

AGENDA

RAYTOWN PARKS & RECREATION BOARD

Monday, August 21, 2017
Park Office, 5912 Lane, Raytown
7:00 PM

I. Call to Order

II. Public Participation

Approval of Minutes – July 17, 2017 Regular Meeting

III. Reports of Officers

President – Terry Copeland

Vice President – Chris Rathbone

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Chris Rathbone

Program – Danielle Miles

Buildings & Grounds – Mike Hanna

Rice-Tremonti – Dave Thurman

V. Staff Reports

Director – Kevin Boji

Superintendent of Parks - Ron Fowler

Recreation Report - Dave Turner

VI. New Business

1. Park Shop Siding
2. FY17-18 Budget
3. Shelter Deposits
4. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, September 18, 2017 7 PM Park Office

**Raytown Park Board
Minutes
July 17, 2017**

Attendance:

Park Board: Terry Copeland, Chris Rathbone, Dave Thurman, Danielle Miles, Robbie Tubbs, George Mitchell, Mike Hanna, Kim MontsDeOca, Janette Guenther

Staff: Kevin Boji, Ron Fowler, Dave Turner and Mary Ann McCormick

A quorum was declared present and the meeting was called to order. Terry welcomed Kim & Janette to the board.

George Mitchell made a motion to approve minutes from June 19, 2017. The motion was seconded and passed.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – No report

Finance – no report

Program – no report

Buildings & Grounds – no report

Rice Tremonti – Dave Thurman reported they had first wedding on 6/20 and are doing painting and other maintenance on the property. Sept. 23 from 2-6 is the Ice Cream Social and November 4-5 from 11-4 is the Fall Soup & Craft Festival.

Staff Reports:

Director – a written report was distributed. Kevin state he is going to meeting at Truman Heartland for a meeting about volunteers and he met with a Dog Park designer last week to look at different parks.

Superintendent of Parks - a written report was distributed. Ron stated we have had several misuses of shelter houses – hot coals in plastic trash can, drilling anchors into brick to hang banners, etc. Maybe we should think about a security deposit. We hired a contractor to put mulch around trees on 63rd St.

Recreation Report – a written report was distributed.

New Business:

1. Mike Hanna made a motion to table discussion on park shop siding until next month to give staff more time to get bids. The motion was seconded by Dave Thurman and passed.
2. Robbie Tubbs made a motion to move \$40,000 from Sales Tax Renewal to Park Improvements Capital Expense. Danielle Miles seconded and the motion passed.
3. Mike Hanna made a motion to purchase a Vertex 3 Fountain for \$14,521.98 plus an addition al \$1500 for installation. Chris Rathbone seconded and the motion passed.
4. Chris Rathbone will get with Sales Tax committee at City Hall and set up a meeting within the next couple of weeks to discuss the City's portion of cost of the election.
5. Mike Hanna made a motion to adjourn. Chris Rathbone seconded and the motion passed

Parks & Recreation Department Activity Report

Date: 8-11-17

- Concession stands at Little Blue Trace Park and Raytown BMX were vandalized Tuesday, August 1. \$200 in cash was taken from BMX. There does not appear to be any damage at Little Blue Trace Park. Damage assessments are underway and police reports have been filed. This is the second break-in at LBT park this summer due to its isolated location. Installation of security cameras is being considered.
- **Jackson County COMBAT FREE Community Picnic**-Saturday, September 23, 11 AM-1 PM, Sarah Colman Livengood Park, 5912 Lane, Raytown. This is a free family-friendly event. Food, resources, games, music, petting zoo, face painting, ice cream, basketball and more. Visit [Facebook.com/JacksonCoCOMBAT](https://www.facebook.com/JacksonCoCOMBAT) for more information.
- **Solar Lighting**-Raytown Public Works Department is testing solar area lighting. Staff has elected to install the solar light at Kritser Park, 75th & Woodson near the west park shelter and playground. Public Works is currently pricing a small concrete project to anchor the Solar/LED streetlight. The device should be in the ground and functional in a couple of weeks.
- **Raytown Arts & Music Festival**-Saturday, August 26 Noon-7 PM, C. Lee Kenagy Park, 9608 East 79th Street. Free event. Brewer & Shipley, Keith Ladd Band, Wildwood Boys, Millage Gilbert and Down Home Blue Band will perform in Raytown. Artists, Artisans, Food Trucks, Kids Art Activities. Visit raytownparks.com or email davet@raytownparks.com for more info.
- **Movies in the Park**-Free family event. Friday, August 18 at Kenagy Park at dusk. Movie is "Kubo and the Two Strings."
- Weekly staff playground safety inspections, park equipment repair and maintenance, clean and sanitize park restrooms and facilities, refuse disposal and conduct park equipment and facility inspection and maintenance.
- Adult & Youth Tennis Leagues throughout the summer. Hilltop Racquet Club provides league instructors for the program.
- Raytown Parks and Recreation Department offers discount tickets to World/Oceans of Fun, Silver Dollar City and Schlitterbahn Water Park are available at great rates at the RPRD Office, 5912 Lane, Raytown in association with the Missouri Parks and Recreation Association.

Park Maintenance Report

August 2017

Horticulture / Right of Way

We are very thankful for the recent rains. Since we are now down one staff member (Landscape Technician) the recent rains have really helped staff keep all the “plates in the air”. All staff has been great trying to fill the void! I have begun the interview process to fill this position however; the position announcement will remain open until filled.

Recent storm damage resulted in property damage to an adjacent homeowner at Southwood Park. A chain link fence along our shared property line and a storage building suffered damage. We have submitted a claim to our insurance company and have also taken bids to address the trees in question for removal or trimming.

We also are seeking bids to raise the canopy on the sycamore trees located on the Westside of the Colman ball field. We have one more bid to receive, but the two current bids range from \$895 to \$1,845 for this work. This maintenance is being considered because of patron complaint(s).

Brian has placed the order for next year’s spring flowering bulbs. They should arrive in a couple of months and then will be planted.

Park Maintenance -

John Sharp’s father passed away August 11th with services on August 15th. Our thoughts and concerns are with him and his family.

Two new sink faucets will soon be installed in the bathrooms near Shelter # 1 in Kenagy Park. The old units have reached their useful life.

Alan has been doing some painting in Kenagy Park in preparation for the upcoming music festival. Weather has slowed his progress and he reports for jury duty on August 21st.

