

**Raytown Parks & Recreation
Focus Group Agenda
April 15, 2019
Raytown Parks Office
5912 Lane Ave, Raytown MO 64133**

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

II. New Business

1. Review Parks Master Plan projects
2. New ideas on passing a Sales Tax initiative.

Addendum:

III. Other Business

Announcements:

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, April 15, 2019
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes –March 18, 2019 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 – Brian Morris

BMX- George Mitchell

V. Staff Reports

Director – Dave Turner

Superintendent of Parks - Ron Fowler

Recreation- Mike Conrad

VI. New Business

1. Rice-Tremonti Update
2. Parks Spending project
3. Sales Tax discussion
4. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, May 20, 2019 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(2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

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

**Raytown Park Board
Minutes
March 18, 2019**

Attendance:

Park Board: Chris Rathbone, George Mitchell, Dave Thurman, Robbie Tubbs, Brian Morris, Loretha Hayden, Mike Hanna and Terry Copeland

Staff: Dave Turner, Ron Fowler, Mike Conrad and Mary Ann McCormick

Guests: Alderman Derek Ward, Asst. City Administrator Missy Wilson and Tony Jacob

A quorum was declared present and the meeting was called to order.

Public Participation:

Tony Jacob stated that is was only 6:58 pm

Loretha Hayden made a motion to approve the February 18 and March 7 minutes.
Dave Thurman seconded and the motion passed.

Reports of Officers:

President – No report

Vice President – Dave Thurman thanked Dave Turner for powerful presentation and passion at the BOA meeting.

Reports of Standing & Special Committees:

Personnel – no report

Finance – Fund balance as of 3/1/19 was \$1,302,156.82.

Program – no report

Buildings & Grounds – no report

Rice Tremonti – Driveway had 40 tons of gravel added, Spring Soup & Crafts – 3/23 & 3/24, root cellar repair on hold, large tree came down during snow storms.

BMX – no report

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks - a written report was distributed. Shawn Jonas will be starting on Wednesday as a Maintenance I.

Recreation - a written report was distributed.

New Business:

1. **BMX Update** – Harley Kennedy stated the track entered the Snake Saturday Parade and had about 50 riders and families showed up. The State Qualifier race is May 11 & 12., April 6 is fundraiser at Crane Brewery with a silent auction at 6 pm and a portion of beer sales will be donated to track. Practices are Monday evening and racing is Thursdays. USABMX has started a Beginners League which is a 6 week program that will start on May 7th. Open house for the Beginners League is April 16th. Dave & Harley are working with school district

about having overnight camping during State Qualifier. It was suggested that they do a Sexual Predator background check on all volunteers at the track either through the Missouri Highway Patrol or Family Care Safety Registry.

2. Ron Stevenson and Phil Harris from RBI talked about their baseball program in Kansas City. Will meet with Park staff to work up plan to work together. Dave Turner will contact other baseball groups also to see if they are interested in using LBTRA.
3. Mike Hanna made a motion to let staff pick the artwork (anvil) for the parks signs and to go ahead and order the signs for Minor Smith, Southwood and Kenagy parks. Brian Morris seconded and the motion passed.
4. Mike Hanna made a motion to start background work in community for the sales tax issue and to present information to BOA the first meeting in May. Robbie Tubbs seconded and the motion passed.
5. Terry Copeland made a motion to adjourn. Mike Hanna seconded and the motion passed.



