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## Raymore Park Board Agenda

Tuesday, February 23, 2016  
7:00PM - City Hall  
100 Municipal Circle  
Raymore, Missouri 64083

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Personal Appearances                      None
5. Acceptance of Minutes                      January 26, 2016
6. Committee Reports
  - Finance Committee                      (February 9 - notes attached)
  - Recreation Committee                      (did not meet)
  - Grounds Committee                      (did not meet)
7. Staff Reports
  - Recreation Superintendent
  - Parks Superintendent
  - Parks & Recreation Director
8. Old Business                                      None
9. New Business
  - A. July 4th Fireworks Contract                      Report Item
  - B. Schedule of Fees FY16/17                      Action Item
10. Public Comment
11. Board Member Comment
12. Adjournment



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**EXECUTIVE SESSION (CLOSED MEETING)**

The Parks and Recreation Board may enter into an executive session before or during this meeting, if such action is approved by a majority of Board present, with a quorum, to discuss:

- litigation matters as authorized by § 610.021 (1) RSMO,
- real estate acquisition matters as authorized by § 610.021 (2),
- personnel matters as authorized by § 610.021 (3), or
- other matters as authorized by § 610.021 (4-21) as may be applicable.

*Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting please notify this Office at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.*

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, JANUARY 26, 2016, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Manson, Members: Castleman, Cipolla, Eastwood, Harris, Heath, Houdyshell and Seimears.

**STAFF PRESENT:** Director Musteen, Parks Operations Superintendent Rulo, Recreation Superintendent McLain and Recreation Coordinator Keith

**1. Call to Order** Chairman Manson called the meeting to order 7:04 p.m.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Acceptance of Minutes of November 24, 2015 Meeting**

**Motion:** Member Harris moved to approve the minutes with correction of voting on Terms of Office, page 4, "5 Aye, 3 Nay" should be the recorded vote. Member Eastwood seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye

**Acceptance of Minutes of January 5, 2016 Meeting**

**Motion:** Member Harris moved to approve the minutes with Member Houdyshell's concern regarding lowest bid being noted as well as Member Seimears. Member Houdyshell seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye

**Acceptance of Minutes of January 12, 2016 Meeting**

**Motion:** Member Eastwood moved to approve the minutes as presented.  
Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	7 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	1 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Abstain
		Member Manson	Aye
		Member Seimears	Aye

**5. Public Comment**

None

**6. Committee Reports**

*Budget Committee* - did not meet

*Grounds Committee* - did not meet

*Recreation Committee* - Met January 12, Superintendent McLain reported.

**7. Staff Reports**

Recreation Superintendent McLain, Parks Superintendent Rulo and Director Musteen gave verbal reports, in addition to the written reports submitted.

**8. Unfinished Business**

Gametime Grant - Memorial Park Playground

In April and May of 2015, the Park Board identified future Capital Improvement Projects for the next five (5) years. One of those projects includes the replacement of the old play equipment north of the West Shelter at Memorial Park. This project was scheduled to be completed in Fiscal year 2017 and budgeted in the amount of \$48,000.

Staff presented the Park Board a GameTime Grant option in October of 2015, for the acquisition of new playground equipment. At that time, the Board made a motion to amend the budget and advance the FY17 playground project and to pursue the GameTime opportunity.

As staff prepared the paperwork and completed the application process, it became apparent that the grant opportunity violated the City purchasing policy by purchasing equipment without utilizing a competitive bid process.

In November, City Manager Feuerborn and Director Musteen addressed the Park Board in the 6:00 p.m. work session to explain the process and the violation.

It was directed by the Board that Director Musteen would bring the item back to the Board in January to rescind the budget amendment motion and seek further directive.

**Motion:** Member Harris moved to rescind the motion to move forward with grant application to replace the Memorial Park playground and movement of \$10,000 to accommodate the budget . He asked to put the playground replacement back on the CIP 2017. Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye

**Motion:** Member Harris moved to rescind the motion to choose a color choice for the new playground.  
Member Castleman seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye

**9. New Business**

**A. Partnership Policy - Annual Review**

The Parks and Recreation Department partners with local businesses throughout the year in an effort to generate revenue that subsidizes the costs associated with the operation of recreation programming and special events.

Staff revised this policy to conform to current practices and pricing.

**Motion:** Member Harris moved to approve the policy as presented.  
Member Cipolla seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye

**B. Concession/Vending Contract**

The Parks and Recreation Department manages the Beverage Vending Contract for the City. The Recreation Division is requesting proposals from beverage vendors as the current contract is scheduled to expire in April 2016. The current contract has come to an end utilizing all options for renewals.

Per City Policy, this contract must be bid through a competitive bidding process. The standard contract is a one year contract with the option of extending for two additional - one year renewals. The last contract originated in 2013.

RFP will be posted and sent out on 1/28/2016. Review of proposals will be completed by staff at the end of February and request for contract will be presented to City Council in March and April.

No action needed.

**C. Staff/Recreation Program Uniform Contract**

The Parks and Recreation Department manages the Screen Printing Services Contract for the City. With the volume of product the department requires for programs and activities, the Recreation Division is requesting proposals for a new contract. The current contract is scheduled to be completed April 2016. The current vendor is not up for continuation of contract because the City implemented the option of extending two - one year renewals from the original 2013 contract.

RFP will be posted and sent out on 1/28/2016. Review of proposals will be completed by staff at the end of February and request for contract will be presented to City Council in March and April.

No action needed.

**10. Public Comments**

None

**11. Board Comments**

Member Eastwood thanked the staff for their hard work on the Disc Golf Tournament "Ice Bowl" recently held in Recreation Park.

Member Harris said he was glad that Mr. Eastwood was happy with the disc golf course and the progress made there. He was pleased with the recent joint work session with City Council regarding the proposed new projects.

Chairman Manson was impressed with the proposed building designs presented at the joint work session.

**12. Adjournment**

**Motion:** Member Harris moved to adjourn the regular meeting.  
Member Cipolla seconded.

**Discussion:** None

<b>Vote:</b>	8 Aye,	Member Castleman	Aye
	0 Nay	Member Cipolla	Aye
	0 Abstain	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Seimears	Aye

The regular meeting of the Raymore Park Board adjourned at 7:44 p.m.

Respectfully submitted,  
Jerri Lynn Keith  
Recreation Coordinator



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## ***STAFF REPORT***

**To: Park Board**  
**From: John McLain, CPRP/AFO**  
**Recreation Superintendent**  
**Date: February 2016**  
**Subject: Recreation Report**

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### **Administrative Operations**

- Staff continued working on the yearly spreadsheet listing all programs, events, and sports for Communications Manager.
- Staff assisted Recreation Coordinator in Easter Festival activity preparations.
- Recreation Coordinator scheduled facility monitors and scorekeepers for youth basketball program.
- Recreation Coordinator continued preparations for sponsors and community partners in support of Spring Special Events. Local organizations are starting to assist with the stuffing of eggs.
- Staff have been working on recreation equipment inventory and cleaning sports equipment.