Our brush chipper recently received some mechanical repairs. Because of this unit’s age we are never sure of the outcome, but the vendor was successful and we are back using the unit.

The Kritser Park will soon receive a solar powered street light. The Raytown Public works department wanted to test this new technology and have chosen Kritser for the location. At this time there is no cost to the Park Department.

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Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Dave Turner

August 17, 2016

Softball

The Sunday Coed league is now over and didn't have one rainout for the entire season. The 50+ leagues have been running smoothly with the help of our score keepers and the great umpires that we have been getting.

Movie in the Parks

Our movie this month is Kubo and the Two Strings, and will play at Kenagy Park on August 18. That will be the end of the movie series for this fall.

Raytown Arts & Music Festival

Our event page on Face book and the added boost to our Arts Festival, as of now we have over 5,000 views of our page, and are getting some positive feedback. Our artists are coming in, and the food vendors are booked. I have the sponsor tent booked and paid for, and get all of our band and vendor checks printed. The event banners are up and looks great, and we should have radio ads starting any day. Let's all hope for good weather for the day of the festival on Saturday August 26.

Little Blue Trace

The season for baseball is over, and we are moving into our fall reservations. I have changed out the lock cores from the one that were used in the spring, and we will be issuing different keys for our fall reservations. I will meet with the Raytown Baseball Association and finalize the 2017, as well as trying to get that organization some field use of Little Blue Trace Park this fall.

Raytown Basketball

I have worked with the Raytown School District to reserve court time for practices and games at the 13 locations that our league utilizes for the youth basketball program. We will start our registration the last week of August and will run through September 30 here at the Parks office, and online through our webpage. We hope to get around 400 kids for this season, and we always need coaches if you know a likely candidate. This has been a wonderful league to run and the volunteers have been quality people who keep the kids as the first priority. I will start bids on team jerseys in the next week or so.

Minutes

Raytown Park/Storm Water Sales Tax Committee Meeting

6:00pm August 9'th, 2017

Members present: Eric Teeman, Terry Copeland, Janette Guenther, Karen Black, Chris Rathbone

Absent: Mark Moore

The committee unanimously recommends that the Board of Aldermen allow the following question be placed on the April 2018 ballot.

"Shall the current 1/8 cent Parks/Storm Water sales tax be increased to 3/8 cent with 3/4 of the revenue generated going to Parks and 1/4 going to Storm Water with a 20 year sunset."

The committee unanimously recommends that the Parks Department pay for 3/4 of the election cost, and the City of Raytown pay for 1/4 of the cost.

The committee is open to the Board of Aldermen moving the question to the August 2018 ballot if it makes better financial sense to do so.

The committee agreed that there will be no accompanying bond question at this time.

The committee requests this be placed on the Board of Aldermen agenda as soon as possible due to possible 2018 budget adjustments.

Meeting was adjourned.



City of Raytown, MO

Fund Balance Report

As Of 08/14/2017

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	739,965.05	842,792.76	659,862.56	922,895.25
Report Total:	739,965.05	842,792.76	659,862.56	922,895.25



		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	-57,750.00	-57,750.00	0.00	-37,149.54	20,600.46	64.33 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	307,500.00	307,500.00	0.00	230,346.03	-77,153.97	25.09 %
201-00-00-100-46102	Investment Income	0.00	0.00	0.00	3,035.03	3,035.03	0.00 %
201-92-00-100-41101	Real Estate Tax	430,000.00	430,000.00	262.62	400,177.36	-29,822.64	6.94 %
201-92-00-100-41102	Personal Property Tax	108,000.00	108,000.00	275.33	97,382.47	-10,617.53	9.83 %
201-92-00-100-41104	Delinquent Real Estate Taxes	12,000.00	12,000.00	14.58	12,248.40	248.40	102.07 %
201-92-00-100-41105	Penalties	8,000.00	8,000.00	97.14	7,599.89	-400.11	5.00 %
201-92-00-100-41107	Railroad & Utilities Tax	20,000.00	20,000.00	0.00	19,808.39	-191.61	0.96 %
201-92-00-100-41108	Replacement Tax	22,500.00	22,500.00	0.00	22,148.10	-351.90	1.56 %
201-92-00-100-41110	Circuit Breaker Refund	-3,000.00	-3,000.00	0.00	-2,204.56	795.44	73.49 %
201-92-00-100-41111	Delinquent Tax Revenue	8,000.00	8,000.00	122.14	8,119.18	119.18	101.49 %
201-92-00-100-46101	Interest Earnings	0.00	0.00	0.00	2,970.84	2,970.84	0.00 %
201-92-00-100-47116	Vending Machine-Kenagy	900.00	1,650.00	0.00	352.65	-1,297.35	78.63 %
201-92-00-100-47220	Donations	500.00	500.00	0.00	882.31	382.31	176.46 %
201-92-00-100-47525	General Donations	0.00	0.00	0.00	4,788.60	4,788.60	0.00 %
201-92-00-100-47530	Rice Tremonti	6,900.00	6,900.00	579.36	5,643.60	-1,256.40	18.21 %
201-93-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	0.00	267.50	-4,732.50	94.65 %
201-93-00-100-47105	Shelter House Rental Fees	15,500.00	15,500.00	400.00	17,245.00	1,745.00	111.26 %
201-93-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	0.00	1,241.00	-259.00	17.27 %
201-93-00-100-47204	Team Sports League	56,000.00	56,000.00	8,330.00	27,605.00	-28,395.00	50.71 %
201-94-00-100-47510	Trees for Raytown	200.00	200.00	0.00	0.00	-200.00	100.00 %
201-94-00-902-47116	Vending Machine-Kenagy	750.00	0.00	0.00	0.00	0.00	0.00 %
201-95-00-100-47401	Participant Fees	24,000.00	24,000.00	7,195.00	15,183.00	-8,817.00	36.74 %
201-95-00-100-47405	Concession Sales	5,250.00	5,250.00	0.00	2,163.51	-3,086.49	58.79 %
201-95-00-100-47415	ABA Memberships	3,500.00	3,500.00	60.00	1,889.00	-1,611.00	46.03 %
201-95-00-100-47425	Other Income	200.00	200.00	0.00	1,050.00	850.00	525.00 %
	Revenue Total:	975,450.00	975,450.00	17,336.17	842,792.76	-132,657.24	13.60 %
Expense							
201-00-00-000-59941	CASH LONG & SHORT	0.00	0.00	0.00	39.00	-39.00	0.00 %
201-91-00-100-52250	Professional Services	2,000.00	2,000.00	0.00	303.75	1,696.25	84.81 %
201-91-00-100-52750	Building Maintenance	7,300.00	7,300.00	0.00	460.40	6,839.60	93.69 %
201-91-00-100-53250	Capital Expenditures	0.00	70.62	0.00	70.62	0.00	0.00 %
201-91-00-100-53500	Equipment Expense	6,000.00	6,000.00	0.00	4,912.46	1,087.54	18.13 %
201-91-00-100-53750	General Supplies	200.00	200.00	0.00	0.00	200.00	100.00 %
201-91-00-100-54750	Utilities	9,500.00	9,500.00	0.00	3,312.21	6,187.79	65.13 %
201-92-00-100-51102	Civilian Employees	128,338.00	128,338.00	4,988.74	103,899.70	24,438.30	19.04 %
201-92-00-100-51111	Civilian Employees Overtime	1,000.00	1,000.00	0.00	746.02	253.98	25.40 %
201-92-00-100-52250	Professional Services	57,152.00	57,152.00	12.34	33,377.57	23,774.43	41.60 %
201-92-00-100-52500	Printing & Promotions	525.00	525.00	0.00	28.00	497.00	94.67 %
201-92-00-100-53250	Capital Expenditures	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
201-92-00-100-53500	Equipment Expense	4,900.00	4,900.00	84.00	5,621.90	-721.90	-14.73 %
201-92-00-100-53750	General Supplies	2,075.00	2,075.00	0.00	248.15	1,826.85	88.04 %
201-92-00-100-54750	Utilities	9,580.00	9,630.00	372.85	4,673.53	4,956.47	51.47 %
201-92-00-100-55500	Professional Development	3,070.00	3,070.00	40.00	1,483.70	1,586.30	51.67 %
201-92-00-100-59000	Employee Benefits	55,996.00	55,996.00	2,377.53	53,960.02	2,035.98	3.64 %
201-93-00-100-51102	Civilian Employees	47,800.00	47,800.00	1,865.96	38,389.94	9,410.06	19.69 %
201-93-00-100-51106	Part Time Employees	7,650.00	7,650.00	236.60	1,919.90	5,730.10	74.90 %
201-93-00-100-52500	Printing & Promotions	100.00	100.00	0.00	0.00	100.00	100.00 %
201-93-00-100-53250	Capital Expenditures	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
201-93-00-100-54500	Recreational Programming	52,450.00	52,477.00	713.12	22,555.73	29,921.27	57.02 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 08/31/2017

