

**Raytown Parks & Recreation
Finance Committee
Agenda
July 22, 2019**

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

- II. **Reports of Officers:**
Chairman – Terry Copeland

- III. **Reports of Staff**
Director – Dave Turner
Administrative Assistant – Mary Ann McCormick

- IV. **New Business**
 - 1. 2020 Budget Review
 - 2. Other business
 - 3.

Addendum:

X. Adjourn to Closed Session

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

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, July 22, 2019
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes –May 20, 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. Kenagy Pond wall
2. MyRec.com Online registration
3. Sunshine Law filings
4. Trail Lighting RFQ
5. 2020 Budget
6. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, August 22, 2019 7 PM Parks Office

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**Raytown Park Board
Minutes
June 16, 2019**

Attendance:

Park Board: Terry Copeland, Dave Thurman, Loretha Hayden, Brian Morris, George Mitchel, Robbie Tubbs, Chris Rathbone, Brent Hugh

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

Guests: Derek Ward, Stephanie Hollo, Mindy McDaniel, Mecee Walters, Greg Walters, Deloris Dewey, Jim DeLong, Jayne Loulos, Tony Jacob, George Bass and Bonnaye Mims.

A quorum was declared present at 7:01 pm and the meeting was called to order.

Public Participation:

Stephanie Hollo 8959 E. 60th St. – Wanted to know if any park board members lived near a park? She puts up with loud music and people beating on drums all the time after hours. She woke up to gunshots on Friday night and called 911. She got her family on the floor of her house while she called 911. Tired of the music and late hours at the park.

Mindy McDaniels 5917 Hunter– lived in her house since 1992. Were the cameras in the park working? Did they capture anything? Maybe put gates up at park entrances and have more police presence. Tired of the music and late hours at the park.

Jim DeLong 5900 Laurel - Jim calls the police all the time about the music. He carries a gun with him at all times while walking his dog. He does not want a splash pad in Colman Park, there are enough people in the park as it is. He states that the deed for property must be kept a park or a hospital.

Meece Walters 8958 E. 60th St.- Did not take her granddaughter to the park today because it is not safe.

Greg Walters 8958 E. 60th St.- Greg wants to form committee to come up with changes for the parks. He has talked to Police Chief about Friday night shooting and was told the officers were at another park before coming to Colman Park.

George Bass - Tired of the music and late hours at the park.

Delores Dewey 6015 Hunter – Did we get a list from the police department on the number of calls to Colman Park? For several nights she has been up at around 1:00 am and sees a white car with driving through the park. She sees most of the traffic in the park from 11:30 pm – 2:30 am.

Jayne Loulos 5905 Hunter – She had thousands of dollars' worth of damage to her house from the shooting on Friday night. The police told her that from midnight to 7 a.m. there is not much they can do.

Tony Jacobs 10101 E. 64th – Tony thanked the Park Board for listening to the neighbors. Do the police have a live feed to our cameras? Do the police monitor the cameras?

Alderman Derek Ward – he will talk with Police about monitoring the parks after curfew.

George Mitchell – we have never talked about putting a splash pad in Colman Park and is not sure where that information came from.

Chris Rathbone thanked everyone for coming and sharing their thoughts with the Park Board.

Dave Thurman made a motion to approve the minutes from May 20, 2019. Brian Morris seconded and the motion passed.

Reports of Officers:

President: met with Damon Hodges-City Administrator, Chief Hudspeth and Dave Turner today regarding the shooting in the park where one girl was killed. The Parks Dept. cannot gate the street – that would be up to the City and Police Dept. The shooting is an ongoing investigation and we cannot comment on that.

Vice President: Dave Thurman went to BOA meeting on 5/21/19 for the tax initiative , 6/5/19 ribbon cutting in Lee's Summit for the Rock Island trail, 6/7/19 – movies in the Park at Kenagy (great attendance by public), 6/8/19 Raytown Live at greenspace and that was a great turnout.

Reports of Standing & Special Committees:

Personnel – no report

Finance – Terry Copeland stated we are on budget.

Program – no report

Buildings and Grounds – no report

Rice Tremonti- Brian stated next meeting is June 19 and will be discussing future work on front porch, replacing windows and root cellar

BMX – George stated they had some personnel changes on the board and he is working with Harley.