### **Meetings/Trainings Attended**

- Recreation Superintendent
  - January 26 Jog with your Dog partnership with Animal Control
  - January 27 Metro League and MYSA Meeting
  - January 28 Met with interested basketball referee assigner
  - January 29 Met with a Tennis Instructor to discuss program options
  - February 1 Met with Screen Printer to finalize Raymore United uniforms
  - February 3 Presented Educational Session at Kansas Recreation and Park Association Annual Conference
  - February 5, 8, & 17 Conducted first round of interviews for Office Assistant
  - February 9 Met with two representatives of the Ray-Pec Foundation to discuss a partnership with our department in hosting a 5K
  - February 9 Budget Committee Meeting
  - February 16 Metro League Bracketing Meeting
  - February 18 RFP openings for Drink Vendor and Screen Printing
  - February 23-26 Missouri Parks and Recreation Association Annual Conference
- Recreation Coordinator
  - Multiple Meetings with supporters of the Department's Special Events

### **Sports (Youth)**

- Winter youth sports programs:
  - Winter recreational youth basketball will be competed with season ending tournaments on March 5.
  - Winter Competitive Basketball will end the week of February 29.

100 Municipal Circle (Mail)  
1021 South Madison St. (Office)



[www.Raymore.com/Parks](http://www.Raymore.com/Parks)  
816-322-2791 | fax 816.331.9426

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- Spring sports programs:
    - Youth Soccer registration will close on February 26
    - Youth Volleyball registration will close on February 26
    - Youth Baseball and Softball registration is open

**Special Events**

- Easter Festival will be held on March 26



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## **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo, Parks Superintendent**  
**Date: February, 2016**  
**Subject: Park Operations Report**

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### **Parks Operations**

- Park staff held a pre-construction meeting with Guier Fence.
- The Baseball Renovation Project started on February 17th.
- The Kiosk for the Disc Golf has been purchased and will be installed soon.
- Staff installed the french drain along the Disc Golf Course. This should help keep the area around hole 10 dry and keep water off the trail.
- The fountain at Recreation Park has been fixed and back up and running.
- Staff touched up the Easter back-drop for the Easter Festival.
- Park staff used excess gravel material to smooth out the parking in front of the maintenance shop.
- Staff is gearing up for the upcoming soccer and baseball seasons.
- Staff is working on setting up a meeting with the MDC to discuss the process and potential quote for the dock and restrooms at Hawk Ridge Park.

# Parks and Recreation Monthly Report



## February 2016

### Through the Month

#### **February 1 and 16**

Staff participated in the Community Conversations, a Strategic Planning event hosted by the City Council to gather community input on the future of Raymore. Various members of the staff worked the event helping with set-up and cleanup, participated as table facilitators or joined the conversation as participants.

#### **February 2**

Communications Manager Mike Ekey presented Recreation Admin staff a new advertising opportunity, Macaroni Kid Advertising. Macaroni Kid Advertising offers various options for advertising our programs that is web-based, focusing on local opportunities for youth programs in the South Metro area.

#### **February 8**

City Council passed the second reading of Bill 3135, Contract Award to Guier Fence Company for the Recreation Park Baseball Fields Renovation Project - Phase II.

#### **February 10**

Staff attended the Active Transportation Committee Meeting at the Mid America Regional Council Office in Kansas City.

#### **February 11**

The Raymore Tree Board met to discuss the upcoming Arbor Day Celebration and a future work day at the proposed Arboretum location in Memorial Park. Meeting notes are attached in the miscellaneous section of the February packet.

#### **February 16**

Staff issued a Notice to Proceed and held a pre-construction meeting with Guier Fence Company. Work is to begin on February 17.

#### **February 18**

Bid Openings were held for the Beverage Vending Contract and the Screen Printing Contract

#### **Day-to-Day**

Staff has been heavily involved in preparing for the upcoming GO Bond Election, the City's Strategic Planning Process and working with consultants on the design of the Municipal Circle Building and the Recreation Park Activity Center.

Parks Administration and the Human Resources department have been conducting interviews for a Part-time Office Assistant position.



## Trainings / Conferences

### **February 23 - 26**

Recreation Superintendent McLain and Parks Superintendent Rulo will be attending the 2016 MPRA State Conference as full delegates. Director Musteen will be attending for only two days. This year's four day event includes various educational tracks and an exciting vendor expo. The Educational tracks include: Management, Maintenance, Sports, Fitness, Aquatics and Marketing.



## Parks & Recreation Board

February 9, the Park Board Budget Committee met to discuss the CIP, Schedule of Fees and to review the 1st Quarter of the FY16 Budget. Meeting Notes are attached in the miscellaneous section of the February packet.

February 15, the City Council and the Park Board held a joint work session to review the Recreation Park Activity Center drawings presented by SFS Architecture.

## Coming Up - Calendar of Events

- February 29                      ReImagine Raymore Strategic Planning Meetings
- February 23 - 26                Nathan Musteen, John McLain & Steve Rulo: Missouri Parks and Recreation Association Annual Conference

## Projects Update – FY16

Item	Status	Cost Info	Completion Date	Comments
Recreation Park Baseball Field Renovation  Phase II  Project #16-230-201	<p>December: The RFP was drafted and submitted to the Purchasing Specialist for posting.</p> <p>The RFP was sent out for bids. Pre-Bid meetings were held in late December.</p> <p>Park Board met in Special Session on January 5 &amp; 12 to review bids and make a recommendation to City Council for award of contract.</p> <p>1st Reading approving the contract with Guier Fence went before the Council on January 25.</p> <p>2nd Reading passed through the Council on February 8.</p> <p>Notice to Proceed and a Preconstruction Meeting were held on February 16</p> <p>Construction began on February 17</p>	<p>Budget: \$225,000</p> <p>FY16 - CIP</p>	Spring 2016	Guier Fence was recommended as the best lowest bid in the amount of \$220,789.00
Hawk Ridge ADA Dock	Concept ideas presented to the Park Board in the January work session.	<p>Budget: \$45,000</p> <p>FY16 - CIP</p>	Fall 2016	A fully accessible fishing dock. Potential opportunity to cooperate with MDC through our current CAP agreement to minimize costs.

Hawk Ridge Restroom	Concept ideas presented to the Park Board in the January work session.	Budget: \$90,000  FY16 - CIP	Fall 2016	A public restroom facility at Hawk Ridge near the parking / dam area. Potential opportunity to cooperate with MDC through our current CAP agreement to minimize costs.
Recreation Park Shade Structures	On-Hold To begin upon completion of the fence renovation project.	Budget: \$194,000  FY16 - CIP	Fall 2016	A transfer was made from the General Fund available fund balance into the Parks Sales Tax Fund in the amount of \$194,000 to fund the installation of baseball field shade structures in Recreation Park.
Hawk Ridge Park Walking Trail - Lake Loop	On-Hold To be re-bid following the results of the 2016 G.O. Bond Park Improvements Election in April.	Budget: \$160,000  FY15 - CIP	TBD	A 10ft wide ADA accessible walking trail around the perimeter of Johnston Lake at Hawk Ridge Park.
Recreation Park Disc Golf Course	Design of the Course began in 2014  <u>2014/2015</u> <ul style="list-style-type: none"> <li>• Front Nine Installation</li> <li>• Eagle Scout Project installed Hole markers</li> <li>• Back Nine Installation</li> <li>• Landscaping and clean-up</li> <li>• French Drainage system near Hole #10</li> </ul>	Budget \$25,000  FY14 - CIP	Summer 2016	Project includes the installation of a championship 18 hole disc golf course at Recreation Park.



Respectfully,

Nathan Musteen  
Director of Parks & Recreation



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## Raymore Park Board Agenda Item Information Form

**Date:** 2/23/2016  
**Submitted By:** John McLain  
**Division:** Recreation/Special Event

<input type="checkbox"/>	<i>Discussion Item</i>	<input type="checkbox"/>	<i>Action Item</i>
<input type="checkbox"/>	<i>Council Recommendation</i>	<input checked="" type="checkbox"/>	<i>Presentation</i>

### ***Title / Issue / Request:***

Fireworks Contract

### ***Background / Justification:***

The 2016 July 4th fireworks proposal has been submitted by J & M Displays and staff will be moving forward with J & M Displays representatives to finalize the 2016 contract. This is the third and final year staff may extend contract services to J & M Displays.