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
201-93-00-100-54750	Utilities	4,500.00	4,500.00	150.00	3,458.13	1,041.87	23.15 %
201-93-00-100-55500	Professional Development	250.00	250.00	0.00	125.00	125.00	50.00 %
201-93-00-100-59000	Employee Benefits	17,433.00	17,433.00	860.13	15,958.66	1,474.34	8.46 %
201-94-00-100-51102	Civilian Employees	250,338.00	250,338.00	7,300.90	178,549.61	71,788.39	28.68 %
201-94-00-100-51106	Part Time Employees	7,650.00	7,650.00	0.00	1,437.20	6,212.80	81.21 %
201-94-00-100-51111	Civilian Employees Overtime	500.00	500.00	68.29	1,355.24	-855.24	-171.05 %
201-94-00-100-52250	Professional Services	46,822.00	46,831.00	0.00	18,475.78	28,355.22	60.55 %
201-94-00-100-52500	Printing & Promotions	600.00	600.00	0.00	0.00	600.00	100.00 %
201-94-00-100-52750	Building Maintenance	43,700.00	44,027.71	1,157.21	16,444.19	27,583.52	62.65 %
201-94-00-100-53250	Capital Expenditures	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
201-94-00-100-53500	Equipment Expense	18,900.00	18,910.48	143.22	6,692.35	12,218.13	64.61 %
201-94-00-100-53750	General Supplies	2,800.00	2,980.10	172.48	1,361.51	1,618.59	54.31 %
201-94-00-100-54000	Office Supplies	1,200.00	1,200.00	75.00	675.00	525.00	43.75 %
201-94-00-100-54750	Utilities	56,100.00	56,100.00	2,301.03	21,716.61	34,383.39	61.29 %
201-94-00-100-55000	Vehicle Expense	19,500.00	20,245.86	447.48	5,975.03	14,270.83	70.49 %
201-94-00-100-55250	Uniforms	2,900.00	3,133.88	86.90	1,517.36	1,616.52	51.58 %
201-94-00-100-55500	Professional Development	4,200.00	4,200.00	0.00	1,058.02	3,141.98	74.81 %
201-94-00-100-59000	Employee Benefits	111,402.00	111,402.00	3,946.52	85,904.92	25,497.08	22.89 %
201-95-00-100-52250	Professional Services	11,000.00	11,113.00	855.00	5,923.15	5,189.85	46.70 %
201-95-00-100-52500	Printing & Promotions	6,200.00	6,483.00	0.00	6,845.91	-362.91	-5.60 %
201-95-00-100-52750	Building Maintenance	4,500.00	4,500.00	0.00	149.30	4,350.70	96.68 %
201-95-00-100-53250	Capital Expenditures	0.00	9,000.00	0.00	4,810.00	4,190.00	46.56 %
201-95-00-100-53500	Equipment Expense	600.00	600.00	0.00	306.46	293.54	48.92 %
201-95-00-100-53750	General Supplies	4,900.00	5,020.48	716.20	3,693.34	1,327.14	26.43 %
201-95-00-100-54000	Office Supplies	250.00	250.00	0.00	0.00	250.00	100.00 %
201-95-00-100-54750	Utilities	4,300.00	4,300.00	67.19	1,351.09	2,948.91	68.58 %
201-95-00-100-55000	Vehicle Expense	1,000.00	1,000.00	37.53	76.10	923.90	92.39 %
	Expense Total:	1,108,181.00	1,119,352.13	29,076.22	659,862.56	459,489.57	41.05 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-132,731.00	-143,902.13	-11,740.05	182,930.20	326,832.33	227.12 %
	Report Surplus (Deficit):	-132,731.00	-143,902.13	-11,740.05	182,930.20	326,832.33	227.12 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	975,450.00	975,450.00	17,336.17	842,792.76	-132,657.24	13.60 %
Expense	1,108,181.00	1,119,352.13	29,076.22	659,862.56	459,489.57	41.05 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-132,731.00	-143,902.13	-11,740.05	182,930.20	326,832.33	227.12 %
Report Surplus (Deficit):	-132,731.00	-143,902.13	-11,740.05	182,930.20	326,832.33	227.12 %