Reports of Staff:

Director – a written report was distributed. Auditor is coming to Parks Dept. on Wednesday. Dave has permission from City Hall to sell anything at the pool with a value of less than \$5,000 when we purchased it, just need to let Finance Dept. know. Thanked Ron Fowler for coming in early Saturday morning to work with police.

Superintendent of Parks – a written report was distributed. Ron read a letter from citizen thanking Parks Dept. for the great work we are doing at Kritser Park.

Recreation Report - a written report was distributed.

New Business:

1. Wi-Fi- Terry Copeland made a motion to go forward with adding Wi-Fi in Colman, Kenagy and Kritser parks not to exceed \$8000. Brian Morris seconded and passed.
2. Kenagy Pond Wall - George Mitchell made a motion to table this until we get an engineer to look at the plans. Dave Thurman seconded and the motion passed.
3. Trail Lighting- Dave to send out Request for Proposal for trail lights.

4. Terry Copeland made a motion to elect Chris Rathbone as President. Robbie Tubbs seconded. There were no other nominations. The motion passed.
5. Chris Rathbone made a motion to elect Dave Thurman as Vice President. Terry Copeland seconded. There were no other nominations. The motion passed.
6. Terry Copeland made a motion to enter into closed session for the following reason. 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 thereof. George Mitchell seconded and by roll call vote: Terry Copeland, Dave Thurman, Loretha Hayden, Brian Morris, George Mitchel, Robbie Tubbs, Chris Rathbone, Brent Hugh all stating "yeah", the motion passed.
7. Terry Copeland made a motion to adjourn closed session. Dave Thurman seconded and by roll call vote: Terry Copeland, Dave Thurman, Loretha Hayden, Brian Morris, George Mitchel, Robbie Tubbs, Chris Rathbone, Brent Hugh all stating "yeah", the motion passed.
8. Chris Rathbone asked staff check with City about what to do about 610.022(3) Public governmental bodies holding a closed meeting shall close only the existing portion of the meeting facility necessary to house the members of the public governmental body in the closed session, allowing members of the public to remain to attend any subsequent open session held by the public governmental body following the closed session.
9. Terry Copeland made a motion to adjourn. Loretha Hayden seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
July 11, 2019

State Audit They have had very little contact with the Parks Department, but we have given them all of the information that has been requested.

Super Splash LWCF The appraisal for Super Splash is underway with Bliss & Associates for \$2,500. Bliss helped Blue Springs Parks with a similar situation where they were selling a pool with grant obligations attached to the School District. This creates a difficult situation into determining what should go into the 2020 budget for the next step.

Raytown Arts & Music We have been 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, H&H Color Labs, Two Men & A Truck, and Dick Smith Ford totaling \$7,200, and free radio advertising. Freddie Francis has confirmed he will be our sound tech again this year. I have booked the bands Outlaw Jim & The Whiskey Benders, Nigel Mack, Teetering Rocks requested Riverrock. We have contacted several different styles of vendors for the event as well. The Chiefs do have a pre-season game starting at 7PM the same day, August 24.

Southwood Park Trail The ribbon cutting was held July 2nd, and the event went smoothly. The 9-hole disc golf course is also fully completed at Minor Smith and Southwood Parks.

Storm Damage to Shop July 10 a fast storm moved through and blew down limbs, took out power lines, and created a leak in the shop roof. Staff Patched the roof with tar and will slip in replacement shingles.

2020 Budget The budget calendar has been set. The Board of Alderman Finance Committee will have their first review of the 2020 budget draft on August 20th. Parks Projects will be; Kenagy Tennis Courts, Office siding, a rebuild of the 1982 Ford tractor, along with other projects. The BMX portion will have to take into account hosting another national race event.

Micro Surfacing Parking Areas Public Works will be resurfacing Lane Ave. and the neighboring streets. They have offered to micro surface our parking lots in Colman Park at the same time. Their estimate was \$9,000 for the big parking areas, with the exception off the lot behind the Shop. I have asked them to include that parking area as well and let us know the total price. If we move forward, we will also have to restripe all of these parking areas.

Sales Tax Committee I have reached out to a couple of people and have had some support. I will work with City Administrators to determine what Parks can pay for, and what must come through donations. The Friends of the Parks Foundation should be viable for the committee to use for tax exempt status.