Budget Report Account Summary

For Fiscal: 2018-2019 Period Ending: 04/30/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue						
201-00-00-001-41206	TIF - EATS	-31,000.00	-31,000.00	0.00	-12,932.22	18,067.78 41.72 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	308,000.00	308,000.00	0.00	127,240.88	-180,759.12 58.69 %
201-00-00-100-46102	Investment Income	3,500.00	3,500.00	0.00	2,947.22	-552.78 15.79 %
201-92-00-000-42122	Credit Card Processing Fee	0.00	0.00	0.00	243.78	243.78 0.00 %
201-92-00-100-41101	Real Estate Tax	409,000.00	409,000.00	0.00	397,371.25	-11,628.75 2.84 %
201-92-00-100-41102	Personal Property Tax	104,500.00	104,500.00	0.00	85,661.23	-18,838.77 18.03 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	6,570.33	-6,929.67 51.33 %
201-92-00-100-41105	Penalties	9,000.00	9,000.00	0.00	3,831.08	-5,168.92 57.43 %
201-92-00-100-41107	Railroad & Utilities Tax	21,000.00	21,000.00	0.00	19,851.95	-1,148.05 5.47 %
201-92-00-100-41108	Replacement Tax	21,000.00	21,000.00	0.00	26,026.85	5,026.85 123.94 %
201-92-00-100-41110	Circuit Breaker Refund	-2,000.00	-2,000.00	0.00	-833.00	1,167.00 41.65 %
201-92-00-100-41111	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	5,548.08	-4,451.92 44.52 %
201-92-00-100-46101	Interest Earnings	3,500.00	3,500.00	0.00	6,103.86	2,603.86 174.40 %
201-92-00-100-46303	Gain on sale of Fixed Asset	0.00	0.00	0.00	31,000.00	31,000.00 0.00 %
201-92-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	0.00	2,203.50	-2,796.50 55.93 %
201-92-00-100-47105	Shelter House Rental Fees	15,500.00	15,500.00	0.00	13,080.00	-2,420.00 15.61 %
201-92-00-100-47110	Sports Field Rental Fees	1,200.00	1,200.00	0.00	455.00	-745.00 62.08 %
201-92-00-100-47116	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	145.00	-855.00 85.50 %
201-92-00-100-47204	Team Sports League	44,000.00	44,000.00	0.00	2,615.00	-41,385.00 94.06 %
201-92-00-100-47220	Donations	20,000.00	20,000.00	0.00	2,300.00	-17,700.00 88.50 %
201-92-00-100-47401	Participant Fees	0.00	0.00	0.00	865.87	865.87 0.00 %
201-92-00-100-47425	Other Income	100.00	100.00	0.00	3,468.65	3,368.65 3,468.65 %
201-92-00-100-47530	Rice Tremonti	6,800.00	6,800.00	0.00	-1,738.08	-8,538.08 125.56 %
201-92-00-200-47401	Participant Fees - BMX	20,000.00	20,000.00	0.00	54.00	-19,946.00 99.73 %
201-92-00-200-47405	Concession Sales - BMX	6,000.00	6,000.00	0.00	0.00	-6,000.00 100.00 %
201-92-00-200-47415	ABA Memberships - BMX	4,000.00	4,000.00	0.00	0.00	-4,000.00 100.00 %
	Revenue Total:	993,600.00	993,600.00	0.00	722,080.23	-271,519.77 27.33 %
Expense						
201-92-00-100-51102	Civilian Employees	444,440.00	444,440.00	0.00	137,037.01	307,402.99 69.17 %
201-92-00-100-51106	Part Time Employees	6,100.00	6,100.00	0.00	0.00	6,100.00 100.00 %
201-92-00-100-51111	Civilian Employees Overtime	5,711.00	5,711.00	0.00	1,424.49	4,286.51 75.06 %
201-92-00-100-51203	Holiday Pay	0.00	0.00	0.00	10,081.75	-10,081.75 0.00 %
201-92-00-100-51206	Life Ins	1,309.00	1,309.00	0.00	441.71	867.29 66.26 %
201-92-00-100-51207	Sick Leave Pay	0.00	0.00	0.00	2,723.80	-2,723.80 0.00 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	0.00	6,990.61	-6,990.61 0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	8,615.00	8,615.00	0.00	2,583.10	6,031.90 70.02 %
201-92-00-100-51214	Civilian Pension - LAGERS	58,406.00	58,406.00	3,399.25	22,135.89	36,270.11 62.10 %
201-92-00-100-51215	Health Insurance	50,297.00	50,297.00	0.00	17,419.34	32,877.66 65.37 %
201-92-00-100-51218	Med Exp - HSA contribution	3,000.00	3,000.00	0.00	2,375.00	625.00 20.83 %
201-92-00-100-51220	Dental	3,840.00	3,840.00	0.00	1,243.14	2,596.86 67.63 %
201-92-00-100-51221	Vision	824.00	824.00	0.00	264.74	559.26 67.87 %
201-92-00-100-51225	FICA	35,305.00	35,305.00	0.00	11,739.03	23,565.97 66.75 %
201-92-00-100-51231	Auto Allowance	5,376.00	5,376.00	0.00	1,740.00	3,636.00 67.63 %
201-92-00-100-51236	Ins Opt Out Incentive	6,932.00	6,932.00	0.00	2,795.00	4,137.00 59.68 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	1,360.00	2,000.00 59.52 %
201-92-00-100-51240	Workers Compensation Insurance	13,786.00	13,786.00	0.00	4,597.64	9,188.36 66.65 %
201-92-00-100-52101	Office Supplies	550.00	550.00	0.00	4.97	545.03 99.10 %
201-92-00-100-52200	Operating Supplies	2,900.00	2,900.00	0.00	245.44	2,654.56 91.54 %
201-92-00-100-52233	Uniforms	3,100.00	3,100.00	0.00	447.94	2,652.06 85.55 %
201-92-00-100-52250	Professional Services	0.00	1,000.00	0.00	80.00	920.00 92.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 04/30/2019

