

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, August 19, 2019
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes –July 22, 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 – Loretha Hayden

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. Parks Improvement Committee
2. Colman Ball field
3. Super Splash Appraisal and planning forward
4. 2020 Budget update
5. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, September 16, 2019 7 PM Parks Office

**Raytown Park Board
Minutes
July 22, 2019**

Attendance:

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

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

Guests: Missy Wilson, Janet Emerson, Tony Jacobs, Ralph & Rosemary Boudreaux

A quorum was declared present and the meeting was called to order at 7:00 pm.

Public Participation:

Tony Jacobs – talked about closed sessions and thanked Park Board for listening to neighbors at last meeting.

Rosemary Boudreaux – why did the police not respond to neighbors calls before shooting happened at Colman park? She has a copy of police logs and shows no evidence that police were at any other parks as they have stated. Chris Rathbone told her to talk to the police department about this.

Terry Copeland made a motion to approve the minutes from June 17, 2019. Robbie Tubbs seconded and the motion passed.

Reports of Officers:

President – attended Raytown Live, the band was great and approx. 300 people attended, also attended Park Improvement Committee

Vice President – also attended Raytown Live thanked Mike Conrad for a great job

Reports of Standing & Special Committees:

Mayor's Violence Reduction Adhoc Committee: Robbie Tubbs stated they had a meeting and Sisters in Christ came and talked about different ideas to curb crime in our area. One suggestion is to have anyone in Raytown with a security camera to register with police department so if crime happens police can check to see if your camera captured anything.

Personnel - no report

Finance – Terry Copeland reported we are on target for our budget for this year.

Program – no report

Buildings & Grounds – no report

Rice Tremonti – Brian Morris stated that they will be close the home at 11 pm every night. Board looking into security cameras. Structural engineer has looked at storm cellar and plans will be going to City for approval.

BMX – George Mitchell stated that Harley Kennedy is putting together a list of capital improvements for next budget year.

Park Improvement Committee: Loretha Hayden and Chris Rathbone attended meeting. The committee is working on ideas for safe parks.

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks – a written report was distributed. Wi-Fi in the parks is taking a little longer than expected here at Colman, AT&T will need to bore under the street to connect WIFI and staff took down tire swing at Colman for safety and have ordered replacement parts.

Recreation – a written report was distributed.

New Business:

1. Robbie Tubbs made a motion to spend up to \$5000 from XE203619 (Capital Expenditures - Park Improvements) to stabilize rock retaining wall at the Kenagy pond. Loretha Hayden seconded and the motion passed. Staff will pour concrete behind the blocks as time permits.
2. Online registration – staff will continue to look into this
3. Sunshine Law – Staff has been directed not to put “Closed Session” information on agenda unless we are going into closed session. If we go into “Closed Session” we must move the meeting to City Hall to accommodate everyone.
4. Robbie Tubbs made a motion to purchase 10 LED Light poles from Yellow Blue LED up to \$12,813.56. Brian Morris seconded. Robbie Tubbs made a motion to amend motion to read not to exceed \$15,000. Loretha Hayden seconded and the motion passed. Staff will decide where the lights will go. Dave Turner sent out 6 RFQ’s and only received 2 bids back. Update: City Hall stated we need to have at least 3 bids.
5. Robbie Tubbs made a motion to approve the FY2019-20 budget at written. Brian Morris seconded and the motion passed.
6. Terry Copeland made a motion to Micro Surface the Colman Park parking lot by shelters, the shop parking lot and the parking spots by the ballfield not to exceed \$20,000 and to add to the City’s contract. Dave Thurman seconded and the motion passed.
7. Robbie Tubbs asked staff to get information on speed bumps – different types, etc. for next meeting.
8. George Mitchell made a motion to adjourn at 8:36 pm. Terry Copeland seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
August 15, 2019

Super Splash LWCF The appraisal from Bliss & Associates for Super Splash is in and the property is valued at \$425,000 at this time.

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, and Two Men & A Truck, totaling \$8,200. 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, The Barnyard Playboys, 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 24th.

2020 Budget The 2020 Parks budget was reviewed by the head of Finance Russel Petry and City Administrators on July 31st. Slight changes were made for procedural effect, such as adding the complete expense for the Kenagy tennis court project, and the full allocation of revenue from any grant funds. Some line items were also moved to better represent how the funds would be spent. The 2020 proposed budget was reviewed by the Board of Alderman Finance Committee on August 6th. I did answer some questions on current and future projects, but the budget was accepted as it was presented.

