

**Raytown Parks & Recreation
Finance Committee Agenda
6:00 July 16, 2018
Raytown Park Office
5912 Lane Ave, Raytown MO 64133**

- I. 6:00 p.m. Call to Order**

- II. Present: 2019 Parks Budget**
Director –Dave Turner

- III. Capital Improvement Options**
 - 1. Fence at Colman Softball field
 - 2. Pave Parking lot Parks Office
 - 3. Park Office siding
 - 4. Other suggestions by Finance Committee

- IV. Time Line for Approval**
 - 1. Budget to be presented to Board of Alderman August 14.

- V. Adjourn.**

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, July 16, 2018
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes – June 18, 2018 Meeting

III. Reports of Officers

President – Chris Rathbone

Vice President – Dave Thurman

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Terry Copeland

Program – Robbie Tubbs

Buildings & Grounds – Mike Hanna

Rice-Tremonti – Dave Thurman

V. Staff Reports

Director & Recreation – Dave Turner

Superintendent of Parks - Ron Fowler

VI. New Business

1. 2018-19 Budget and capital improvements
2. BMX Credit card receiving & current year budget
3. Security Cameras in Colman Park
4. Kenagy Tennis Courts
5. Sales tax updates with regards to LWCF
6. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, August 20, 2018 7 PM Parks Office
CLOSED SESSION

Notice is hereby given that the Park Board may conduct a closed session, pursuant to the following statutory provisions:

610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys;

610.021(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information relating to the performance or merit of an individual employee is discussed or recorded; and/or

610.021(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Raytown Parks & Recreation Board Members

7/11/18

<u>Park Board Members</u>			<u>Term Expires</u>	<u>Committees</u>
1. Chris Rathbone (Erica) 9313 E. 69 th Terr. 64133 crathbone78@yahoo.com	Cell	786-6349	President 6/1/21	Buildings & Grounds, Finance Program, Personnel
2. David Thurman (Daneen) 10500 E. 80 th St. 64138 dave.thurman@reecenichols.com	Cell	305-3732	Vice President 6/1/19	Buildings & Grounds Personnel
3. Terry Copeland (Kay) 10308 E. 81 st 64138 terry_copeland@sbcglobal.net	Hm Cell	356-7945 820-7847	6/1/20	Finance - Chair Program
4. Janette Guenther (Steve) 11705 E. 71 st Ct. 64133 janguen@gmail.com	Day Eve Cell	556-1142 356-2369 365-2662	6/1/20	Personnel, Program
5. Michael Hanna (Debbie) 8604 Ridgeway Ct. 64138 mike@hannalegal.com	Day Eve Cell	358-5655 353-2713 678-5655	6/1/21	Buildings & Grounds – Chair, Finance
6. Loretha Hayden (Tony) 7001 Lakeshore Dr. 64133 lvhayden@sbcglobal.net	Cell	510-5243	6/1/19	Program, Buildings & Grounds
7. George Mitchell (Etta) 7621 Harvard 64138 gmitchell4@sbcglobal.net	Hm Cell	353-2830 536-1939	6/1/20	Finance, Buildings & Grounds
8. Robbie Tubbs 7405 Willow 64138 RobbieT317@hotmail.com	Cell	392-2459	6/1/19	Personnel & Program - Chair, Finance
9. Vacant			6/1/21	Personnel, Program

Department Administrative Staff

Ext.	Name		Phone #	Title
102	Dave Turner (Erin) davet@raytownparks.com	Cell	588-5826	Director
103	Mary Ann McCormick (Bill) maryann@raytownparks.com	Cell	519-2149	Administrative Services Coordinator
104	Ron Fowler ronf@raytownparks.com	Cell	225-0973	Superintendent of Parks
101		Cell		Sports & Special Events Supervisor

Raytown Park Board
Minutes
June 18, 2018

Attendance:

Park Board: Dave Thurman, Robbie Tubbs, George Mitchell, Mike Hanna and Chris Rathbone

Staff: Ron Fowler and Mary Ann McCormick

A quorum was declared present and the meeting was called to order. The minutes from May 21, 2018 were approved as written.