City and Parks Improvement Committees The Mayor has created an Ad-hoc committee for addressing crime in the City of Raytown, and Alderman Greg Walters has created a Parks specific committee as well. Robbie Tubbs and Michael Hanna have volunteered for the Mayors committee, and Loretha Hayden and I will serve on the Parks specific committee.

Sales Tax Revenue July Sales Tax has been posted and is \$28,825.51.

July 2019

Horticulture / Right of Way-

This has not been a good year for bedding plants. It is my conjecture that more than 50% of our bedding plants were affected by insecticide that was tainted with weed killer. I'm not going to "throw anyone under the bus" but I believe it was a staff mistake. The result is that we have had to remove and replant around 60% of our bedding plants. Thankfully, I was able to get a 50% discount from Lowes on their bedding plants which saved the day. Replanting in the middle of summer will be challenging, but at least things look better than 2 weeks ago, and the new plants seem to have taken transplanting without too much shock.

Once again Mother Nature hit us with some more severe weather on July 9th. Staff spent about 2 1/2 days cleaning up the tree damage. We may need to remove an ornamental pear tree on the Kenagy pond dam, but this is still under evaluation. (More info under Park Maintenance)

Park Maintenance -

The Department did suffer some property damage from the July 9th storm. The shop roof was punctured by a small limb from our neighbor's yard causing a leak. We have temperately patched it, which has stopped the leak, and will do some additional repair this fall. We lost power to the shop, but our generator kicked-in so all things could continue normal operation. Power was out for more than 8 hours. There was a "hot" wire knocked off the power pole behind the shop, but KCP& L addressed this quickly. We also had some minor chain link fence damage at the Kenagy ball field which staff will address in the near future.

The 4th of July was a fairly mild issue for our Parks. The rain that occurred that night was a blessing, as I think it kept the mess to less than normal. We did have some volunteer help on the 5th to help with cleanup, which was greatly appreciated.

It took more than 3 1/2 weeks to get our seasonal employee through all the "hoops", and he then worked 7 1/2 hours and quit!

Staff have been working on the necessary needs for the new internet hub in Colman Park, and will soon begin at Kenagy. Staff has installed a new shelf, wires and conduit for this project.

Staff have installed two "magic carpets" to the Colman ballfield batter's boxes. It is hoped that this will reduce the "hole digging" around home plate by the batters.

We have the new bulbs to re-lamp the Colman tennis courts. I hope to accomplish this as soon as possible. But lately it seems something always gets in the way. I hope we can accomplish this in an 8 -16 hour rental slot.

The tire swings at Colman and Kritser Park have been repaired as several maintenances issues were addressed.

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Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

July 2019

- A. Senior Softball
 - a. Finishing up Spring session 7/23
 - b. Fall Session starts immediately following Spring Session
- B. Tennis League
 - a. Spring session ended
 - b. Fall session begins 7/23
 - c. Handed shirts out with good feedback
- C. Adult Tennis Lessons
 - a. 4 participants consistently signing up
- D. Youth Tennis Lessons
 - a. 2nd session canceled due to low registration
- E. Raytown Live!
 - a. Around 275 people attended
 - b. People really enjoyed the band
 - c. Issue with food truck getting licenses
 - i. Used back up: Newt's Unique Kitchen
 - d. Next Raytown Live! 8/10
 - i. Joining Masonic Lodge BBQ and Raytown Live!
- F. Movies In the Park
 - a. July 26th
 - b. Incredibles 2