Lighting Project The Board of Alderman did pass the Park Boards request to purchase lights from My Yellow Blue LED for solar lights. The lights will be ordered August 19th and should be delivered the week of August 26th.

Micro Surfacing Parking Areas Public Works will be resurfacing Lane Ave. in September, and the Board of Alderman did accept adding Colman Park parking areas to the bid. \$20,000 has been allocated out of Park Reserve Fund to pay for the work and to restripe the parking areas. I will contact All State Striping for a bid on painting parking and handicapped spaces.

Sales Tax Committee The Friends of the Parks financial holdings through the Truman Heartland Foundation is not an acceptable format for the Election committee to hold their finances. I do have a group of volunteers for the committee, but they will have to open their own banking account. I have submitted a mailer that will come from the Parks Department that is being reviewed by City administrators.

City Newsletter/Program Guide The next City Newsletter will come out at the end of October, with a due date or information on August 30. We plan to put information on the Parks Storm Water Sales Tax in that city-wide mailer.

City and Parks Improvement Committees The meetings for the Parks Improvement committee have been hosted at the Fire Station and the group has met three times. Gates, pipe bollards, paid security, and lighting have all been discussed.

Youth Baseball I intend to put out a document requesting a new youth baseball provider in September.

Sales Tax Revenue August Sales Tax has not been posted.

August 2019

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Horticulture / Right of Way-

Colman and LBTRA athletic fields and the administrative office have been treated for grub worms. This is a preventive application to reduce possible turf damage caused by these insects. We will be applying at least one more application of fertilizer and perhaps two before December.

Our Landscape Technician, Steven Lowderman has given notice that he will be leaving our employment on August 23, 2019. He has been with us about a year, and has taken a job with a firm located at the SubTropolis near Worlds of Fun. We have begun the search for his replacement.

Park Maintenance -

We have begun the process of having GPS systems installed in our park trucks. To date 3 trucks have been addressed.

The light bulbs on the Colman tennis courts have now been replaced. A 80' aerial lift was rented and the process was completed in a day. Sixteen bulbs and the glass lens on one fixture was replaced.

Staff have completed some work for the new Wi-Fi systems at Colman and Kenagy Parks. There remains some unknowns that will need to be addressed, before the work proceeds.

The Colman tire swing is now back in service. We removed the swing as we had concerns regarding the swivel for this unit. The swing was reinstalled on 8/15/2019. We also have replaced the tire for this swing this summer. Cost for these repairs was \$1,095.

Maintenance - new tires have been installed on one of our ranger pickups, and replacement parts have been acquired for our riding mowers.

Contract mowing continues and will be evaluated for next year. We are having some "slippage" in performance, but hopefully, is just a passing "blip". The current contract has the possibility of a 1 year renewal for the 2020 season.

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Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

Aug. 2019

- A. Movie in the Park
 - a. Around 80 people attended
 - b. Friday 16th
 - c. Moana
- B. Raytown Live! with Masonic Lodge
 - a. Around 185 people attended
 - b. During Chiefs' first preseason game (started at 7 pm)
 - c. Weather was hot
 - d. People enjoyed the band
 - e. Heard the Masonic Lodge sold out of BBQ
 - f. Next Raytown Live Sept. 14th
- C. Senior softball
 - a. Going decent
 - b. Had complaints about umpires and bad calls
 - i. Usual softball issue
 - c. Had complaints about arguing calls with umpires
 - i. Usual softball issue
- D. Adult Tennis Lessons
 - a. 4 participants switch to Tennis League
 - i. Had to cancel first session of Summer/Fall lessons
- E. Tennis League
 - a. 15 participants
 - i. previous 4 years
 - 1. 15 – 18 participants (summer/fall sessions)

Homeland Security Protective Service

Homeland Security Protective Service Proposal for Mobile Patrol & Lock up Services

Date: 8/9/2019

Property Name: Sarah Coleman Park/Blueridge Park

Property Contacts: Tony

Location: 5912 Lane Ave Raytown, MO 64133

Shared Patrol Service:

- Uniformed, insured, fully trained security officer
- Mobile patrols 7 days per week/365
- Detailed written post orders
- Daily electronic activity log-incident reports-maintenance reports
- Time/Date stamped photo reports
- Emergency notification
- Parking lot check
- Nightly Lock up-secure area checks
- Parking violation and tow program
- On duty supervisors
- GPS fleet tracking radios
- On staff former KCPD police officer adviser