Reports of Officers:

President – no report

Vice President – Chris received a call from Richard Tush on Sunday, June 17 at 10:26 pm stating there was a car at Kenagy on the east side with car lighting up the shelter house. Chris call the police and asked them to take a look.

Reports of Standing & Special Committees:

Personnel – Robbie stated she talked to Dave and he has offered the position of Sports & Special Events Coordinator to two people and they have said no. Update: we have now offered the position to a third person but they would like flexible hours so that they can continue to coach football and basketball with Raytown South High School.

Finance – no report

Program – no report

Buildings & Grounds – no report

Rice Tremonti – Dave Thurman stated they received \$200 in donation and \$511 in rentals.

Staff Reports:

Director & Recreation – a written report was distributed

Superintendent of Parks – a written report was distributed. Ron asked about turning water on at the pool to keep the grass alive. Park Board gave permission to turn water on if needed.

New Business:

1. Ask police department if \$37/hr includes holiday pay/overtime pay and will they enforce the “no fireworks” in the parks with arrests or write out tickets? Depending on the answers – Mary Ann will contact Chris Rathbone and final answer. Dave Thurman made a motion if approval from Chris employ 1 officer from 6-7 pm until midnight on July 4th and drive between Colman, Kenagy, Minor Smith and Kritser Parks, not to exceed \$800. The broom for bobcat will be up to Ron to rent it or not.
2. George Mitchell made a motion to amend the By-Laws to add “The committee will conduct an annual performance review of the Director” to Article VI, Section 6, Personnel Committee. Dave Thurman seconded and the motion passed.
3. Mike Hanna made a motion to elect Chris Rathbone as President and Dave Thurman as Vice President. George Mitchell seconded and the motion passed.
4. Mary Ann asked about renewing the Raytown Public Swimming Pool Corporation with the State of Missouri. It is \$20 for two years to keep us in good standing with the State since we are not sure what we are going to do with the pool. George Mitchell, Chris Rathbone and Dave Thurman will be listed as officer of the corporation.
5. Dave Thurman made a motion to adjourn. George Mitchell seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
July 12, 2018

Safety / Signs at Colman Park The Park Ordinance sign was hung in shelter house #1, Ron and I met with Ward Technology, our security contractor, to discuss cameras at Colman Park as a measure to increase security and possibly identify any perpetrators.

Kenagy Parking lot We received a very good price from a contractor suggested by Vance Bros., All State Striping, for \$675.

Raytown BMX The Board of Alderman approved the increase of \$18,000 to the expense budget of BMX, due to the funds raised by Raquel Cumberland to redevelop the track. We are hoping that will be enough of an increase to get them through the year. They were again broken into July 10 late in the night.

Raytown Live Event will be July 14th 6-8pm with Liberty Jazz Quintet with Jerry Hooper, and Gregco Foods serving to the public. Next event August 11, Riverrock.

LWCF Grant Obligations I have been emailing Rebecca Rost of MO DNR and she has moved us up to ask questions to the NPS. I've been awaiting answers from the National Parks Service about our situation with obligations regarding the LWCF since June 4th, and called again July 11.

Open Position I have been having interviews for the Sports & Special Events position, and have offered the job to three people, neither of which have completed the background check, and then backed out of the position.

Sales Tax Revenue June Sales tax revenue was \$31,455. We are much below our expenses for the 2018 budget year, and have 1,106,763 in the Park Fund as of July 10.

Recreation Report

Tennis- We are hosting all adult leagues and lessons here at Colman due to the conditions at Kenagy Park. We have had a horrible tennis season, with no kids signing up for youth lessons.

Softball- The leagues at Colman are running smoothly and the field reservations are about through for the summer baseball practices at Kenagy and Kritser Parks.

Arts & Music Funding- KCP&L, Teetering Rocks, and Crane Brewing will be the main sponsors of the event, with Dick Smith Ford and H&H Colorlabs being in-kind sponsors. Our Bands are booked for the event and The Elton John Experience will be our headliner for the show.

Movie in the Park- Showing Beauty and the Beast July 13, with Spring Valley Baptist bringing volunteers.