The fireworks contract is currently budgeted under the Special Event line item under account 25-26-7370-1600 in the amount of \$16,000.00.

Originally funded in the amount of \$11,000 under Bill 2952, an additional \$5,000.00 was appropriated towards the contract through a budget amendment in April 2014. In FY15, the additional \$5,000 was continued and staff will recommend that adjustment remain intact for the 2016 event.



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With the past two years being successful, J & M Displays contract for fireworks will be renewed in the amount of \$16,000. Once updates to the existing contract are agreed upon that includes dates, time, etc., staff will present the contract to City Council for approval.

***Financial Impact:***

\$16,000

***Project Timeline:***

Contract to City Council in April

***Staff Recommendation:***

N/A

***Attachments:***

Bill 2952  
Contract for Services - J&M Displays

**BILL 2952**

**ORDINANCE 2014-024**

**"AN ORDINANCE OF THE CITY OF RAYMORE MISSOURI, APPROVING AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH J & M DISPLAYS IN THE AMOUNT OF \$11,000 TO PROVIDE PYROTECHNIC SERVICES FOR THE JULY 4<sup>TH</sup> FIREWORKS DISPLAY."**

**WHEREAS**, the City annually hosts a fireworks event for the public on July 4<sup>th</sup> in Recreation Park; and

**WHEREAS**, the staff publicly advertised and bid for professional pyrotechnic services; and

**WHEREAS**, the Park Board reviewed the proposals for pyrotechnic services submitted and found that the proposal from J & M Displays was the best of the proposals submitted.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:**

Section 1. The Mayor is hereby directed and authorized to enter into a contract in the amount of \$11,000 with J & M Displays to provide professional pyrotechnic services for the City's fireworks event.

Section 2. The Mayor and the City Clerk are hereby authorized to execute the agreement attached hereto as Exhibit A for and on behalf of the City of Raymore.

Section 3. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor's signature and attestation by the City Clerk.

Section 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**DULY READ THE FIRST TIME THIS 14TH DAY OF APRIL 2014.**

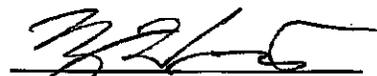
**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 28TH DAY OF APRIL 2014 BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad	Aye
Councilmember Bohner	Aye
Councilmember Holman	Aye
Councilmember Hubach	Aye
Councilmember Kellogg	Absent
Councilmember Moorhead	Aye
Councilmember Stevens	Aye
Councilmember Wescoat	Aye

ATTEST:

  
Jean Woerner, City Clerk

APPROVE:

  
Ryan Wescoat, Mayor Pro Tem

4-29-14  
Date of Signature



## CONTRACT FOR SERVICES

### ***FIREWORKS DISPLAY***

#### AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

Agreement made this 2 day of April, 2014, between J & M Displays, an entity organized and existing under the laws of the State of Iowa, with its principal office located at 18064 170<sup>th</sup> Avenue, Yarmouth, IA 52660, hereafter referred to as the **Contractor**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of April 28, 2014 and coincidental with the Mayor's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

#### ARTICLE I THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal 14-003 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

**ARTICLE II  
TIME OF COMMENCEMENT AND COMPLETION**

The City of Raymore's Fourth of July fireworks display will be held on July 4, 2014, with a rain date of July 5, 2014 and the decision to postpone the display shall be at the sole discretion of the City. The firing site for the display is Recreation Park located on South Madison Street in Raymore.

**ARTICLE III  
CONTRACT SUM AND PAYMENT**

The Contractor agrees to perform all work described in the Contract Documents in the amount of \$11,000.

The City agrees to pay the Contractor as outlined in the Contract Documents and subject to deductions provided for in Articles IV and VI.

**ARTICLE IV  
CONTRACT PAYMENT**

The Bidder shall submit invoices, in duplicate, for services outlined above in the scope of services and according to the outlined schedule, with attachments.

**ARTICLE V  
INSURANCE REQUIREMENTS**

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

**ARTICLE VI  
DAMAGES/DELAYS/DEFECTS**

The City will not sustain monetary damage if the whole or any part of this contract is delayed through the failure of the Contractor and/or his sureties to perform any part or the whole of this contract. Thus, if at any time the Contractor refuses or neglects to supply sufficiently skilled workmen or proper materials, or fails in any respect to execute the contract, including extras, with the utmost diligence, the City may take steps deemed advisable to promptly secure the necessary labor, tools, materials, equipment, services, etc., by contract or otherwise, to complete whatever portion of the contracted work which is causing delay or is not being performed in a workmanlike manner.

Contractor and/or their sureties will be liable to the City for any cost for labor, tool, materials, equipment, services, delays, or claims incurred by the City to finish the work.

Contractor will store, contain, or remove all debris, materials, tools, equipment and vehicles so that no hazardous or dangerous situations are created within the work location and surrounding area.

Contractor will promptly repair all damage to public and private property caused by their agents or employees. Should damages not be promptly repaired, the City will authorize the hiring of another Contractor to do the repairs. The original Contractor agrees to promptly pay for the services of any such Contractor hired to do such repairs.

Contractor shall immediately report, to the City, or a duly authorized representative, any accident whatsoever arising out of the performance of this contract, especially those resulting in death, serious injury or property damage. Contractor must provide full details and statements from any witnesses.

## ARTICLE VII RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and shall designate a representative to render decisions on behalf of the City and on whose actions and approvals the Contractor may rely.

The Contractor's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such delay or cancellation of performance and execute this agreement in writing.

Contractor agrees to provide all materials, labor, tools, and equipment necessary to perform and complete the contract as specified. All equipment will be of such type and in such condition so as not to cause any damages to City property or the community at large. All equipment used on site will meet the minimum requirements of Occupational Safety Health Administration and related federal, state, county, and city regulations, including EPA NESHAPS. All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

Contractor will supervise and direct the work performed, and shall be responsible for his employees. Contractor will also supervise and direct the work performed by sub-contractors and their employees and be responsible for the work performed by sub-contractors hired by the contractor.

Contractor agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any sub-contractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure sub-contractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

#### ARTICLE VIII TERMINATION OF AGREEMENT

**With Cause** – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made by telephone or in writing. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice.

**Without Cause** – The City may terminate this agreement at any time by providing sixty (60) days written notice, by certified mail, to the Contractor at the address listed below.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with bid specifications.

#### ARTICLE IX ARBITRATION

In case of a dispute, the Contractor and the City shall each appoint a representative, who, together, shall select a third party to arbitrate the issue. Resolution of the issue will be binding upon both parties.

#### ARTICLE X WARRANTY

Contractor warrants that all workmanship shall be of good quality, in conformance with bid specifications and guarantee all materials, equipment furnished, and work performed for a period of two (2) years from the date of substantial completion as noted in the 2001 City of Raymore "Standard Contract Documents and Technical Specification & Design Criteria for Utility and Street Construction."

Contractor shall, within ten (10) days of written notice from the City, correct any work found to be defective, incorrect or not in accordance with bid specifications.