August 16, 2017

PARK FUND QUESTIONS

Finance Director in response to Park Board questions on Park Fund Balance questions from the July meeting:

- Q: If the Park Fund has a surplus at the end of the FY can funds carry over to the next FY since the city operates on a zero based budget? Currently no fund balances carry over at end of FY and each fund has zero balance. Encumbrances allow projects already underway to carry over the account's unspent fund balance to next FY.
- A: All surplus/deficits are either increase/decrease to the Park Fund Balance. To utilize fund balance you would need to budget at a deficit or do a budget adjustment after you determine the surplus from prior year. It is recommended to only use fund balance for one time expenditures that do not have ongoing cost implications.
- Q. Parks has several upcoming projects planned including \$50,000 for park shop siding, \$16,000 for pond fountain and \$15,744 for Minor-Smith Park chip/seal trail work for total estimated cost of \$81,744. Parks budgeted \$40,000 for an election this FY. There will be no election. Can the \$40,000 in Capital Expenditures be transferred to the \$50,000 already set aside in Parks Capital Expenditures budget for a total of \$90,000?
- A: The Park Board would have to approve the budget transfer and then the BOA would have to approve as well.

CITY OF RAYTOWN
Request for Board Action

Date: September 5, 2017

Reso No.: R- XXXX-17

To: Mayor and Board of Aldermen

From: Kevin Boji, Parks & Recreation Director

Department Head Approval: _____

Finance Director Approval: _____ (only if funding requested)

City Administrator Approval: _____



Action Requested: Approve a resolution for Park Maintenance Building Siding Replacement.

Recommendation: Approve the resolution.

Analysis: Approve a Wilson Group proposal to replace the Park Maintenance Building Siding. The original siding was installed in 1980 and has reached the end of its useful life. The project scope of work includes leaving the existing siding in place and installing new 29 gauge metal vertical siding over the existing, removal and reinstalling HVAC equipment and line sets, lights, gas piping, gas pumps, electrical, gutter and downspouts, trim, break metal and scaffolding. All work to be prevailing wage during normal business hours. Work excludes door, garage door, and window replacements, framing repairs, soffits, and fascia replacement.

\$50,000 is budgeted in FY17-18 for park improvements in Capital Expenditures. The total project cost is \$49,760. Wilson Group has a Cooperative Purchasing Agreement contract with the National Joint Powers Alliance for construction projects.

The resolution is pending Park Board approval on August 21.

Alternatives: Do not approve resolution.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Amount Requested: \$50,000
FY17-18 Budget: \$50,000
Current Balance: \$50,000
Project Cost: \$49,760
Account No. 201-94-00-100-53250
Fund: Parks
Department: Capital Expenditures

Additional Reports Attached:

August 21 Park Board minutes
Proposal-Wilson Group-Park Shop Siding Replacement
NJPA Cooperative Purchasing Agreement



Detailed Scope of Work

To: Scott Briedwell
The Wilson Group, Inc.
1606 West Main Street
Greenwood, MO 64034
816-434-3185

From: Kevin Boji
City of Raytown
10000 E 59th Street
Raytown, MO 64133
816-358-4100

Date Printed: August 03, 2017

Work Order Number: 050641.00

Owner PO No:

Work Order Title: City of Raytown Parks and Recreation Replace siding on Maintenance Shed

Brief Scope: Replace siding on Maintenance shed

Preliminary

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

The scope of work for this project includes leaving the existing siding in place and installing new 29 gage metal vertical siding over the existing, removal and reinstalling HVAC equipment and line sets, lights, gas piping, gas pumps, electrical, gutters and downspouts, trim, break metal, and scaffolding. All work to be prevailing wage during normal business hours. This work excludes door, garage door, and window replacements, framing repairs, soffits and fascia replacement.

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: August 03, 2017

Re: IQC Master Contract #: MO01-052113-TWG
Work Order #: 050641.00
Owner PO #:
Title: City of Raytown Parks and Recreation Replace siding on Maintenance Shed
Contractor: The Wilson Group, Inc.
Proposal Value: \$49,760.00

01 - General Requirements	\$2,521.36
02 - Site Work	\$1,056.26
07 - Thermal & Moisture Protection	\$37,612.62
10 - Specialties	\$1,641.53
22 - Plumbing	\$1,077.09
23 - Heating, Ventilating, And Air-Conditioning (HVAC)	\$2,300.66
26 - Electrical	\$3,550.48
Proposal Total	\$49,760.00

Contractor's Price Proposal - Detail

Date: August 03, 2017

Re: IQC Master Contract #: MO01-052113-TWG
 Work Order #: 050641.00
 Owner PO #:
 Title: City of Raytown Parks and Recreation Replace siding on Maintenance Shed
 Contractor: The Wilson Group, Inc.
 Proposal Value: \$49,760.00

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
01 - General Requirements					
1	01 56 16 00 0002		SF	6 Mil Plastic Sheeting, Applied To Floors	\$120.25
			Installation	Quantity 427.44 x Unit Price 0.23 x Factor 1.2232 = Total 120.25	
2	01 74 13 00 0003		CY	Collect Existing Debris And Load Into Truck Or Dumpster Per CY of debris removed.	\$1,898.41
			Installation	Quantity 100.00 x Unit Price 15.52 x Factor 1.2232 = Total 1,898.41 remove existing material from steel rack on the north side of the building	
3	01 74 19 00 0017		EA	40 CY Dumpster (5 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$502.70
			Installation	Quantity 1.00 x Unit Price 410.97 x Factor 1.2232 = Total 502.70	
Subtotal for 01 - General Requirements					\$2,521.36

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
02 - Site Work					
4	02 90 50 00 0154		DAY	Scaffolding - Per Section	\$1,056.26
			Installation	Quantity 12.00 x Unit Price 71.96 x Factor 1.2232 = Total 1,056.26	
Subtotal for 02 - Site Work					\$1,056.26