Park Maintenance Report

July - 2018

Horticulture / Right of Way

Drought and insects are the current horticulture words of concern. Japanese beetles and bagworms seem to currently be in full force. We are chemical controlling bagworms on an as need basis and have allowed the Japanese beetles to run their course. There are so many of the Japanese beetles control would be spotty at best. Starting last week, we are aggressively watering selected trees and shrubs. We will do the best we can to stay equal with the plants needs, but it looks like we may be in for a hot and dry season. We believe at the moment, all irrigation systems are operational and we may soon need to activate the system at Super Splash to help stabilize the vegetation in this weather.

Park Maintenance -

The parks survived the 4th of July holiday in pretty good shape. Some abuses occurred, but nothing like some years. Off-duty Raytown police could not be secured for "fireworks watch". The Raytown Public Works department loaned us a sweeper for our Bobcat. It could only be used in parking lots but it was helpful. Over 16 man-hours were used in the cleanup effort.

We still have no updates from the vendor regarding the order of our new F-350. Once we have the unit from Ford we will then send it to Knapheide to complete the vehicle.

Contract mowing has improved, but we are still working on several areas that need improvement. Trimming seems to be the lagger currently. They continue to improve, so we will see if they can reach our expectations.

FYI: On a Tuesday night in June at Colman park, two cars traveled at a fast speed and going South-bound on Lane Ave through the park (as if one was chasing the other) . I was at the Colman tennis courts when I heard at about 8:15 firecrackers - 3 or 4. The next morning I found 3 handgun shell casings on Lane Ave. near the South-end of the Park.

Because of the hot weather and resulting evaporation, the Kenagy fountain's operation has been adjusted. It is currently in operation for 7:30 am until noon and the 6 pm until about 10:30 pm.