**ARTICLE XIII**  
**AFFIDAVIT of WORK AUTHORIZATION**

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- \* providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XIV  
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Buyer agrees that it has not relied upon any representations of Contractor as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

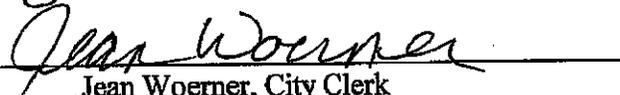
The parties have executed this agreement at The City of Raymore the day and year first above written.

IN WITNESS WHEREOF, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

(SEAL)

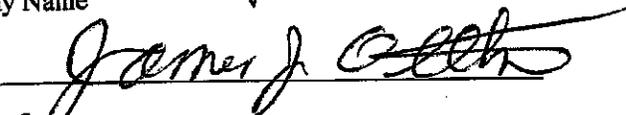
THE CITY OF RAYMORE, MISSOURI

By:   
Peter Kerekhoff, Mayor Ryan Wescoat, Mayor Pro Tem

Attest:   
Jean Woerner, City Clerk

(SEAL)

J+M Displays, Inc  
Company Name

By:   
Title: CEO

Attest: Diana Holdeen

**APPENDIX A**  
**Scope of Work and Job Special Provisions**

**Fireworks Display**

1. **INTRODUCTION / DESCRIPTION OF SERVICES:**

The City of Raymore is seeking proposals from qualified firms to provide Pyrotechnic Services on July 4, 2014, at the City of Raymore's Recreation Park. The fireworks display is anticipated to begin after dusk or 9:30 P.M., whichever is earlier.

1.1 Description of Operations or Background:

The City of Raymore's Fourth of July fireworks display will be held on July 4, 2014, with a rain date of July 5, 2014 and the decision to postpone the display shall be at the sole discretion of the City. The firing site for the display is Recreation Park located on South Madison Street in Raymore. For submission purposes, funding for the Fourth of July display will not exceed \$11,000.00.

2. SCOPE OF SERVICES:

Exclusive Contract. It is the desire of the City of Raymore to award an exclusive Agreement to one Vendor for the right to provide the July 4, 2014, Fireworks Display. The contract is one year only, with the option to renew for up to two (2) one-year contract periods under the same terms and conditions. This Agreement shall be subject to termination by the City in the event of sale or destruction of the park facilities or because of misfeasance or non-misfeasance by the operator. The City may also terminate this Agreement for repeated non-compliance with the requirements as set forth in these specifications.

Display specifications. The fireworks display length shall be a minimum of 20 minutes. The fireworks display shall be a pre-loaded, electronically fired, continuous presentation with no gaps longer than 5 seconds. All shells used in the display shall be a maximum size of 6 inches and any low-level fireworks will not exceed 5% of the total duration of the display. The finale shall be from 45 to 60 seconds. A faux finale prior to the finale is preferred.

The Vendor shall provide necessary safety equipment, and all tools and materials, including, but not limited to mortar racks, containers, sand, lumber, stakes, etc., which may be required for the firing of the display. Fire extinguishers of appropriate classification and approved as operational shall be accessible and in plain view from the time the fireworks arrive on site until all fireworks are completely removed from the site.

The Vendor will not have access to the City launch site prior to 7:00 A.M. the day of the fireworks display.

Personnel. The successful vendor shall provide sufficient number of certified and experienced pyrotechnicians to set-up and fire the display. The name, address, and phone number of the chief pyrotechnician and all assistant(s) shall be provided to the City of Raymore with the proposal.

The vendor shall provide uniformed, qualified personnel to shoot the fireworks display. All personnel employed by the vendor in the performance shall be considered employees of the vendor and not of the City. All personnel employed by the vendor shall be paid in accordance with the minimum Federal Wage and Hour Laws. The vendor shall be responsible for the payment of all employment taxes and Social Security taxes related to the employment of said personnel.

Marking of Fireworks. All fireworks materials shall be clearly marked, indicating the type of shell, and shall be delivered to the site on the day of firing. All fireworks shells must have been tested and assigned "EX" numbers by the appropriate regulatory agency.

Inspection of Material. A representative of the City of Raymore shall conduct an inspection and inventory of the fireworks shells at least 5 hours prior to the display being readied for firing.

Test Launch. The successful vendor should be prepared to do a site test launch upon the City's request to determine the most optimal launch site.

Penalty for Shell Shortage. The City of Raymore shall assess a fine of three times the retail cost of a shell, determined by diameter, for any shell that is shorted.

Warranty. The City of Raymore reserves the right to deduct the cost of all shell(s) that misfire or those that fail to properly perform.

Rain Date. The City of Raymore reserves the right to advertise and host a rain date for the event should inclement weather require cancellation of the display on the 4<sup>th</sup>.

Penalty for vendor cancellation. The vendor agrees to perform the fireworks display under safe weather conditions. In the event the vendor cancels the display for reasons other than weather conditions, the vendor shall pay a penalty to the City in the amount of 25% of proposed show cost.

Post-Event Clean-Up. The vendor shall, at its expense, provide its own custodial services for the immediate display shooting area. The field shall be combed clean of debris and any holes dug for mortars shall be refilled. All debris shall be removed from the site. The City shall provide for the clean up of the spectator areas of the park.

The successful firm and its representatives will be responsible for the sweep and removal of unexploded devices in the fireworks firing area, potential landing areas, and other areas adjacent to the site. No public access will be permitted until such sweep of the park has determined that no devices remain. The successful firm shall complete the sweep of the park no later than 7:00 am the morning following the display.

**Licenses and Permits:** The successful firm shall be responsible for obtaining and paying the costs of all necessary business licenses, permits, and occupational licenses required by any applicable laws, rules and/or regulations (including those of the City of Raymore, Cass County, and the State of Missouri) necessary for the display of fireworks provided.

**Set-up and Storage Standards:** The successful firm shall meet all NFPA Standards, the Missouri Fire Code, the South Metropolitan Fire Protection District fire code, and ordinances of the City of Raymore and Cass County with regard to storage of fireworks and set up of the firing area. The fireworks may not be stored inside the City of Raymore limits prior to set up. Security at the firing site must be provided by the vendor for all the time period that set-up personnel are not on-site, commencing the moment the fireworks are brought into the Park.

**Safety Standards:** The successful firm shall be required to meet all ATF, Health and Safety standards and regulations set forth by Ordinances of the City of Raymore, the South Metropolitan Fire Protection District, Cass County, and the State of Missouri.

3. **CITY PROVIDED SERVICES:**

The City of Raymore shall be responsible for spectator security, parking control, park preparation, concessions, and event publicity.

The City of Raymore shall be responsible for coordinating the attendance of fire and emergency personnel for the event. The City shall be responsible for restricting access to the display firing area during the show. No public access to the firing area should be permitted by the vendor during the show. All family members of the shooters shall view the display from the general audience area and shall not be permitted in the display firing area.

**CITY OF RAYMORE, MISSOURI**

**RFP # 14-003**

**Appendix B**

**General Terms and Conditions**

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**A. Procedures**

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Finance Director in consultation with the Parks Director or their authorized representative(s). The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Finance Director will designate her authorized representatives in writing. Both the City of Raymore and the Contractor must approve any changes to the contract in writing.

**B. Contract Period**

Award of this contract is anticipated prior to the end of March, 2014. The City reserves the right to negotiate this contract for two (2) additional one-year renewal periods.

**C. Insurance**

The Bidder/Contractor shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Raymore by the Bidder/Contractor, its agents, representatives, employees or subcontractors. The City of Raymore shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. Claims made on policies must be enforce or that coverage purchased for three (3) years after contract completion date.

**1. General Liability**

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability forms including Product/Completed Operations.