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Percent
							Remaining
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	58,850.00	57,850.00	0.00	1,949.42	55,900.58	96.63 %
<u>201-92-00-100-52301</u>	Fuel	7,500.00	7,500.00	0.00	1,613.86	5,886.14	78.48 %
<u>201-92-00-100-53101</u>	Postage	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,200.00	1,200.00	0.00	55.63	1,144.37	95.36 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,000.00	2,000.00	0.00	760.00	1,240.00	62.00 %
<u>201-92-00-100-53401</u>	Electricity	42,200.00	42,200.00	0.00	7,290.45	34,909.55	82.72 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	1,300.08	1,899.92	59.37 %
<u>201-92-00-100-53421</u>	Water	13,550.00	13,550.00	0.00	1,005.09	12,544.91	92.58 %
<u>201-92-00-100-53431</u>	Telephone	2,800.00	2,800.00	0.00	1,084.68	1,715.32	61.26 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	88.48	1,611.52	94.80 %
<u>201-92-00-100-53563</u>	Elections	32,000.00	32,000.00	0.00	0.00	32,000.00	100.00 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,000.00	1,000.00	0.00	300.00	700.00	70.00 %
<u>201-92-00-100-53644</u>	Computer Services	5,500.00	5,500.00	0.00	2,157.50	3,342.50	60.77 %
<u>201-92-00-100-53701</u>	Education and Training	2,450.00	2,450.00	0.00	810.14	1,639.86	66.93 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	673.20	676.80	50.13 %
<u>201-92-00-100-53913</u>	General Liability Insurance	18,642.00	18,642.00	0.00	6,210.00	12,432.00	66.69 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	1,477.55	822.45	35.76 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	44,700.00	44,700.00	0.00	2,104.16	42,595.84	95.29 %
<u>201-92-00-100-54500</u>	Recreational Programming	57,990.00	57,990.00	0.00	8,584.66	49,405.34	85.20 %
<u>201-92-00-100-55000</u>	Vehicle Expense	3,100.00	3,100.00	0.00	1,024.77	2,075.23	66.94 %
<u>201-92-00-100-57000</u>	Capital Expenditures	50,900.00	50,900.00	0.00	21,013.65	29,886.35	58.72 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	15,850.00	15,430.00	0.00	699.38	14,730.62	95.47 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	6,000.00	6,000.00	0.00	573.00	5,427.00	90.45 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,100.00	8,100.00	0.00	0.00	8,100.00	100.00 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<u>201-92-00-200-53401</u>	Electricity - BMX	2,000.00	2,000.00	0.00	383.83	1,616.17	80.81 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	4,200.00	4,620.00	0.00	943.20	3,676.80	79.58 %
	Expense Total:	1,047,733.00	1,047,733.00	3,399.25	289,833.33	757,899.67	72.34 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-54,133.00	-54,133.00	-3,399.25	432,246.90	486,379.90	898.49 %
	Report Surplus (Deficit):	-54,133.00	-54,133.00	-3,399.25	432,246.90	486,379.90	898.49 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 04/30/2019

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-54,133.00	-54,133.00	-3,399.25	432,246.90	486,379.90
Report Surplus (Deficit):	-54,133.00	-54,133.00	-3,399.25	432,246.90	486,379.90

Budget Report

For Fiscal: 2018-2019 Period Ending: 04/30/2019

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	993,600.00	993,600.00	0.00	722,080.23	-271,519.77	27.33 %
Expense	1,047,733.00	1,047,733.00	3,399.25	289,833.33	757,899.67	72.34 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-54,133.00	-54,133.00	-3,399.25	432,246.90	486,379.90	898.49 %
Report Surplus (Deficit):	-54,133.00	-54,133.00	-3,399.25	432,246.90	486,379.90	898.49 %



City of Raytown, MO

Fund Balance Report

As Of 04/01/2019

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	891,202.07	722,080.23	286,434.08	1,326,848.22
Report Total:	891,202.07	722,080.23	286,434.08	1,326,848.22

Raytown Parks & Recreation Department
Director's Report
April 15, 2018

Super Splash LWCF I have been redirected by Rebecca Rost at MO DNR, and am scheduling a meeting with City Administration and the city attorney to see if there are any steps that we can take to expedite the sale of equipment from the Super Splash property.