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
07 - Thermal & Moisture Protection					
5	07 46 16 00 0004		SF	Aluminum Cladding, 0.024" Thick	\$6,253.00
			Installation	Quantity 900.00 x Unit Price 5.68 x Factor 1.2232 = Total 6,253.00	
6	07 46 16 00 0044		LF	1/2" Pocket, Aluminum J-Channel	\$2,036.63
			Installation	Quantity 900.00 x Unit Price 1.85 x Factor 1.2232 = Total 2,036.63	
7	07 46 19 00 0016		SF	Horizontal Clapboard	\$19,815.57
			Installation	Quantity 3,382.00 x Unit Price 4.79 x Factor 1.2232 = Total 19,815.57	
8	07 62 00 00 0023		SF	0.019" Thick, Mill Finish, Aluminum Flashing And Trim	\$8,322.65
			Installation	Quantity 900.00 x Unit Price 7.56 x Factor 1.2232 = Total 8,322.65	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 050641.00

Work Order Title: City of Raytown Parks and Recreation Replace siding on Maintenance Shed

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
07 - Thermal & Moisture Protection					
9	07 62 00 00 0023	0075	MOD	For Baked Aluminum Colors, Add	\$308.25
			Installation	Quantity 900.00 x Unit Price 0.28 x Factor 1.2232 = Total 308.25	
10	07 71 23 00 0055		LF	4" x 5", Rectangular Aluminum Downspout	\$376.50
		X	Installation	Quantity 90.00 x Unit Price 1.78 x Factor 1.2232 = Total 195.96	
		X	Demolition	Quantity 90.00 x Unit Price 1.64 x Factor 1.2232 = Total 180.54	
11	07 92 00 00 0008		CLF	3/8" x 3/4" Joint, Silicone Sealant And Caulking	\$500.02
			Installation	Quantity 1.00 x Unit Price 408.78 x Factor 1.2232 = Total 500.02	

Subtotal for 07 - Thermal & Moisture Protection \$37,612.62

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
10 - Specialties					
12	10 14 23 00 0074		EA	Remove And Reinstall Building Signage, >12 To 20 SF	\$1,641.53
			Installation	Quantity 10.00 x Unit Price 134.20 x Factor 1.2232 = Total 1,641.53	

Subtotal for 10 - Specialties \$1,641.53

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
22 - Plumbing					
13	22 11 16 00 0007		LF	2" Schedule 40 Threaded Galvanized Steel Pipe With 150 LB Malleable Iron Fitting Assembly/Includes all hangers and all galvanized malleable iron fittings (couplings, elbows, tees and reducer fittings). All hangers are complete assemblies. Not for use where detail is available.	\$1,077.09
		X	Installation	Quantity 55.00 x Unit Price 11.68 x Factor 1.2232 = Total 785.78	
		X	Demolition	Quantity 55.00 x Unit Price 4.33 x Factor 1.2232 = Total 291.31	

Subtotal for 22 - Plumbing \$1,077.09

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
23 - Heating, Ventilating, And Air-Conditioning (HVAC)					
14	23 12 16 00 0029		EA	Standard Gas Station Pump, 3/4 HP Motor 1" Hose And Standard Nozzle	\$1,531.48
		X	Installation	Quantity 1.00 x Unit Price 751.22 x Factor 1.2232 = Total 918.89	
		X	Demolition	Quantity 1.00 x Unit Price 500.81 x Factor 1.2232 = Total 612.59	
15	23 63 13 00 0019		EA	2.5 Ton 13 SEER Air Cooled Condensing Unit/Precharged with refrigerant capable of charging the system with a 20' length of piping.	\$769.18
		X	Installation	Quantity 1.00 x Unit Price 377.22 x Factor 1.2232 = Total 461.42	
		X	Demolition	Quantity 1.00 x Unit Price 251.61 x Factor 1.2232 = Total 307.77	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 050641.00

Work Order Title: City of Raytown Parks and Recreation Replace siding on Maintenance Shed

Subtotal for 23 - Heating, Ventilating, And Air-Conditioning (HVAC) \$2,300.66

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

26 - Electrical

16	26 05 19 16 0321	MLF		#6 AWG Cable - Type THHN-THWN, 600 V Aluminum, Single Stranded, Placed In Conduit	\$441.91			
				Quantity	Unit Price	Factor	=	Total
		Installation	0.30	x	1,024.34	x	1.2232	375.89
		Demolition	0.30	x	179.90	x	1.2232	66.02
17	26 05 33 13 0875	EA		1-1/4" PVC Coated, Urethane Lined, RGS GUAB, GUAC, GUAL, GUAN Junction Box With Cast Iron Cover	\$676.55			
				Quantity	Unit Price	Factor	=	Total
		Installation	2.00	x	249.59	x	1.2232	610.60
		Demolition	2.00	x	26.96	x	1.2232	65.95
18	26 26 00 00 0023	EA		Remove And Reinstall, Power Distribution UnitIncludes disconnection / reconnection of branch circuits, storage and cleaning.	\$2,432.02			
				Quantity	Unit Price	Factor	=	Total
		Installation	2.00	x	994.12	x	1.2232	2,432.02

Subtotal for 26 - Electrical \$3,550.48

Proposal Total \$49,760.00

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

MO Central
3/15/16



INDEFINITE QUANTITY CONSTRUCTION AGREEMENT

IFB NUMBER: MO02C-031516-TWG

GEOGRAPHIC AREA: MO02C-Central

This Agreement dated March 15, 2016, by and between the National Joint Powers Alliance, hereinafter referred to as NJPA and The Wilson Group, Inc. at the following address 1606 W. Main St., Greenwood, MO 64034 hereinafter referred to as the CONTRACTOR.

WITNESSETH: NJPA and CONTRACTOR for the consideration hereafter agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

- A. Contract Documents: This Agreement; the IFB Documents; (Book 1 - Project Information, Instructions to Bidders and Execution Documents; Book 2 - IQCC Standard Terms and Conditions and General Conditions; Book 3 - Construction Task Catalog (CTC), Book 4 - Technical Specifications) and Addenda thereto, the Bid Deposit, all payment and performance bonds (if any), material and workmanship bonds (if any); wage rate decisions and certified payroll records (if any); Notice of Award; all modifications issued thereto, including Supplemental Work Orders/Change Orders and written interpretations and all Purchase Orders and accompanying documents (Requests for Proposals, Detailed Scopes of Work, Work Order Proposals, etc.) issued hereunder.
- B. The terms and conditions of a Purchase Order issued by an NJPA Member in connection with any Work Order, including supplemental technical specifications referenced therein, shall govern.
- C. The Contractor shall, within two (2) business days of receipt of a Purchase Order from an NJPA Member, provide notification to NJPA or their designated representative of each Purchase Order by forwarding a copy of the Purchase Order via email to PO@EZIQC.com or via facsimile to (864) 233-9100.
- D. The Contractor shall, within two (2) business days of sending an Invoice to an NJPA Member, provide notification to NJPA or their designated representative of each Invoice by forwarding a copy of the Invoice via email to Invoice@EZIQC.com or via facsimile to (864) 233-9100.