**Minimum Limits**

**General Liability:**

\$1,000,000 Each Occurrence Limit  
\$ 100,000 Damage to Rented Premises  
\$ 5,000 Medical Expense Limit  
\$1,000,000 Personal and Advertising Injury  
\$2,000,000 General Aggregate Limit  
\$1,000,000 Products & Completed Operations  
\$ 50,000 Fire Damage Limit

**2. Excess/Umbrella Liability**

\$5,000,000 Each Occurrence  
\$5,000,000 Aggregate

3. **Automobile Liability**

Coverage sufficient to cover all vehicles owned, used, or hired by the Bidder/Contractor, its agents, representatives, employees or subcontractors.

**Minimum Limits**

**Automobile Liability:**

\$1,000,000 Combined Single Limit

\$1,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

4. **Workers' Compensation**

Limit as required by the Workers' Compensation Act of Missouri, Employers Liability, \$1,000,000 from a single carrier.

*D. Hold Harmless Clause*

The Bidder/Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Raymore, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

*E. Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

*F. Employment Discrimination by Contractors Prohibited/Wages/ Information*

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor used by the Contractor.

**G. Invoicing and Payment**

The Bidder shall submit invoices, in duplicate, for services outlined above in the scope of services and according to the outlined schedule, with attachments.

Third party payment arrangements will not be accepted by the City.

**H. Cancellation**

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 30 days written notice to the Bidder/Contractor. Any contract cancellation notice shall not relieve the Bidder/Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**I. Contractual Disputes**

The Contractor shall give written notice to the City of Raymore of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Raymore shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or his designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

**J. Severability**

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

**K. Applicable Laws**

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Raymore codes.

**L. Drug/Crime Free Work Place**

The Bidder acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Raymore property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

The Bidder further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Raymore in addition to any criminal penalties that may result from such conduct.

*M. Inspection*

At the conclusion of set-up, the Bidder shall demonstrate to the Parks Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work.

*N. No Escalation of Fees*

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

*O. Permits*

The successful Contractor shall be responsible for obtaining all permits, and for incurring all expenses associated with those permits, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Business License" required of all contractors doing business within the City limits of Raymore. This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083.

*P. Bid Bond*

A bid bond or certified check from a surety or bank, acceptable to the City Clerk, in the amount equal to, or greater than, 5% of the maximum total bid price must accompany each proposal. Prior acceptability of the proposed surety or bank furnishing the bid security, before the bid date, is recommended. An unacceptable bid security may be cause for rejection of the proposal. No bidder may withdraw his bid for a period of thirty (30) days after the date of opening of bids.

*Q. Performance Bond*

The Contractor shall within ten (10) days after the receipt of the notice of award furnish the City with a Performance Bond in penal sum equal to the amount of the contract price, conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions and agreements of the contract documents, and upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the work provided by the contract documents. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the State in which the work is to be performed. The expense of this bond shall be borne by the Contractor. If any time a surety on any such bond is declared as bankrupt or loses its right to do business in the state in which the work is to be performed, the Contractor shall within ten (10) days after notice from the City to do so, substitute an acceptable bond in such form and sum and signed by such other surety or sureties as may be satisfactory to the City. The premiums on such bond shall

be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the City.

*R. Payment Bond*

The Contractor shall within ten (10) days after the receipt of the notice of award furnish the City with a Payment Bond in penal sum equal to the amount of the contract price, conditioned upon the prompt payment by the Contractor to all persons supplying labor and materials in then prosecution of the work provided by the contract documents. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the state in which the work is to be performed. The expense of this bond shall be borne by the Contractor. . If any time a surety on any such bond is declared as bankrupt or loses its right to do business in the state in which the work is to be performed, the Contractor shall within ten (10) days after notice from the City to do so, substitute an acceptable bond in such form and sum and signed by such other surety or sureties as may be satisfactory to the City. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the City.

*S. Rejection of Bids*

The City reserves the right to reject any and all bids, to waive technical defects in the bid, and to select the bid deemed most advantageous to the City.

*T. Release of Information*

Pursuant to 610.021 RSMo, all documents within a request for proposal will become open record to the public upon a negotiated contract being executed. All documents within a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

*U. Affidavit of Work Authorization and Documentation:*

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- \* providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security -- Verification Division.

**AFFIDAVIT**

(as required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

**EMPLOYEE:** Any person performing work or service of any kind or character for hire within the State of Missouri.

**FEDERAL WORK AUTHORIZATION PROGRAM:** Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

**KNOWINGLY:** A person acts knowingly or with knowledge,  
(a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or  
(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

**UNAUTHORIZED ALIEN:** An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared James J. Oetken who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: James J Oetken

Company: J + M Displays, Inc.

Address: 18064 170<sup>th</sup> Ave., Farmouth, IA

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Raymore: Project # 14-003.
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.
- 4 Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

J+M Displays, Inc.  
Company Name

James J. Oetken  
Signature

Name: James J. Oetken

Title: CEO

STATE OF Iowa

COUNTY OF Des Moines

Subscribed and sworn to before me this 21 day of February, 2014.

Notary Public: Diana L. Holsteen

My Commission Expires: 10-15-15



**PLEASE NOTE:** Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.

# E-Verify



Company ID Number: 215610

## Information Required for the E-Verify Program

### Information relating to your Company:

Company Name: J&M Displays, Inc.

Company Facility Address: 18064 170th Avenue

Yarmouth, IA 52660

Company Alternate  
Address:

County or Parish: DES MOINES

Employer Identification  
Number: 4212645

North American Industry  
Classification Systems  
Code: 713

Parent Company:

Number of Employees: 1,000 to 2,499

Number of Sites Verified  
for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

- IOWA 1 site(s)

# E-Verify



Company ID Number: 215610

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer J&M Displays, Inc.

**Judy Kelly**

Name (Please Type or Print)

Title

*Electronically Signed*  
Signature

*Judy Kelly*

05/23/2009

Date

Department of Homeland Security - Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*  
Signature

05/23/2009

Date



## Raymore Park Board Agenda Item Information Form

**Date:** 2/23/2016  
**Submitted By:** Nathan Musteen  
**Division:** Administration

<input type="checkbox"/>	<i>Discussion Item</i>	<input checked="" type="checkbox"/>	<i>Action Item</i>
<input type="checkbox"/>	<i>Council Recommendation</i>	<input type="checkbox"/>	<i>Presentation</i>

### ***Title / Issue / Request:***

Schedule of Fees
------------------

### ***Background / Justification:***

The City Council approves a Schedule of Fees and Charges each year in preparation for the upcoming fiscal year.

In February, the Park Board reviews its current fee schedule and presents that revision to the Council through the Finance department.

During it's February meeting, the Budget Committee of the Park Board reviewed the schedule of fees and has made some changes that reflect actual charges and changes made over the past year.

The attached document highlights these changes.



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### ***Financial Impact:***

See Attached Document

### ***Project Timeline:***

Recommended changes submitted to the Finance Director  
Finance Director submits recommendation to the City Manager and Council during FY17  
Budget preparation

### ***Staff Recommendation:***

The Budget Committee of the Park Board has reviewed the attached changes - staff requests approval of the changes to be submitted to the Finance Director.