Patrol Shift: 9:00 pm to 5:00 am 7 days per week

Patrols: 2 patrols per night with nightly lock up between 11:00 pm & 12:00 am

Monthly Rate: \$415.00

Terms: Net 30 days billed weekly via email

Roger Brough Homeland Security Protective Service, Inc.
1638 North Corrington Kansas City, MO 64120 rogerbrough@kc.rr.com
Cell: 816-682-8249 Office: 816-802-8020 FAX: 888-818-4536
www.homelandsecuritykc.us



Police Activity at Raytown Parks

Updated on August 13th, 2019 by:
 Kyle Stoker, Crime Analyst; Raytown Police Department
stokerk@raytownpolice.org

Calls for Service	2016	2017	2018	2019 YTD
Colman Park	107	85	80	78
Kenagy Park	147	120	141	118
Kritser Park	26	25	6	6
Minor Smith Park	15	10	11	19
Southwood Park	22	22	13	18

Incident Reports	2016	2017	2018	2019 YTD
Colman Park	10	8	10	6
Kenagy Park	12	13	3	7
Kritser Park	2	3	4	1
Minor Smith Park	0	1	1	2
Southwood Park	1	5	1	1

Note: "Year to Date" refers to January 1st through July 31st.

Colman Park-Calls for Service Types	2016	2017	2018	2019 YTD
ABANDONED AUTO	2	1	1	1
ACCIDENT INJURY	1			
ACCIDENT NON-INJURY		1		
AMBULANCE CALL		1		
ANIMAL - CONTAINED		1		
ASSAULT-OTHER		1	1	2
CAR CHECK	39	37	26	21
CAR STOP	1	2		1
CHECK AREA	5	3	2	3
CHILD UNATTENDED		2		
CONTACT W/CITIZEN	2	3	8	
DESTRUCTION OF PROPERTY				1
DISTURBANCE	10	2	4	7
EX-PARTE SERVICE		1		
FIREWORKS	4	5	3	7
FOLLOW-UP INVESTIGATION	2	1	2	1
FOOT PATROL	4			
GENERAL INFORMATION	2		2	
ILLEGALLY PARKED		1		
INFORMATION		1	2	1
JUVENILES	3	1	2	
LARCENY/ATTEMPT			3	2
MISSING PERSON				1
MOTORIST ASSIST		1	1	1
NOISE DISTURBANCE	7	6	3	6
PEDESTRIAN CHECK	6	1	1	2
RECOVERED PROPERTY		1	1	
RECOVERED STOLEN AUTO		1		
SHOTS FIRED	3		5	3
STOLEN AUTO/ATTEMPT	2			
SUSPICIOUS PERSON/VEHICLE/ACTIVITY	14	9	11	17
TRESPASSING				1
WELFARE CHECK		2	2	
Grand Total	107	85	80	78



Route

Line Path Polygon Circle 3D path 3D polygon

Measure the distance between multiple points on the ground

Length: 250.47 Feet

Show Elevation Profile

Mouse Navigation Save Clear

Google Earth

39°00'50.23" N 94°23'31.48" W elev: 1006 ft eye alt: 1955 ft

MARKET VALUE ESTIMATE

July 17, 2019

Sports, Entertainment, Other
Former Supersplash Park
5330 Raytown Rd
Raytown, MO 64133



An Appraisal Report

*prepared for
Raytown Parks and Recreation
Department*



Job No.

5038139



Bliss Associates, LLC
Real Estate Valuation
and Professional Services

1000 Walnut St., Ste. 920
Kansas City, MO 64106-2276
816-221-9100
816-221-9101 fax

www.BlissAppraisal.com

August 7, 2019

Mr. Dave Turner
Director
Raytown Parks and Recreation Department
10000 E 59th Street
Raytown, MO 64133

Dear Mr. Turner:

The appraisal report you requested is enclosed. The purpose of the appraisal is to develop an opinion of market value. The client and intended user is Raytown Parks and Recreation Department, and the intended use is to assist the client with a possible sale of the property. The subject of this report is as follows:

**Sports, Entertainment, Other
Former Supersplash Park
5330 Raytown Rd
Raytown, MO 64133.**

The appraisal complies with the *Uniform Standards of Professional Appraisal Practice* (USPAP). In addition the appraisal complies with the reporting requirements of City of Raytown.

The real property rights appraised for the land are those of the Fee Simple Estate. The final value conclusions, as of July 17, 2019, are

Market Value	\$425,000
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Any extraordinary assumptions or hypothetical conditions that have been made in this appraisal are listed on the following page. This appraisal is also subject to standard assumptions and general limiting conditions found in the Appraisal section of this report.