ARTICLE 2. SCOPE OF WORK

- A. The Contractor shall provide the services required to develop each Work Order in accordance with the procedures for developing Work Orders set forth in the IQCC Standard Terms and Conditions and the Contract Documents.
- B. Each Work Order developed in accordance with this Agreement will be issued in connection with a Purchase Order by an Individual NJPA Member. The Purchase Order will reference the Work Order and require the Contractor to perform the Detailed Scope of Work within the Work Order Completion Time for the Work Order Price.
- C. It is anticipated that the Contractor will perform Work primarily in the Geographic Area set forth above. However, the parties may agree that the Contractor can perform Work in a different Geographic Area at its current Adjustment Factors.

ARTICLE 3. THE AGREEMENT PRICE

- A. This Agreement is an indefinite-quantity contract for construction work and services. The Estimated Annual Value of this Agreement is \$ 2,000,000. This is only an estimate and may increase or decrease at the discretion of NJPA.
- B. The Contractor shall perform any or all Tasks in the Construction Task Catalog for the unit price appearing therein multiplied by the following Adjustment Factors:
- C. The Contractor shall perform any or all Tasks in the Construction Task Catalog for the unit price appearing therein multiplied by the following Adjustment Factors **TO BE ENTERED BY NJPA:**
 - a. Normal Working Hours Prevailing Wage: Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2108
(Specify to four (4) decimal places)
 - b. Other Than Normal Working Hours Prevailing Wage: Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2216
(Specify to four (4) decimal places)
 - c. Normal Working Hours Non Prevailing Wage: Work performed from 7:00am until 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.1892
(Specify to four (4) decimal places)
 - d. Other Than Normal Working Hours Non Prevailing Wage: Work performed from 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.2000

(Specify to four (4) decimal places)

- e. Non Pre-priced Adjustment Factor: To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

1.1892

(Specify to four (4) decimal places)

ARTICLE 4. TERM OF THE AGREEMENT

- A. The base term shall be one year with three one year options. The total term of the Contract shall not exceed four years (unless extended by NJPA per the Terms of this Contract). The Contractor may withdraw from the Agreement on each anniversary of the award, provided that the Contractor gives 60 Days written notice of its intent to withdraw. NJPA may, for any reason, terminate this Agreement at any time.
- B. All Purchase Orders issued during a term of this Agreement shall be valid and in effect notwithstanding that the Detailed Scope of Work may be performed, payments may be made, and the guarantee period may continue, after such term has expired. All terms and conditions of the Agreement apply to each Purchase Order.

ARTICLE 5. SOFTWARE LICENSING

- A. NJPA selected The Gordian Group's (Gordian) software, data and services (IQCC System) for their IQCC program. The system includes Gordian's proprietary eIQCC, eGordian and Bid Safe IQCC applications (IQCC Applications) and construction cost data (Construction Task Catalog), which shall be used by the Contractor to prepare and submit Price Proposals, subcontractor lists, and other requirements specified by NJPA and NJPA Members. The Contractor's use, in whole or in part, of Gordian's IQCC Applications and Construction Task Catalog and other proprietary materials provided by Gordian for any purpose other than to execute work under this Contract for NJPA and NJPA Members is strictly prohibited unless otherwise stated in writing by Gordian. The Contractor hereby agrees to abide by the terms of the following IQCC System License:

ARTICLE 6. IQCC SYSTEM LICENSE

- A. Gordian hereby grants to the Contractor, and the Contractor hereby accepts from Gordian for the term of this Contract or Gordian's contract with NJPA, whichever is shorter, a non-exclusive right, privilege, and license to Gordian's proprietary IQCC System and related proprietary materials (collectively referred to as "Proprietary Information") to be used for the sole purpose of executing Contractor's responsibilities to NJPA and NJPA Members under this Contract ("Limited Purpose"). The Contractor hereby agrees that Proprietary Information shall include, but is not limited to, Gordian's IQCC Applications and support documentation, Construction Task Catalog, training materials, marketing materials and any other proprietary materials provided to Contractor by Gordian. In the event this Contract expires or terminates as provided herein, or the Gordian's contract with NJPA expires or terminates, this IQCC System License shall terminate and the Contractor shall return all Proprietary Information in its possession to Gordian.
- B. Contractor acknowledges that Gordian shall retain exclusive ownership of all proprietary rights to the Proprietary Information, including all U.S. and international intellectual property and other rights such as patents, trademarks, copyrights and trade secrets.

NATIONAL JOINT POWERS ALLIANCE®
Book 1 – Project Information, Instructions to Bidders and Execution Documents

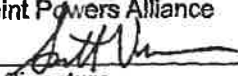
Contractor shall have no right or interest in any portion of the Proprietary Information except the right to use the Proprietary Information for the Limited Purpose set forth herein. Except in furtherance of the Limited Purpose, Contractor shall not distribute, disclose, copy, reproduce, display, publish, transmit, assign, sublicense, transfer, provide access to, use or sell, directly or indirectly (including in electronic form), any portion of the Proprietary Information.

- C. Contractor acknowledges and agrees to respect the copyrights, trademarks, trade secrets, and other proprietary rights of Gordian in the Proprietary Information during and after the term of this Agreement, and shall at all times maintain complete confidentiality with regard to the Proprietary Information provided to Contractor, subject to federal, state and local laws related to public disclosure. Contractor further acknowledges that a breach of any of the terms of this Agreement by Contractor will result in irreparable harm to Gordian for which monetary damages would be an inadequate remedy, and Gordian shall be entitled to injunctive relief (without the necessity of posting a bond) as well as all other monetary remedies available at law or in equity. In the event that it becomes necessary for either party to this IQCC System License to enforce the provisions of this Agreement or to obtain redress for the breach or violation of any of its provisions, whether by litigation, arbitration or other proceedings, the prevailing party shall be entitled to recover from the other party all costs and expenses associated with such proceedings, including reasonable attorney's fees.
- D. In the event of a conflict in terms and conditions between this IQCC System License and any other terms and conditions of this Contract or any Work Order, Purchase Order or similar purchasing document (Purchase Order) issued by NJPA or an NJPA Member, this IQCC System License shall take precedence.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.