### ***Attachments:***

Current Parks & Recreation Schedule of Fees and Charges  
Recommended Changes to the Schedule of Fees



## Schedule of Fees and Charges - Adopted 10/12/2015

### City Miscellaneous

#### **Farmer's Market**

Booth space with power - reserved		\$20 per month
Booth space w/o power - reserved		\$10 per month
Booth space - available	Free	
	➢ first-come/first served	
	➢ Day of Market only	

### Parks and Recreation:

#### **Rental Fees - Resident**

East Shelter Reservation (day)		\$50
West Shelter Reservation (day)		\$50
Optimist Shelter Reservation (day)		\$50
Lion's Shelter Reservation (day)	\$70	
Park House Reservation (day)		\$75
Ballfield Reservation w/lights (day)		\$75
Ballfield Reservation w/o lights (day)		\$50

#### **Rental Fees - Non-Resident**

East Shelter Reservation (day)		\$75
West Shelter Reservation (day)		\$75
Optimist Shelter Reservation (day)		\$75
Lion's Shelter Reservation (day)	\$120	
Park House Reservation (day)		\$125
Ballfield Reservation w/lights (day)		\$150
Ballfield Reservation w/o lights (day)		\$100

#### **Specifically Permitted Rentals**

Baseball Tournament w/lights (weekend)	\$900 resident / \$1,800 non-resident
Baseball Tournament w/o lights (weekend)	\$600 resident / \$1,200 non-resident
Special Event - full park rental (day)	\$150 resident / \$300 non-resident

#### **Services**

Regular hourly rate	\$20
Overtime hourly rate	\$30

#### **Program Guide Advertisements**

single issue 1/8 page	\$35
single issue 1/4 page	\$60
single issue 1/2 page	\$115
single issue full page	\$230
single issue full page (color)	\$300



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Full year 1/8 page	\$29.75
Full year 1/4 page	\$51
Full year 1/2 page	\$97.75
Full year full page	\$195.50
Full year full page (color)	\$255.00

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## Schedule of Fees and Charges - Proposed FY17

*Recommended Adjustments*

### City Miscellaneous:

#### Farmers Market

(Add) Booth Space with power in Depot \$25 per month

### Parks and Recreation

#### Rental Fees - resident

(Add) Depot Reservation - Day \$70

#### Rental Fees - non-resident

(Add) Depot Reservation - Day \$120

#### Specifically Permitted Rentals

#### (Proposed changes to current schedule)

Baseball Field Rental	\$25 per hour per field
Tournament Complex Rental	\$900/\$450 deposit required
Ballfield Lights	\$25 per hour per field
Ballfield Preparation (Chalk/Paint)	\$30 per field
Additional Preparation during Tournament	\$15 per field
Tournament Team Fee	\$20 per team

#### (Remove)

Special Event - Full Park  
All Program Guide Advertisements

# MISCELLANEOUS ITEMS



- January 26, 2016 - Work Session Notes
- February 9, 2016 - Budget Committee Meeting Notes
- February 11, 2016 - Tree Board Meeting Notes
- Financials - As of January 31, 2016



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THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, JANUARY 26, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

PRESENT WERE CHAIRMAN MANSON, MEMBERS CASTLEMAN, CIPOLLA, EASTWOOD, HARRIS, HEATH, HOUDYSHELL AND SEIMEARS.

Chairman Manson called the meeting to order at 6:02pm.

**1. FY14 CIP - Raymore Disc Golf Project**

- a. Director Musteen presented an update on the 2014 Disc Golf CIP project. Highlights included an overview of work and tasks currently complete and final work to be completed.
  - i. The board discussed the purchase and location of alternate basket locations. Three locations on the front nine and three locations on the back nine.
    - 1. Discussion also included different installation options
    - 2. Locations will be installed on hole numbers 2, 3, 7, 12, 15 and 17
  - ii. Hole signage was addressed and would be on hold until after the April 2016 GO Bond election as the results may alter basket locations on the front nine. This topic would be brought back in April or May.

**2. Hawk Ridge Park - ADA Dock and Restroom CIP Project**

- a. Park Superintendent Rulo presented options for an ADA Dock and Restroom facility offered by the Missouri Department of Conservation Community Assistance Program (CAP).
  - i. The board was provided pictures of sample facilities
  - ii. Staff discussed and outlined the MDC CAP grant procedure
  - iii. The Board requested additional information and options to be brought back in a future work session.

**3. Sub-Committee Meeting Schedule Update**

- a. Director Musteen provided an updated schedule for the Park Board Sub-Committees.

**4. January Directives**

- a. Director Musteen was directed to forward on any City Council related activities that concerns the Park Board via email.

**5. Adjournment**

100 Municipal Circle (Mail)  
1021 South Madison St. (Office)



[www.Raymore.com/Parks](http://www.Raymore.com/Parks)  
816-322-2791 | fax 816-331-9426

- 
- a. The January 26 Work Session of the Park Board adjourned at 6:57pm.



THE RAYMORE BUDGET COMMITTEE OF THE PARKS AND RECREATION BOARD HELD A MEETING ON TUESDAY, FEBRUARY 9, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

PRESENT WERE COMMITTEE CHAIRMAN HARRIS, BOARD CHAIRMAN MANSON, MEMBERS CASTLEMAN AND HOUDYSHELL. STAFF MEMBERS PRESENT WERE DIRECTOR MUSTEEN, RECREATION SUPERINTENDENT MCLAIN AND PARKS SUPERINTENDENT RULO.

Committee Chair Harris called the meeting to order at 6:00pm.

### 1. Review of the Agenda

A review of the tentative agenda was provided, including a discussion regarding:  
Schedule of Fees  
CIP preparation  
Quarterly Review of the FY16 Budget

### 2. CIP Preparation

- a. Director Musteen presented a tentative schedule of the Budget process that includes revision and review of the CIP and preparation of the FY17 Budget.

Budget Prep Calendar (proposed dates, subject to change)

April 5	GO Bond Election
April 7	City Staff review of election results
April 8 - 25	Department Staff CIP Preparation
April 26	Park Board Work Session - CIP Review
May 10	Budget Committee Meeting - CIP Review
May 24	Park Board Meeting - CIP Recommendation (Action Item)
June 1 - 10	City Staff finalize the CIP preparation work
1st week of June:	FY17 preparation begins
June 14	Park Board Work Session - FY17 Review
June 28	Park Board Meeting - FY17 Recommendation (Action Item)
June 29 - July 22	Staff presentations to City Manager
July 26	Park Board Meeting - Final review of CIP and FY17 Budget
August 15	City Council Presentation

Further Discussion Included:

- Additional Programming Staff
- New project ideas for the 5 year CIP should the April Bond Issue pass.
  - Member Harris will invite Board Members to send project ideas to Director Musteen



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**3. Schedule of Fees**

- a. Recreation Superintendent McLain presented the Committee with the current schedule of fees.
- b. Recommendations for changes were discussed and will be presented to the Board for recommendation to the Finance Director for future presentation to the City Council.

**4. Budget Review**

- a. The Committee held a 1st quarter review of the Parks and Recreation Budget

**5. Adjournment**

- a. The meeting was adjourned at 7:23pm

# Raymore Tree Board Meeting

Public Works Facility  
1021 S. Madison St.  
Thursday, February 11, 2016  
3:30pm



THE RAYMORE TREE BOARD MET ON THURSDAY , FEBRUARY 11, 2016 IN THE CONFERENCE ROOM AT 1021 SOUTH MADISON, RAYMORE, MISSOURI.

PRESENT WERE MEMBERS RUST AND DIAZ, PARKS SUPERINTENDENT RULO, PARKS ARBORIST POWERS AND PARKS DIRECTOR MUSTEEN.