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Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
<u>201-00-00-001-41206</u>	TIF - EATS	-55,550.00	-55,550.00	0.00	-18,870.51	36,679.49	33.97 %
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	308,050.00	308,050.00	0.00	206,667.83	-101,382.17	32.91 %
<u>201-00-00-100-46102</u>	Investment Income	3,500.00	3,500.00	0.00	3,688.14	188.14	105.38 %
<u>201-00-00-100-46401</u>	Miscellaneous Revenue	0.00	0.00	0.00	62.95	62.95	0.00 %
<u>201-92-00-100-41101</u>	Real Estate Tax	400,000.00	400,000.00	0.00	403,928.57	3,928.57	100.98 %
<u>201-92-00-100-41102</u>	Personal Property Tax	101,000.00	101,000.00	0.00	90,792.35	-10,207.65	10.11 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	11,071.85	-2,428.15	17.99 %
<u>201-92-00-100-41105</u>	Penalties	9,000.00	9,000.00	0.00	6,989.85	-2,010.15	22.34 %
<u>201-92-00-100-41106</u>	EXCESS PROCEEDS	0.00	0.00	0.00	140.53	140.53	0.00 %
<u>201-92-00-100-41107</u>	Railroad & Utilities Tax	19,500.00	19,500.00	0.00	21,669.67	2,169.67	111.13 %
<u>201-92-00-100-41108</u>	Replacement Tax	22,000.00	22,000.00	0.00	21,278.20	-721.80	3.28 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-2,500.00	-2,500.00	0.00	-1,590.88	909.12	63.64 %
<u>201-92-00-100-41111</u>	Delinquent Tax Revenue	9,000.00	9,000.00	0.00	7,881.46	-1,118.54	12.43 %
<u>201-92-00-100-46101</u>	Interest Earnings	3,500.00	3,500.00	0.00	5,839.88	2,339.88	166.85 %
<u>201-92-00-100-47101</u>	Ballfield Lights Fees	5,000.00	5,000.00	0.00	1,760.00	-3,240.00	64.80 %
<u>201-92-00-100-47105</u>	Shelter House Rental Fees	15,500.00	15,500.00	200.00	19,150.00	3,650.00	123.55 %
<u>201-92-00-100-47110</u>	Sports Field Rental Fees	1,500.00	1,500.00	227.50	3,033.50	1,533.50	202.23 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	1,000.00	1,000.00	53.20	358.55	-641.45	64.15 %
<u>201-92-00-100-47204</u>	Team Sports League	54,500.00	44,500.00	0.00	11,045.00	-33,455.00	75.18 %
<u>201-92-00-100-47220</u>	Donations	500.00	20,500.00	1,000.00	20,837.17	337.17	101.64 %
<u>201-92-00-100-47401</u>	Participant Fees	27,750.00	27,750.00	0.00	10,014.36	-17,735.64	63.91 %
<u>201-92-00-100-47405</u>	Concession Sales	6,000.00	6,000.00	0.00	1,567.00	-4,433.00	73.88 %
<u>201-92-00-100-47415</u>	ABA Memberships	4,000.00	4,000.00	0.00	32.00	-3,968.00	99.20 %
<u>201-92-00-100-47425</u>	Other Income	200.00	18,200.00	0.00	17,057.25	-1,142.75	6.28 %
<u>201-92-00-100-47530</u>	Rice Tremonti	6,900.00	6,900.00	579.36	5,214.24	-1,685.76	24.43 %
	Revenue Total:	953,850.00	981,850.00	2,060.06	849,618.96	-132,231.04	13.47 %
Expense							
<u>201-92-00-100-51102</u>	Civilian Employees	405,398.00	400,398.00	10,159.06	190,868.12	209,529.88	52.33 %
<u>201-92-00-100-51106</u>	Part Time Employees	7,725.00	7,725.00	234.80	1,469.10	6,255.90	80.98 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	9,484.00	9,484.00	91.19	1,594.56	7,889.44	83.19 %
<u>201-92-00-100-51203</u>	Holiday Pay	0.00	0.00	1,165.86	9,219.74	-9,219.74	0.00 %
<u>201-92-00-100-51206</u>	Life Ins	1,223.00	1,223.00	0.00	591.43	631.57	51.64 %
<u>201-92-00-100-51207</u>	Sick Leave Pay	0.00	0.00	28.61	7,074.51	-7,074.51	0.00 %
<u>201-92-00-100-51208</u>	Vacation Pay	0.00	0.00	866.32	23,135.11	-23,135.11	0.00 %
<u>201-92-00-100-51212</u>	Deferred Compensation - 401 A	8,298.00	8,298.00	219.32	4,644.98	3,653.02	44.02 %
<u>201-92-00-100-51214</u>	Civilian Pension - LAGERS	51,386.00	51,386.00	0.00	29,896.53	21,489.47	41.82 %
<u>201-92-00-100-51215</u>	Health Insurance	45,660.00	45,660.00	1,253.26	20,578.26	25,081.74	54.93 %
<u>201-92-00-100-51218</u>	Med Exp - HSA contribution	4,500.00	4,500.00	1,500.00	1,750.00	2,750.00	61.11 %
<u>201-92-00-100-51219</u>	Unemployment	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-100-51220</u>	Dental	3,293.00	3,293.00	95.10	1,599.66	1,693.34	51.42 %
<u>201-92-00-100-51221</u>	Vision	555.00	555.00	20.03	338.83	216.17	38.95 %
<u>201-92-00-100-51225</u>	FICA	32,329.00	32,329.00	922.66	18,543.33	13,785.67	42.64 %
<u>201-92-00-100-51231</u>	Auto Allowance	5,892.00	5,892.00	0.00	3,250.79	2,641.21	44.83 %
<u>201-92-00-100-51236</u>	Ins Opt Out Incentive	10,062.00	10,062.00	279.50	4,412.11	5,649.89	56.15 %
<u>201-92-00-100-51238</u>	Phone Allowance	2,880.00	2,880.00	0.00	1,117.14	1,762.86	61.21 %
<u>201-92-00-100-51240</u>	Workers Compensation Insurance	12,527.00	12,527.00	0.00	8,632.12	3,894.88	31.09 %
<u>201-92-00-100-52101</u>	Office Supplies	1,050.00	1,050.00	23.15	248.14	801.86	76.37 %
<u>201-92-00-100-52200</u>	Operating Supplies	18,750.00	18,750.00	2,027.00	11,562.29	7,187.71	38.33 %
<u>201-92-00-100-52233</u>	Uniforms	4,100.00	4,100.00	87.25	957.43	3,142.57	76.65 %
<u>201-92-00-100-52250</u>	Professional Services	6,000.00	6,000.00	0.00	382.00	5,618.00	93.63 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 07/31/2018