By:

National Joint Powers Alliance



Authorized Signature

Contractor



Authorized Signature

Jeff Wilson, President

Print Name

Contract Number: MO02C-031516-TMG (assigned by NJPA)

ANNUAL RENEWAL AND MODIFICATION OF AGREEMENT

**The Wilson Group, Inc.
1606 W. Main St.
Greenwood, MO 64034**

and

**National Joint Powers Alliance® (NJPA)
202 12th Street NE
Staples, MN 56479**

Whereas: "Vendor" and "NJPA" have entered into 1) an "Acceptance of Bid and IFB Award # MO02C-031516-TWG" with an effective date of March 15, 2016, a maturity date of March 14, 2020, and which are subject to annual renewals at the option of both parties.

MODIFICATION: FIRST RENEWAL OPTION PERIOD

Pursuant to the agreement between the parties, a new Construction Task Catalog® will be furnished on the anniversary of the solicitation and will be in effect for the twelve (12) month period after the anniversary of the award date. The following is the Construction Task Catalog® for the next option period:

January 2017 - NJPA Missouri, Central Region.

Pursuant to the agreement between the parties, the Adjustment Factors shall remain fixed for the duration of the contract and are as follows:

<u># MO02C-031516-TWG</u>	<u>ADJUSTMENT FACTOR</u>
Normal Working Hours Prevailing Wage	1.2108
Normal Working Hours Non Prevailing Wage	1.1892
Other than Normal Working Hours Prevailing Wage	1.2216
Other than Normal Working Hours Non Prevailing Wage	1.2000
Non Pre-priced	1.1892

Now therefore:

"Vendor" and "NJPA" hereby desire and agree to extend and renew the above defined contract and with the above identified modifications for the period of March 15, 2017 through March 14, 2018.

National Joint Powers Alliance® (NJPA)

By: _____ Its: NJPA Director of Cooperative Contracts and Procurement/CPO

Name printed or typed: Jeremy Schwartz

Date: _____

The Wilson Group, Inc. - #MO02C-031516-TWG

By: Linky Bredwell Its: VP

Name printed or typed: Linky Bredwell

Date: 1.19.17

If you do not want to extend this contract, please sign below and return this agreement.
Discontinue: We desire to discontinue this contract.

Signature: _____ Date: _____

Raytown Parks
& Recreation
Department

Tuesday, August 22,

2017

City of Raytown Board of Alderman Budget Hearings

FY18 Budget
Analysis and
Summary



FY18 Parks & Recreation Budget Overview

FY18 Budget Highlights

Board of Alderman Budget Hearings-August 22 & 29. BOA Budget Adoption-October 10.

Unknowns-General Liability Insurance and Unemployment Expenses from Finance Dept. have not been received as of 8/15/17. These could be significant expenses.

\$50,000-Parks/Storm Water Control Sales Tax Renewal Election Costs (tax expires 2020). Committee Recommendation for Ballot Question: Shall the 1/8 cent Local Park/Storm Water Control sales tax be increased to 3/8 cent with $\frac{3}{4}$ of the revenue generated going to Parks and 1/4 going to Storm water with a 20 year sunset. April 2018 election date. Park Dept to pay $\frac{3}{4}$ of election costs, City to pay $\frac{1}{4}$ of election costs. BOA will need to approve this in September.

BMX Board voted to approve the FY18 budget. BMX is operated as an enterprise fund. It is run just like a private business. Funds are a wash for the city-money in, money out, revenue should equal expenses and if revenue exceeds expenses, surplus gets plowed back into capital improvements.

FY18 BMX Budget	Revenue- \$37,750
	Expenses-\$37,750

Capital Expenditures (CIP)-\$123,000

- **\$20,000-Park Improvements**-playgrounds, shelters, trails
- **\$50,000-Election** Costs to extend expiring park/storm water sales tax-April or August 2018.
- **\$1000-Colman** Ball field improvements
- **\$52,000-Replace** Ford 1 Ton Dump Truck

Assumptions

- To date, total expenditures exceed revenue by \$51,112. Keep in mind the current budget doesn't include every expense. We are waiting for several budget expenses from Finance.
- Conservative FY17-18 projections & spending/reductions compared to FY17.
- Same budget as FY 16-17. Little to no increase in spending over FY17. Maintenance budget with no significant budget changes or new programs.
- Judicious use of taxpayer resources; reduce expenses to save where we can.
- Park staff keenly aware and motivated to keep expenses down.
- Capital Expenditures up from \$91,000 in FY16-17 to \$123,000 in FY17-18 due to election costs.
- Super Splash-Closed 2018

Increases over FY17

- Expenses out of our control including rising utility costs such as gas, sewer/water, phone, electricity, trash, health care, salaries and employee benefits, insurance (work comp/ liability).

FY18 Budget Summary

Est. Cash Balance-Nov. 1	\$650,000
Revenue	<u>\$974,400</u>
Total Available Funds	\$1,624,400
Expenditures	\$1,025,512
Fund Balance Reserve (12.5% of Operating Revenue)	\$121,800
Unreserved Fund Balance	\$477,088

Revenue

Property tax	\$605,500
Sales tax (less TIF/EATS)	\$246,000
Fees for Services	\$115,300
Miscellaneous	\$7,600
Super Splash	<u>\$0</u>

TOTAL

\$974,400

Expenses

Personnel Services	\$601,212
Supplies, Services and Charges	\$146,900
Repairs & Maintenance	\$83,850
Utilities	\$70,550
Capital Expenditures	\$123,000
Debt Service	<u>\$0</u>