**PROPOSED BUDGET TIMELINE
FISCAL YEAR ENDING 2020**

DATE	ACTION
June 11, 2019	Distribute FY 2020 Budget Worksheets and Line Item Detail Request Forms to Management Team. Finance submits FY 2020 Position Control Request forms to Management Team
July 8, 2019	FY 2020 Position Control Requests due to Finance for costing of salary and benefits and inclusion in the FY 2020 Budget Worksheets – close of business
July 19, 2019	Mid-year projections due to Finance – Close of Business
July 19, 2019	FY 2020 Budget Requests and accompanying documentation due to Finance <ul style="list-style-type: none"> ▪ FY 2020 Select Revenue projections due to Finance ▪ FY 2020 Expenditure projections due to Finance
July 24 – 28, 2019	Directors meet with Finance and City Administrator to discuss proposed budgets
August 6, 2019	Budget Forum
August 8, 2019	Budget Forum
August 13, 2019	Board of Aldermen Meeting Finance Committee Meeting <ul style="list-style-type: none"> • Sewer Rates given to the Finance Committee
August 20, 2019	Board of Aldermen Meeting - <ul style="list-style-type: none"> • Sewer Rates First Reading Finance Committee Meeting - <ul style="list-style-type: none"> • Review of the 1st Budget Draft – Police, Public Works, Admin & Other
September 3, 2019	Board of Aldermen Meeting – Finance Committee Meeting - <ul style="list-style-type: none"> • Review of the 1st Budget Draft – Comm. Dev., Parks, Court. ▪ Review of the 1st Budget Draft –If additional time is needed.
September 17, 2019	Board of Aldermen Meeting – <ul style="list-style-type: none"> • Study Session 2019-2020 Budget Progress
September 24, 2019	Board of Aldermen Special Meeting – <ul style="list-style-type: none"> • 2nd reading of sewer rates
October 2, 2019	Board of Aldermen Meeting – <ul style="list-style-type: none"> • Final Presentation of the FY 2020 Budget (Overview Presentation). Request for Approval
October 15, 2019	Board of Aldermen Meeting - <ul style="list-style-type: none"> • 2019 Budget Ordinance- If not approved October 2, 2019 • Final 2018-2019 budget amendments.

City of Raytown Fiscal Year 2019 Annual Budget

Detailed Summary of Park Fund Revenues

	2016-2017 Actual	2017-2018 Budget	2018-2019 Budget	2018-2019 PROJECTION	2019-2020 Budget
FUND: Parks					
<u>Property Taxes</u>					
Real Estate (Property) Tax	\$ 400,000	\$ 405,000	\$ 409,000	\$ 406,000	\$ 414,000
Personal Property Tax	101,000	101,500	104,500	98,000	105,000
Delinquent Real Estate Taxes	13,500	13,500	13,500	10,600	13,500
Penalties	9,000	9,000	9,000	7,100	9,000
Railroad & Utilities Tax	19,500	21,600	21,000	20,000	21,000
(Real Estate) Replacement Tax	22,000	21,300	21,000	26,500	21,000
Circuit Breaker Refund	(2,500)	(1,500)	(2,000)	2,000	(2,000)
Delinquent Property Tax Revenue	9,000	10,000	10,000	8,000	10,000
Total Property Tax	571,500	580,400	586,000	578,200	591,500
<u>General Sales Tax</u>					
Parks/Storm Water Capital Sales Tax	308,050	308,000	308,000	310,000	310,000
TIF - EATS	(55,550)	(31,000)	(31,000)	(31,000)	(31,200)
Total General Sales Tax	252,500	277,000	277,000	279,000	278,800
<u>Grants</u>					
Grants	-	-	-	-	-
Total Grants	-	-	-	-	-
<u>Service Charges</u>					
Ballfield Lights Fees	5,000	5,000	5,000	5,000	5,000
Shelter House Rental Fees	15,500	15,500	15,500	15,500	16,000
Sports Field Rental Fees	1,500	1,200	1,200	1,000	1,300
Team Sports League	44,500	44,000	44,000	38,000	44,000
Participant Fees	27,750	21,000	21,000	20,000	20,000
Concession Sales	6,000	6,000	6,000	5,500	7,000
ABA Memberships	4,000	4,000	4,000	7,000	6,000
Rice Tremonti	6,900	6,800	6,800	2,000	-
Total Service Charges	111,150	103,500	103,500	94,000	99,300
<u>Miscellaneous</u>					
Interest Earnings	3,500	3,500	3,500	3,500	3,500
Investment Income	3,500	3,500	3,500	3,500	3,500
Vending Machine-Kenagy	1,000	1,000	1,000	1,000	1,000
Donations	20,500	19,000	20,000	19,000	20,000
Other Income	18,200	100	100	100	500
General Donations	-	-	-	-	-
Total Miscellaneous	46,700	27,100	28,100	27,100	28,500
<u>One Time Revenues</u>					
Total One Time Revenues	-	-	-	-	-
<u>TOTAL PARKS REVENUE</u>	\$ 981,850	\$ 988,000	\$ 994,600	\$ 978,300	\$ 998,100

