Address for giving notices:

10704 E 59th st.

Raytown, MO 64133

License No.: _____

(Where applicable)

(Owner is a public body, attach evidence of authority to sign & resolution or other documents authorizing execution of this Agreement.)

Agent for service of process:

**CITY OF RAYTOWN, MISSOURI
AGREEMENT FOR PUBLIC IMPROVEMENTS**

BID FORM

PROJECT: **2024 RAYTOWN PARKS CONTRACT MOWING**

TO: CITY OF RAYTOWN

NOTE: PLEASE DO NOT RETURN THESE DOCUMENTS IF YOU ARE NOT SUBMITTING A BID. YOUR NAME WILL REMAIN ON OUR BIDDERS' LIST UNTIL WE ARE NOTIFIED TO REMOVE IT.

The undersigned Bidder hereby proposes to furnish all material, supplies, transportation, tools, equipment and necessary labor to construct, install, plant and complete all Work stipulated in, required by, and in conformity with the proposed Contract Documents, incorporated herein (including all documents referred to therein) and any and all written addenda thereto, for and in consideration of the unit prices as follows:

BIDDING COMPANY: Mowers Ahead Lawn + Landscape LLC

**ALL "SIZE ESTIMATES" ARE NOT GUARANTEED AND ARE THE
RESPONSIBILITY OF THE BIDDER.**

		A		B	= A x B
	Parks Grounds Maintenance BASE BID	Est. # of times	Approx. Frequency (Size Estimated)	Cost Per Mowing	Approx. Season Cost
K1	Kenagy Park, 79th Street & Raytown Road, All areas including ball field	16	1 to 2 weeks 14 acres	\$ 385.00	\$ 6,160.00
MS	Minor Smith Park, 81st Street & Ash	16	1 to 2 weeks 8.5 acres	\$ 240.50	\$ 3,848.00
SW	Southwood Park, 81st Terrace & Arlington	16	1 to 2 weeks 6 acres	\$ 170.00	\$ 2,720.00
KR1	Kritser Park, 75 St. & Westridge & Woodson all of Park	16	1 to 2 weeks 12 acres	\$ 340.00	\$ 5,440.00

TOTAL BASE BID (K1) + (MS) + (SW) + (KR1) = \$18,168.00

Total BASE BID in Words: Eighteen Thousand, one hundred +
Sixty Eight Dollars.

	Parks Grounds Maintenance BID ALTERNATES *	Est. # of times	Approx. Frequency (Size Estimated)	Cost Per Mowing
C1	Colman Park, 5912 Lane, All areas except office area and ball field	(To be Determined)	11 acres	\$ 302.50
C2	Colman Park, 5912 Lane, Ball field only	(To be Determined)	1.6 acres	\$ 70.00
LBT1	Little Blue Trace Park, 87th Street & 350 Hwy, All areas including athletic fields (LBT2 & LBT3)	(To be Determined)	20 acres	\$ 550.00
LBT2	Little Blue Trace Park, 87th Street & 350 Hwy Cost to Mow Ball Fields 1, 2, 3 and 4	(To be Determined)	4.5 +/- acres	\$ 144.00
LBT3	Little Blue Trace Park, 87th Street & 350 Hwy Cost to mow each Soccer field area (2 at this location), Cost to Mow any <u>one</u> of the 2 soccer fields – one time.	(To be Determined)	3.4 acres ea.	\$ 100.00
LBT4	Little Blue Trace Park, 87th Street & 350 Hwy Cost to Mow any <u>one (1)</u> of the 4 ball fields (LBT2)- one time	(To be Determined)	1.6 +/- acres	\$ 70.00
SS	Super Splash, Raytown Road & 53rd Place	(To be Determined)	1.3 +/- acres	\$ 75.00
SWC	Southwood Park, 81st Terrace & Arlington (Creek Area - Reference Southwood Map)	(To be Determined)	1,500 +/- Sq. Ft.	\$ 50.00
BMX	BMX Racetrack, 12605 Frost Road	(To be Determined)	4 acres	\$ 150.00
RT1	Rice-Tremonti Home, 8801 E. 66th Street	(To be Determined)	3.75 acres	\$ 150.00
RT2	Rice-Tremonti – Rental Property, 8805 E. 66th Street	(To be Determined)	1 acre	\$ 40.00
Reap	Vacant Lot next to REAP, 75th Street & Elm	(To be Determined)	0.5 acres	\$ 40.00

*These locations will be mowed by vendor on an as-need basis as directed by the mowing work order.

Contract Renewal: Percentage increase for 2025 Renewal: 3.0 %
 Percentage increase for 2026 Renewal: 3.0 %

Quick Pay Option: NA % NA DAYS NET: NA

The project will be awarded based on the most responsible and responsive bid received for the Bid.

1. In submitting this Bid, the undersigned declares that it is of lawful age and executed this Bid on behalf of the Bidder named herein, and that the undersigned has lawful authority to do so. The undersigned further declares that it has not directly or indirectly entered into any agreement, expressed or implied, with any Bidder or Bidders, having for its object the controlling of the price or amount of such Bid or any Bids, the limiting of the Bid or Bidders, the parceling or farming out to any Bidder or Bidders, or other persons, of any part of the Agreement or any part of the subject matter of the Bid or Bids or of the profits thereof, and that it has not and will not divulge the sealed Bid to any person whomsoever, except those having a partnership or other financial interest with Bidder in said Bid or Bids, until after the sealed Bid or Bids are opened.
2. The undersigned further declares that it has carefully examined the Notice to Bidders and other Contract Documents, and that it has inspected the actual location of the Work, together with the local sources of supply, and has satisfied itself as to all conditions and quantities, and understands that in signing this Bid Form the undersigned on behalf of the Bidder waives all right to plead any misunderstanding regarding the same.
3. The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute the Agreement within ten (10) calendar days from and after Notice of Award of the Agreement is delivered to the Bidder, and failure of the Bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as performance.
5. It is understood that the City will pay monthly pay estimates submitted in accordance with the City of Raytown's claims policy and approved by the Raytown Parks and Recreation Director, all as provided in the Contract Documents.
6. The undersigned acknowledges receipt of the Plans and Specifications for the Project including the following written addenda (insert "none" if none were received):
None

Dated this 29th day of November, 2023.

Contractor: Mowers Ahead Lawn & Landscapellc
Print name: Aaron Mitchell
Title: Owner
Address: 10704 E 59th St
Raytown, MO 64133
Phone #: 816.695.3355
Email: Aaron@mowers-ahead.com