TOTAL

\$1,025,512

ACCOUNT	REVENUE	
TR0000 PROPERTY TAX-based on \$.1829 cent mil levy per \$1000 assessed valuation		605,500
201.92.100.41101	TR0101 Real Estate Tax	430,000
201.92.100.41102	TR0102 Personal Property Tax	108,000
201.92.100.41104	TR0104 Delinquent Real Estate Taxes	12,000
201.92.100.41110	TR0112 Penalties	8,000
201.92.100.41105	TR0105 Delinquent Tax Revenue	8,000
201.92.100.41111	TR0106 Railroads & Utilities Tax	20,000
201.92.100.41107	TR0107 Replacement Tax	22,500
201.92.100.41108	TR0109 Circuit Breaker Refund	(3,000)
SR0000 SALES TAX		246,000
201.00.906.41205	SR0102 Park Capital Sales Tax	304,000
201.00.100.41206	SR0103 Less TIF-EATS (Economic Activity Tax)	58,000
FR0000 FEES FOR SERVICES		115,300
201.94.902.47118	Venue Ticket Sales	50
201.94.902.47101	Sports Field & Light Fees	6,500
201.94.902.47105	Shelter Rental Fees	15,500
201.94.902.47115	Concession Permit	-
201.94.902.47116	Vending Machine-Kenagy	1,000
201.94.902.47204	Team Sports League	54,500
201.94.902.47205	Instruction Classes	-
201.94.904.47401	Participant Fees	27,750
201.94.904.47405	Concession Sales	6,000
201.94.904.47415	ABA Memberships	4,000
GR0000 MISCELLANEOUS REVENUE		7,600
201.92.100.47220	Donations	500
201.00.100.46102	Investment Income	-
201.00.100.46401	Miscellaneous Revenue	-
201.00.100.46701	Auction Proceeds	-
201.00.100.49951	Operating Transfer IN	-
201.92.100.47515	Reserved Tree Board Funds	-
201.92.100.47520	Sale of Used Equipment	-
201.92.100.47525	General Donations	-
201.92.100.47530	Rice Tremonti	6,900
201.94.100.47510	Trees for Raytown	-
201.94.904.47425	Other Income	200
201.92.100.41311	TIF Application Fees	-
201.92.100.43204	Intangible Tax (FIT)	-
201.92.100.46101	Interest Earnings	-
PR0000 POOL		-
201.94.903.47301	PR0102 Season Passes	-
201.94.903.47305	PR0201 Daily Admissions	-
201.94.903.47310	PR0202 Concession Sales	-
201.94.903.47315	PR0203 Birthday Parties	-
201.94.903.47320	PR0204 Commodity Sales	-
201.94.903.47325	PR0205 Swim Lessons	-
TOTAL REVENUE		974,400

<i>Personnel Services</i>		601,212
Elected Officials		-
Civilian Employees		405,398
	Annual Salary	393,314
	COLA/Merit Increase	12,084
Commissioned Officers		-
Part Time Employees		7,725
	Annual Salary	7,500
	COLA/Merit Increase	225
Civilian Employees Overtime		9,484
	Overtime	9,484
Commissioned Officers Overtime		-
Tuition Reimbursement		-
Separation Pay		-
Life Insurance		1,223
Cafeteria Plan		
Deferred Compensation- LAGERS		51,386
Civilian Pension- 401A Match		8,298
Health Insurance		45,660
Commissioned Emp Pension		
Med Exp - HSA Contribution		4,500
Unemployment		
Dental		3,293
Vision		555
FICA		32,329
Separation Pay Taxes P/R		
Auto Allowance		5,892
Clothing Allowance		
Tool Allowance		
Cobra Insurance		
Ins Opt Out Incentive		10,062
Phone Allowance		2,880
Workers Compensation Insurance		12,527
<i>Supplies, Services, and Charges</i>		146,900
Office Supplies		1,050
Operating Supplies		18,750
	Janitorial Supplies for parks	1,100
	First Aid/Safety Gear	1,100
	BMX Supplies	15,850
	Supplies -General Inventory	700
Uniforms		4,100
Contractual Services		43,400
	Trash Hauling	7,200
	Port-a-potties	7,700
	Alarm Service	3,500
	Mowing	25,000
Rec Programs		49,300

Postage		1,200
Temporary Clerical		
Sewer Treatment		
Printing & Promotions		3,000
IT		12,450
	5 New Computers + 1 file server to include hardware & software	10,250
	Data Max copier lease	2,200
Dues & Membership		2,850
	Missouri Parks , National Parks	2,650
	Chamber, KCMPRDA, CEU	200
Equipment		
Legal		
Professional Services		6,000
	BMX Rider Insurance/ Fees	6,000
Elections		
Weeds/Brush- Nuisance Abatement		
Professional Development		3,450
	MPRA/NRPA/WWA	2,350
	Arborist Training and Cont. Ed.	1,100
Meetings & Events		
Meals & Travel		1,350
Administrative Fee		
Bad Debt Expense		
Collection Agency		
General Liability Insurance		
Bank Charges		
Repairs & Maintenance		83,850
Repair & Maintenance Supplies		66,250
	Landscaping	12,950
	Maintenance -park structures	19,500
	Maintenance - athletic fields, electrical	18,000
	Maintenance - Mowers, power equip.	3,700
	Maintenance Equipment- Small Tools	12,100
Building Maintenance		
Repair & Maintenance Services		1,000
	Office Janitorial	1,000
Vehicle Expense		3,100
Fuel		13,500
Utilities		70,550
	Electricity All parks	44,200
	Gas All parks	3,700
	Water All parks	19,250
	Telephone (hard lines) Parks office	3,400
Mobile Phone & Pagers		
Capital Expenditures		123,000
Capital Expenditures		123,000
	Replace Ford 1 ton dump truck	52,000

Colman Ballfield Improvements	1,000
Park Improvements	20,000
Sales Tax Election	50,000

Debt Service

-

SRF Principal

SRF Interest

1,025,512

Shelter Deposits

1. Do we charge a security deposit on top of the rental fee?
2. How much for security deposit?
3. Do we keep person's credit card on file until their reservation date? Sometimes it is 6-8 months out. Liability issues? Patron cancels credit card then what? What if they pay cash?
4. How do we enforce the security deposit? We would need a checklist of what we are looking for and have to give that checklist to patrons when they reserve shelter house. Most shelter house rentals are done over the phone and pay with credit card and we only mail them a confirmation post card. If we had to mail out a check list to them along with shelter house confirmation, cost of postage for postcard is \$0.34 and for envelope is \$0.49 not including the cost of envelope.
5. Who will go and check the shelter house after use? We could have 4 different groups at one shelter house for a weekend. Two on Saturdays and two on Sundays. We don't have the staff to go by the shelter house at 3 pm and then again at 11 pm to check them out.
6. It will be absolutely impossible to enforce. Staff does not want to confront patrons with the issues. Police can't or won't back us up.

In conclusion, staffs opinion is that we continue on as we are. No shelter deposit and only rental fee for shelter house reservations.