1. Arbor Day Celebration
  - a. The 2016 Arbor Day Celebration will be held at 10:00 a.m. on March 26 in conjunction with annual Easter Festival. Exact location of planting the ceremonial tree will be determined as City Staff prepares for the community event, however, general location will be on the designated area of Memorial Park that will be the future Raymore Arboretum.
  - b. Children will be invited to help with the tree planting through invitations stuffed in golden Easter eggs retrieved during the Easter Egg hunt.
  - c. Director Musteen will read the Arbor Day Proclamation
  - d. Parks Arborist Powers will assist participants in planting the tree.
  - e. Tree Board Member Diaz will research local nurseries in search of a "Sourwood" tree for this year's planting.
2. Raymore Arboretum
  - a. In June of 2016, the Tree Board will have an "identification" work day to identify all trees located in the Arboretum area at Memorial Park.
  - b. Once identified, signage and GPS locations will be discussed in preparation for an Arboretum grand opening.
3. Tribute Trees / Raymore Legacy Program
  - a. The Tree Board reviewed a draft version of the Raymore Legacy Tribute Tree brochure to ensure that tree species and location would comply with Tree Board policy.
4. Next Meeting
  - a. The next meeting of the Tree Board will be March 17th to finalize plans for the Arbor Day Celebration.

CITY OF RAYMORE  
 DEPARTMENT HEAD REPORT - UNAUDITED  
 AS OF: JANUARY 31ST, 2016

25 -PARK FUND  
 FINANCIAL SUMMARY

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>									
<u>NON-DEPARTMENTAL</u>									
MISCELLANEOUS	0.00	0.00	0.00	0.00	128.20	1,930.32	0.00 (	1,930.32)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	128.20	1,930.32	0.00 (	1,930.32)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	351,956.00	108,300.21	332,067.34	0.00	19,888.66	94.35
MISCELLANEOUS	0.00	0.00	0.00	3,041.00	37.48	2,406.06	0.00	634.94	79.12
PARK REVENUE	0.00	0.00	0.00	21,250.00	2,455.00	2,900.00	0.00	18,350.00	13.65
TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	68,750.01	0.00	206,249.99	25.00
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	133,709.36	406,123.41	0.00	245,123.59	62.36
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	337,800.00	13,878.00	33,049.00	0.00	304,751.00	9.78
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	337,800.00	13,878.00	33,049.00	0.00	304,751.00	9.78
TOTAL REVENUES	0.00	0.00	0.00	989,047.00	147,715.56	441,102.73	0.00	547,944.27	44.60
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	28,640.36	28,640.36	0.00	662,125.75	43,466.92	170,159.22 (	24,145.63)	516,112.16	22.05
RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	24,858.12	73,410.98	1,345.91	452,164.11	14.19
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,189,046.75	68,325.04	243,570.20 (	22,799.72)	968,276.27	18.57
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 199,999.75)	79,390.52	197,532.53	22,799.72 (	420,332.00)	110.17-

25 -PARK FUND  
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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NON-DEPARTMENTAL  
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MISCELLANEOUS

00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	128.20	1,930.32	0.00	( 1,930.32)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	128.20	1,930.32	0.00	( 1,930.32)	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	128.20	1,930.32	0.00	( 1,930.32)	0.00
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PARKS DEPARTMENT  
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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	294,691.00	94,306.00	288,462.80	0.00	6,228.20	97.89
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	57,265.00	13,994.21	43,604.54	0.00	13,660.46	76.15
TOTAL PROPERTY TAXES	0.00	0.00	0.00	351,956.00	108,300.21	332,067.34	0.00	19,888.66	94.35

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	3,041.00	37.48	37.48	0.00	3,003.52	1.23
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	2,368.58	0.00	( 2,368.58)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	3,041.00	37.48	2,406.06	0.00	634.94	79.12

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	21,250.00	2,455.00	2,900.00	0.00	18,350.00	13.65
TOTAL PARK REVENUE	0.00	0.00	0.00	21,250.00	2,455.00	2,900.00	0.00	18,350.00	13.65

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	125,000.00	10,416.67	31,250.01	0.00	93,749.99	25.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	150,000.00	12,500.00	37,500.00	0.00	112,500.00	25.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	68,750.01	0.00	206,249.99	25.00
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	133,709.36	406,123.41	0.00	245,123.59	62.36

RECREATION PROGRAMS  
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PROPERTY TAXES

PARK REVENUE

26-4700-0000 PARK CONCESSION REVENUE	0.00	0.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00
26-4715-1600 REC PROGRAMS-REC LEG MISC	0.00	0.00	0.00	25,700.00	2,155.00	2,265.00	0.00	23,435.00	8.81
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	83,850.00	220.00	220.00	0.00	83,630.00	0.26
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	76,965.00	2,225.00	2,928.00	0.00	74,037.00	3.80
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	22,100.00	75.00	15,043.00	0.00	7,057.00	68.07
26-4715-1620 REC PROGRAMS-SOCCER	0.00	0.00	0.00	49,675.00	6,015.00	6,756.00	0.00	42,919.00	13.60
26-4715-1625 REC PROGRAMS-ADULT SOFTBA	0.00	0.00	0.00	12,800.00	0.00	0.00	0.00	12,800.00	0.00

25 -PARK FUND  
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
26-4715-1630 REC PROGRAMS-MISC	0.00	0.00	0.00	3,600.00	288.00	812.00	0.00	2,788.00	22.56
26-4715-1635 REC PROGRAM-INSTRUCTIONAL	0.00	0.00	0.00	2,260.00	530.00	1,150.00	0.00	1,110.00	50.88
26-4715-1640 REC PROGRAM-TINY SPORTS	0.00	0.00	0.00	8,200.00	1,520.00	2,160.00	0.00	6,040.00	26.34
26-4715-1645 REC PROGRAM-FITNESS	0.00	0.00	0.00	4,800.00	850.00	1,600.00	0.00	3,200.00	33.33
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	7,850.00	0.00	0.00	0.00	7,850.00	0.00
26-4725-0000 ADVERTISING REVENUE	0.00	0.00	0.00	0.00	0.00	115.00	0.00	(115.00)	0.00
TOTAL PARK REVENUE	0.00	0.00	0.00	337,800.00	13,878.00	33,049.00	0.00	304,751.00	9.78
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	337,800.00	13,878.00	33,049.00	0.00	304,751.00	9.78

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25 -PARK FUND  
 PARKS DEPARTMENT