Expense Category		19/20 Request
<i>Personnel Services</i>		663,666
201-92-00-100-51102	Civilian Employees	452,198
	Annual Salary	445,886
	COLA/Merit Increase	6,312
201-92-00-100-51106	Part Time Employees	6,100
	Annual Salary	6,100
201-92-00-100-51111	Civilian Employees Overtime	8,521
	Overtime	8,521
201-92-00-100-51206	Life Insurance	1,309
201-92-00-100-51212	Civilian Pension- 401A Match	7,139
201-92-00-100-51214	Deferred Compensation- LAGERS	53,929
201-92-00-100-51215	Health Insurance	51,582
201-92-00-100-51218	Med Exp - HSA Contribution	7,500
201-92-00-100-51220	Dental	3,786
201-92-00-100-51221	Vision	830
201-92-00-100-51225	FICA	34,566
201-92-00-100-51231	Auto Allowance	5,952
201-92-00-100-51236	Ins Opt Out Incentive	9,000
201-92-00-100-51238	Phone Allowance	4,320
201-92-00-100-51240	Workers Compensation Insurance	16,934
<i>Supplies, Services, and Charges</i>		191,152
201-92-00-100-52101	Office Supplies	550
201-92-00-200-52101	Office Supplies BMX	500
201-92-00-100-52200	Operating Supplies	3,300
	Janitorial Supplies for parks	1,500
	First Aid/Safety Gear	1,100
	Supplies -General Inventory	700
201-92-00-200-52200	Operating Supplies BMX	17,850
201-92-00-100-52233	Uniforms	3,100
201-92-00-200-52250	Professional Services BMX	7,300
	BMX Rider Insurance/ Fees	6,000
201-92-00-100-53101	Postage	700
201-92-00-100-53241	Printing & Promotions	1,200
201-92-00-200-53241	Printing & Promotions BMX	1,300
201-92-00-100-53301	Dues & Membership	2,200
	Missouri Parks , National Parks	1,700
	Chamber, KCMPRDA, CEU	500
201-92-00-100-53500	Equipment	1,700
	Data Max copier lease	400
	office furniture	1,300
201-92-00-100-53644	Computer Services	10,500
	Itek computer maintenance	7,500
	Myrec.com online registration	3,000
201-92-00-100-53701	Education and Training	2,450
	MPRA/NRPA/WWA	1,350
	Arborist Training and Cont. Ed.	1,100

Parks Fund		
201-92-00-100-53711	Meals & Travel	1,350
201-92-00-100-53913	General Liability Insurance	18,642
201-92-00-100-53961	Bank Charges	2,300
201-92-00-100-53999	Contractual Services	51,100
	Trash Hauling	7,300
	Port-a-potties	5,500
	Alarm Service	3,000
	GPS	2,700
	Camera contract	3,600
	Mowing	29,000
201-92-00-200-53999	Contractual Services BMX	7,120
201-92-00-100-54500	Rec Programs	57,990
Repairs & Maintenance		91,350
201-92-00-100-52300	Repair & Maintenance Supplies	68,350
	Landscaping	11,950
	Ballfield Improvements	1,500
	Maintenance -park structures	22,200
	Maintenance - athletic fields and electrical	14,000
	Maintenance - Mowers, power equip.	8,700
	Maintenance Equipment- Small Tools	10,000
201-92-00-200-52300	Repair & Maintenance Supplies BMX	8,100
201-92-00-100-52301	Fuel	7,500
201-92-00-200-52301	Fuel BMX	1,000
201-92-00-100-53600	Repair & Maintenance Services	1,500
	Office Janitorial	1,500
201-92-00-100-55000	Vehicle Expense	4,900
	General	3,700
	GPS	1,200
Utilities		68,550
201-92-00-100-53421	Water	13,550
201-92-00-200-53421	Water BMX	700
201-92-00-100-53401	Electricity	42,200
201-92-00-200-53401	Electricity BMX	3,000
201-92-00-100-53411	Gas	3,200
201-92-00-100-53431	Telephone (hard lines) and WIFI	5,000
201-92-00-200-53431	Telephone (hard lines) BMX	900
Capital Expenditures		335,900
201-92-00-100-57000	Capital Expenditures	335,900
	Super Splash Property	8,000
	Office Siding	48,000
	Kenagy Tennis Courts w grant	240,000
	Rebuild Ford Tractor	12,500
	Parks safety/security	12,000
	Shop air conditioner replacement	6,000
	Park Improvements	9,400
Debt Service		-
Total Park Fund Request		1,350,618