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
201-92-00-100-52300	Repair & Maintenance Supplies	67,250.00	67,250.00	1,213.15	14,597.52	52,652.48	78.29 %
201-92-00-100-52301	Fuel	13,500.00	13,500.00	26.51	2,689.69	10,810.31	80.08 %
201-92-00-100-53101	Postage	1,200.00	1,200.00	0.00	81.59	1,118.41	93.20 %
201-92-00-100-53241	Printing & Promotions	3,000.00	3,000.00	0.00	600.86	2,399.14	79.97 %
201-92-00-100-53301	Dues & Memberships	2,850.00	2,850.00	0.00	1,310.00	1,540.00	54.04 %
201-92-00-100-53401	Electricity	44,200.00	44,200.00	4,070.45	24,654.02	19,545.98	44.22 %
201-92-00-100-53411	Gas	3,700.00	3,700.00	0.00	2,140.70	1,559.30	42.14 %
201-92-00-100-53421	Water	19,250.00	19,250.00	656.09	3,126.95	16,123.05	83.76 %
201-92-00-100-53431	Telephone	3,400.00	3,400.00	150.00	1,815.95	1,584.05	46.59 %
201-92-00-100-53500	Equipment Expense	2,475.00	2,475.00	0.00	241.40	2,233.60	90.25 %
201-92-00-100-53563	Elections	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
201-92-00-100-53565	Temp Agency Service	0.00	5,000.00	999.00	4,895.10	104.90	2.10 %
201-92-00-100-53600	Repair & Maintenance Services	1,000.00	19,000.00	618.88	13,747.19	5,252.81	27.65 %
201-92-00-100-53644	Computer Services	10,250.00	10,250.00	0.00	9,621.58	628.42	6.13 %
201-92-00-100-53701	Education and Training	3,450.00	3,450.00	0.00	148.49	3,301.51	95.70 %
201-92-00-100-53711	Meals & Travel	1,350.00	1,350.00	0.00	202.60	1,147.40	84.99 %
201-92-00-100-53824	County Collection Expense	0.00	0.00	0.00	8,462.10	-8,462.10	0.00 %
201-92-00-100-53913	General Liability Insurance	18,062.00	18,062.00	0.00	10,226.37	7,835.63	43.38 %
201-92-00-100-53961	Bank Charges	2,300.00	2,300.00	0.00	2,136.61	163.39	7.10 %
201-92-00-100-53999	Miscellaneous Contractual	43,400.00	43,400.00	2,798.33	12,911.37	30,488.63	70.25 %
201-92-00-100-54500	Recreational Programming	49,300.00	59,300.00	1,870.00	23,188.56	36,111.44	60.90 %
201-92-00-100-55000	Vehicle Expense	5,610.00	5,610.00	0.00	638.82	4,971.18	88.61 %
201-92-00-100-57000	Capital Expenditures	72,000.00	104,344.00	0.00	33,872.40	70,471.60	67.54 %
	Expense Total:	1,049,159.00	1,109,503.00	31,375.52	513,176.05	596,326.95	53.75 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-127,653.00	-29,315.46	336,442.91	464,095.91	363.56 %
	Report Surplus (Deficit):	-95,309.00	-127,653.00	-29,315.46	336,442.91	464,095.91	363.56 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	953,850.00	981,850.00	2,060.06	849,618.96	-132,231.04	13.47 %
Expense	1,049,159.00	1,109,503.00	31,375.52	513,176.05	596,326.95	53.75 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-127,653.00	-29,315.46	336,442.91	464,095.91	363.56 %
Report Surplus (Deficit):	-95,309.00	-127,653.00	-29,315.46	336,442.91	464,095.91	363.56 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-95,309.00	-127,653.00	-29,315.46	336,442.91	464,095.91
Report Surplus (Deficit):	-95,309.00	-127,653.00	-29,315.46	336,442.91	464,095.91