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>									
25-5010-1110 SALARIES/WAGES	0.00	0.00	0.00	0.00	0.00	2,740.00	0.00	( 2,740.00)	0.00
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	313,221.00	21,713.39	76,164.20	0.00	237,056.80	24.32
25-5020-1110 FICA	0.00	0.00	0.00	0.00	0.00	217.08	0.00	( 217.08)	0.00
25-5020-1250 FICA	0.00	0.00	0.00	24,716.00	1,631.79	5,725.93	0.00	18,990.07	23.17
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	19.19	19.19	0.00	( 19.19)	0.00
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	473.00	0.00	0.00	0.00	473.00	0.00
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	48,586.00	3,959.61	11,881.50	0.00	36,704.50	24.45
25-5045-1250 LAGERS	0.00	0.00	0.00	27,061.00	2,187.77	7,604.77	0.00	19,456.23	28.10
25-5050-1110 OVERTIME	0.00	0.00	0.00	0.00	0.00	97.50	0.00	( 97.50)	0.00
25-5050-1250 OVERTIME	0.00	0.00	0.00	17,031.00	615.01	1,675.37	0.00	15,355.63	9.84
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	5,288.00	436.91	1,310.73	0.00	3,977.27	24.79
TOTAL PERSONNEL	0.00	0.00	0.00	436,376.00	30,563.67	107,436.27	0.00	328,939.73	24.62
<b>COMMODITIES</b>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,693.75	302.99	1,433.41	245.48	10,014.86	14.36
25-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	1,660.00	158.25	196.86	69.99	1,393.15	16.08
25-6130-1250 OFFICE EQUIPMENT	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	2,000.00	135.34	311.60	67.96	1,620.44	18.98
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	45.85	180.30	687.51	1,632.19	34.71
25-6270-1010 UNIFORMS	0.00	0.00	0.00	290.00	0.00	0.00	0.00	290.00	0.00
25-6270-1250 UNIFORMS	0.00	0.00	0.00	4,880.00	736.50	3,161.70	0.00	1,718.30	64.79
TOTAL COMMODITIES	0.00	0.00	0.00	29,773.75	1,378.93	5,283.87	1,070.94	23,418.94	21.34
<b>MAINTENANCE &amp; REPAIRS</b>									
25-6400-1010 BUILDING MAINTENANCE	3,722.36	3,722.36	0.00	2,000.00	3,722.36	3,858.68	( 3,421.47)	1,562.79	21.86
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	100.09	110.09	0.00	389.91	22.02
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	42,200.00	716.78	1,261.39	547.42	40,391.19	4.29
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	1,000.00	331.17	336.17	20.00	643.83	35.62
TOTAL MAINTENANCE & REPAIRS	3,722.36	3,722.36	0.00	51,700.00	4,870.40	5,566.33	( 2,854.05)	48,987.72	5.25
<b>UTILITIES</b>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	735.42	3,422.99	0.00	36,757.01	8.52
25-6810-1010 WATER	0.00	0.00	0.00	2,350.00	0.00	0.00	0.00	2,350.00	0.00
25-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00
25-6840-1010 TELEPHONE	0.00	0.00	0.00	596.00	113.05	258.15	95.70	242.15	59.37
TOTAL UTILITIES	0.00	0.00	0.00	44,926.00	848.47	3,681.14	95.70	41,149.16	8.41
<b>CONTRACTUAL</b>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	90.00	0.00	0.00	0.00	90.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,115.00	0.00	0.00	355.00	1,760.00	16.78
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	530.00	245.00	245.00	280.00	5.00	99.06
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
25-7180-1010 INSURANCE	0.00	0.00	0.00	11,229.00	0.00	8,026.40	0.00	3,202.60	71.48
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,645.00	0.00	32.03	37.79	3,575.18	1.92



25 -PARK FUND

RECREATION PROGRAMS

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
26-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	224,331.00	12,291.48	42,091.25	0.00	182,239.75	18.76
26-5020-1310 FICA	0.00	0.00	0.00	17,702.00	966.75	3,249.23	0.00	14,452.77	18.36
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	339.00	13.76	13.76	0.00	325.24	4.06
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	34,797.00	1,273.34	3,821.36	0.00	30,975.64	10.98
26-5045-1310 LAGERS	0.00	0.00	0.00	19,381.00	1,055.65	3,591.11	0.00	15,789.89	18.53
26-5050-1310 OVERTIME	0.00	0.00	0.00	698.00	562.47	1,031.96	0.00	( 333.96)	147.85
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	3,787.00	358.33	1,074.99	0.00	2,712.01	28.39
TOTAL PERSONNEL	0.00	0.00	0.00	311,035.00	16,521.78	54,873.66	0.00	256,161.34	17.64

COMMODITIES

26-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	95.22	0.00	( 95.22)	0.00
26-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	29.28	( 29.28)	0.00
26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	95.18	116.80	18.17	1,843.03	6.82
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	750.00	12.25	12.25	0.00	737.75	1.63
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00
26-6260-1605 TOOLS/EQUIP-SUMMER QUEST	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	6,000.00	0.00	56.77	0.00	5,943.23	0.95
26-6260-1615 TOOLS/EQUIPMENT-BASKETBAL	0.00	0.00	0.00	1,150.00	0.00	0.00	5.96	1,144.04	0.52
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,300.00	0.00	0.00	0.00	2,300.00	0.00
26-6260-1625 TOOLS/EQUIPMENT-ADULT SOF	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
26-6270-1010 UNIFORMS	0.00	0.00	0.00	883.00	0.00	0.00	0.00	883.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	17,611.00	107.43	281.04	53.41	17,276.55	1.90

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	20,000.00	259.91	282.47	0.00	19,717.53	1.41
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,020.00	0.00	700.00	435.00	1,885.00	37.58
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,550.00	0.00	1,345.22	160.00	2,044.78	42.40
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
26-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	25,000.00	1,423.25	1,948.25	0.00	23,051.75	7.79
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	4,320.00	79.82	434.66	0.00	3,885.34	10.06
26-7315-1010 PRINTING	0.00	0.00	0.00	1,550.00	0.00	0.00	0.00	1,550.00	0.00
26-7330-1600 REC EXP- MISC LEAGUES	0.00	0.00	0.00	11,600.00	314.50	403.00	0.00	11,197.00	3.47
26-7330-1605 REC EXP - SUMMER QUEST	0.00	0.00	0.00	17,360.00	0.00	0.00	0.00	17,360.00	0.00
26-7330-1610 REC EXP-BASEBALL & SOFTBA	0.00	0.00	0.00	35,500.00	0.00	0.00	0.00	35,500.00	0.00
26-7330-1615 REC EXP-BASKETBALL LEAGUE	0.00	0.00	0.00	7,150.00	5,519.30	5,519.30	697.50	933.20	86.95
26-7330-1620 REC EXP - SOCCER	0.00	0.00	0.00	17,000.00	0.00	88.50	0.00	16,911.50	0.52
26-7330-1625 REC EXP - ADULT SOFTBALL	0.00	0.00	0.00	7,400.00	0.00	0.00	0.00	7,400.00	0.00
26-7330-1630 REC EXP - PROGRAMS MISC	0.00	0.00	0.00	2,700.00	144.00	144.00	0.00	2,556.00	5.33
26-7330-1635 REC EXP - INSTRUCTION	0.00	0.00	0.00	2,445.00	0.00	348.00	0.00	2,097.00	14.23
26-7330-1645 REC EXP - FITNESS	0.00	0.00	0.00	3,600.00	0.00	637.50	0.00	2,962.50	17.71
26-7340-1600 RENT	0.00	0.00	0.00	5,800.00	0.00	0.00	0.00	5,800.00	0.00
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,780.00	0.00	4,948.51	0.00	( 168.51)	103.53

C I T Y O F R A Y M O R E  
 DEPARTMENT HEAD REPORT - UNAUDITED  
 AS OF: JANUARY 31ST, 2016

25 -PARK FUND  
 RECREATION PROGRAMS  
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	25,250.00	488.13	1,456.87	0.00	23,793.13	5.77
TOTAL CONTRACTUAL	0.00	0.00	0.00	198,275.00	8,228.91	18,256.28	1,292.50	178,726.22	9.86
<b>CAPITAL PROJECTS</b>									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	24,858.12	73,410.98	1,345.91	452,164.11	14.19
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,189,046.75	68,325.04	243,570.20	( 22,799.72)	968,276.27	18.57
REVENUES OVER/(UNDER) EXPENDITURES	( 28,640.36)	28,640.36	0.00	( 1,189,046.75)	( 68,325.04)	( 243,570.20)	22,799.72	( 968,276.27)	18.57

\*\*\* END OF REPORT \*\*\*