Maintenance Crew Maintenance staff have been very busy since the weather has warmed, they have finished all storm damage clean up, have turned water on in our Parks and restrooms, and have been fertilizing and maintaining our sports fields.

Raytown Live The Raytown Live Music Series for 2019 is looking good. Four bands are booked for the events. We have \$3,200 in sponsorships and rolled over \$2800 from the 2018 Raytown Live series.

Raytown Arts & Music We have started collecting sponsorships for the 2019 Arts & Music Festival, and have commitments from Teetering Rocks golf course, KCPL, Crane Brewing, Raytown Lee's Summit Credit Union, and Dick Smith Fort totaling \$4,700, and free radio advertising. I am working on Two Men & A Truck for a sizable sponsorship. Freddie Francis has confirmed he will be our sound tech again this year. I have not been booking bands, but Teetering Rocks requested Riverrock.

BMX Our Site Safety Plan has been accepted by Travis Hux at the C-2 Administration Office. BMX will have to hire school security due to camping at the State Race May 11th & 12th. Lighting, security, open fires, and insurance coverage were all items for discussion with the C-2 School District, and it looks like BMX will have to pay a fairly high hourly rate for the inhouse security detail.

Citizen Focus Group I have put together a citizens group to give feedback and direction to the Park Board on what is needed to get a Parks Sales Tax on the ballot.

Raytown Police/Cameras I have confirmed that Kenton Brothers can set up a URL and password for the cameras at Colman Park to be viewed live from the Police station. We have not gotten the URL to work, and I think I will have to have Kenton come on site and spend time to work through this, which might cost some money from our CIP budget for 2019. The warmer weather will bring more people out to the Parks, so this will be a priority to get accomplished before summer.

New Park Board Member Brent Hugh was appointed at the 3-19-19 BoA meeting.

City PR Video The film company CGI Communications Inc. will be filming and editing a PR video for the City of Raytown on May 10th & 11th which will be used on the City of Raytown's website to attract new people and businesses to our city. The crew will film the Chamber event Raytown at the Royals, the BMX state race, Raytown Live, the street scape on 63rd, and City Hall, as well as some park properties and other city departments.

Sales Tax Revenue April Sales Tax has been posted and is \$25,656.40

April 2019

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Horticulture / Right of Way-

The summer annual bedding plants arrived about the 3rd week of March. Over 1,200 plants have been repotted. We will now grow them on for transplanting into our flower beds in mid-May.

I attended a seminar on chemical growth regulators for trees and shrubs. One big potential advantage of these chemicals is the possible reduction in trimming. However, a bit more research will be needed to see if we can implement this cultural control.

Almost 95% of the downed limbs from the winter storm have now be addressed. A couple of "pockets" remain, but the guys did a nice job with some hard work.

Stephen Lowderman will be on vacation May 3-13. He and his girlfriend will be in Vietnam.

Eric and Stephen are currently re-mulching the 63rd streetscape. This sure gives the beds a fresh look!

Park Maintenance -

The first work order for contract mowing has been completed. This addressed some of our athletic fields. Staff has also been mowing Kritser and Colman parks.

A new carburetor has been installed on our field groomer. A new coil pack has been replaced on one of our Rangers, and a new alternator has been installed on our small Ford tractor.

The bathrooms have been energized, but access may vary when freezing temperatures occur. The water fountains are still vulnerable to freeze damage so will not be activated for another week or two.

The Kenagy fountain has not be installed yet. This installation requires a bobcat to lift the unit into the water. As soon as the ground dries out enough, we will try to get it going.

A new electronic astrological time clock has been installed for the Kenagy # 1 shelter. This replaces the old unit. The shelter lights should come on 30 minutes before sunset and go off at 11 p.m. The shelter house security lights will start at the same time but go off at 7 a.m.

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Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

April 2019

- A. Softball
 - a. Senior Softball to start April 22
 - b. KC Metro Senior Softball backed out
- B. Tennis Lessons
 - a. To start 4/29 (Adult)
 - b. Youth 6/1
- C. Attending Raytown School Connections Event 4/13
 - a. Hand out flyers of events and sports
- D. Fishing Derby
 - a. Fish ordered
- E. Raytown Live!
 - a. Food Truck Vendors booked
 - b. Volunteer groups
 - i. Spring Valley Baptist - June
 - ii. Raytown Christian - July