Thank you for choosing Bliss Associates, LLC.

Sincerely,
Bliss Associates, LLC

By: 

Matthew R. Woods
Associate Appraiser
Certified General
MO - 2005090012



Brian Reardon, MAI
President
Certified General
MO - 2006090305

EXTRAORDINARY ASSUMPTIONS AND HYPOTHETICAL CONDITIONS

USPAP defines extraordinary assumption as an assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser's opinions or conclusions. A hypothetical condition is defined as a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

The following extraordinary assumptions and/or hypothetical conditions apply to this appraisal. The client is advised that their use might have affected the assignment results.

Extraordinary Assumptions

1. The subject property was developed with certain federal funds designated for use by the Land and Water Conservation Fund (LWCF). As a requirement of using this federal program any land placed in service must be deed restricted for "outdoor recreational uses." We have appraised the land as subject to this deed restriction.

Hypothetical Conditions

1. None.



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and Professional Services

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Kansas City, MO 64106
816-221-9100
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June 25, 2019

Mr. Dave Turner
Interim Parks Director
Parks and Recreation Department
City of Raytown
10000 East 59th Street
Raytown, Missouri 64133

VIA EMAIL: davet@raytownparks.com

Dear Mr. Turner:

Thank you for contacting me regarding your appraisal needs. This letter is to submit my proposal for appraisal services concerning the following property:

**Former Supersplash Park
5330 Raytown Road
Raytown, Missouri**

Based on our discussion, we can provide you with a narrative appraisal report for the property referenced above. The report will be prepared and will conform to the *Uniform Standards of Professional Appraisal Practice* (USPAP) and the Standards of Professional Practice of the Appraisal Institute.

The purpose of the assignment is to estimate market value of the real estate for the above referenced property. The client and intended user is the City of Raytown, Parks and Recreation Department. The intended use is to establish market value for a possible transaction and may also be used in contemplating a Land and Water Conservation Fund (LWCF) related transaction. The scope of work will include all necessary information, research and analysis to produce a credible and reliable result. Real property interest to be valued is the fee simple estate. We will use all applicable approaches to value.

The fee for the assignment is \$2,500 and terms are payment due upon delivery of the completed report. We will begin work on the assignment upon receipt of the signed engagement letter. Delivery of the report will occur within three weeks of engagement, barring unforeseen delays.

Please do not hesitate to contact me with any questions. I look forward to working with you!

Sincerely,

Brian Reardon, MAI
President

If you are in agreement with the preceding, please sign and return of copy of the engagement letter via mail, email or fax.

David Turner, 6-25-2019
Mr. Dave Turner, or responsible party Date

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					
Property Taxes					
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
General Sales Tax					
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
Grants					
Grants	-	-	-		124,000
Total Grants	-	-	-		124,000
Service Charges					
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
Miscellaneous					
Interest Earnings	3,500	3,500	3,500	17,100	12,300
Investment Income	3,500	3,500	3,500	12,000	10,700
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	49,200	44,500
One Time Revenues					
Total One Time Revenues	-	-	-		-
TOTAL PARKS REVENUE	\$ 981,850	\$ 988,000	\$ 994,600	\$ 1,000,400	\$ 1,138,100

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>		201,352
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
201-92-00-100-52250	Professional Services Parks-	8,000
201-92-00-200-52250	Professional Services BMX	10,000
	BMX Rider Insurance/ Fees	10,000
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, Sam'	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

Parks Fund

	Arborist Training and Cont. Ed.	1,100	
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		50,600
	Trash Hauling	5,800	
	Port-a-potties	5,500	
	Alarm Service/security	4,000	
	This could be removed* 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			86,350
201-92-00-100-52300	Repair & Maintenance Supplies		63,350
	Landscaping	11,950	
	Ballfield Improvements	1,500	
	Maintenance -park structures	17,200	
	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			63,550
201-92-00-100-53421	Water		8,550
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			402,900
201-92-00-100-57000	Capital Expenditures		402,900
	Super Splash Property		moved to contractu
	Office Siding	48,000	
	Kenagy Tennis Courts w grant	310,000	
	Rebuild Ford Tractor	12,500	
	Parks safety/security	12,000	
	Shop air conditioner replacement	6,000	
	Park Improvements	14,400	
Debt Service			-
Total Park Fund Request			1,417,818