



Raymore Park Board Agenda

Tuesday, March 22, 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
 5. Acceptance of Minutes February 23, 2016
 6. Committee Reports
 - Finance Committee (did not meet)
 - Recreation Committee (did not meet)
 - Grounds Committee (March 8 - notes attached)
 7. Staff Reports
 - Recreation Superintendent
 - Parks Superintendent
 - Parks & Recreation Director
 8. Old Business
 - A. Concession / Vending Contract Report Item
 - B. Screen Printing Contract Report Item
 9. New Business
 - A. Festival in the Park - MOU Action Item
 - B. Background Screening Policy Review Action Item
 10. Public Comment
 11. Board Member Comment
-



12. Adjournment

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, FEBRUARY 23, 2016, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen and Recreation Coordinator Keith

1. Call to Order Chairman Manson called the meeting to order at 7:00 p.m.

2. Roll Call Chairman Manson welcomed Steve Trautman to the Board.

3. Pledge of Allegiance

4. Acceptance of Minutes of January 26, 2016 Meeting

Motion: Member Harris moved to approve the minutes.
Member Castleman seconded.

Discussion: None

Vote:	9 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
		Member Trautman	Aye

5. Public Comment

None

6. Committee Reports

Finance Committee - met January 9, Member Harris reported the group will be collecting information for the upcoming budget & CIP. Next meeting May 10.

Grounds Committee - did not meet

Recreation Committee - did not meet

7. Staff Reports

Director Musteen gave a verbal report, in addition to the written reports submitted.

Member Harris asked what is the estimated date of completion. The Director said the project contract stated 80 days total, therefore May 7 is the date.

8. Unfinished Business

None

9. New Business

A. July 4th Fireworks Contract

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.

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.

B. Schedule of Fees FY16/17

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 its 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.

Motion: Member Harris moved to accept policy as presented.
Member Houdyshell seconded.

Discussion: None

Vote:	9 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
		Member Trautman	Aye

10. Public Comments

None

11. Board Comments

Member Harris welcomed Steve Trautman to the Board. He encouraged everyone to attend the Reimagine Raymore meetings. He also encouraged everyone to come out to the April 5 election.

Member Castleman was also very pleased with the Reimagine Raymore meetings.

Member Seimears encouraged the public to come to the next Reimagine Raymore meeting, it was very entertaining & educational.

Member Trautman said he was very glad to be here.

Chairman Manson said that he too agreed with how important the Reimagine Raymore meetings have shown that green space is important to the residents; for the mental & physical health of the citizens.

12. Adjournment

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

Discussion: None

Vote:	9 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
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 7:22p.m.

Respectfully submitted,
Jerri Lynn Keith
Recreation Coordinator



STAFF REPORT

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

Administrative Operations

- Staff continued building the yearly spreadsheet listing all programs, events, and sports for Communications Manager with the new program guide listings.
- Staff assisted Recreation Coordinator in final Easter Festival activity preparations.
- Recreation Coordinator scheduled facility monitors and scorekeepers for youth basketball and youth volleyball programs.
- Recreation Coordinator continued preparations for sponsors and community partners in support of Spring Special Events. Local organizations continued to assist with the stuffing of eggs.
- Staff have been working on recreation equipment inventory and cleaning sports equipment in preparation of youth spring soccer, volleyball, baseball, and softball leagues.
- Staff worked on updates to Rec Trac software system. Updates were made and added programs and offerings were entered into the system such as the Legacy Program.
- Staff worked on Shopping Cart for Screen Printer selection.
- Staff constructed surveys to send out to coaches and participants of the youth basketball program.
- Staff collected and planned programs to be placed into the Summer Program Guide.
- Staff has been working with local businesses regarding their support through sponsorship for programs, events, and upcoming sports.

Meetings/Trainings Attended

- Recreation Superintendent
 - February 28 CCJAA Football Board Meeting
 - March 2 Rec Trac Training Meeting
 - March 8 Grounds Committee Meeting of Park Board
 - March 3 Challenger Soccer Meeting to go over trainer options for Raymore United
 - March 9 Soccer Assigner Preparation Meeting for Spring Soccer Season
 - March 9 South Metro Follow Up meeting for Basketball
 - March 9 Easter Festival Meeting with Parks Staff
 - March 10 Interview for Summer Camp Director Position
 - March 10 Soccer Coaches Meeting
 - March 11 G.O. Bond Informational Meeting
 - March 15 South Metro Volleyball Game Scheduling Meeting
 - March 17 Soccer Officials Meeting
 - March 22 South Metro Soccer Game Scheduling Meeting
 - March 24 Department meeting and final preparations meeting for Easter Festival



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- o March 29 Personal Trainer meeting to discuss future program opportunities
 - o March 31 MPR Parks and Recreation Liability Committee Meeting
 - Recreation Coordinator
 - o Multiple Meetings with supporters of the Department's Special Events
 - o March 10 Interview for Summer Camp Director Position
 - o March 10 Volleyball Coaches Meeting
 - o March 13 Archery Certification Course
 - o March 16 Health Department Meeting regarding Farmers Markets
 - o March 17 Nature Program Webinar

Sports (Youth)

- Winter youth sports programs:
 - o Winter recreational youth basketball was competed with season ending tournaments on March 5. Raymore hosted the 3rd/4th and 7th/8th grade boys tournaments.
- Spring sports programs:
 - o Youth Soccer started practices the week of March 14th.
 - Total participants 300 this is an increase of 21 participants from 2015.
 - Soccer has the returning league sponsor of Summit Homes.
 - o Youth Volleyball started practices the week of March 14th.
 - Total participants 78 this is an increase of 2 participants from 2015.
 - Staff has reorganized this program to try and improve interest in the program. We have added 3rd graders to the sport to make 3 divisions. 3rd/4th, 5th/6th, and 7th/8th grades are now the division breakdowns. We also have joined this program into the South Metro Sports Group to accommodate the share play option.
 - The volleyball league has been sponsored by Minsky's Pizza.
 - o Youth Baseball and Softball registrations are open until April 1.

Special Events

- Easter Festival will be held on March 26
- Jog with Your Dog is scheduled for April 2
- Touch A Truck is scheduled for April 23



STAFF REPORT

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

Parks Operations

- The Baseball Renovation Project continues to progress and is ahead of schedule
- Staff completed the french drain along the Disc Golf Course. This should help keep the area around hole 10 dry and keep water off the trail
- Staff is preparing for the Annual Easter Festival
- Staff continues to prepare for the upcoming soccer and baseball seasons
- Staff met with the MDC to discuss the process and potential quote for the dock and restrooms at Hawk Ridge Park
- Field Work at the Hawk Ridge Park practice area was done to increase safe play
- Park staff worked on cleaning up trash and debris at Hawk Ridge Park
- Park staff painted the foul poles for the fields under construction
- Superintendents Rulo and McLain attended the Parks and Recreation Board Grounds Committee meeting on Tuesday night. Discussions were held regarding the projects the department currently has underway, along with the upcoming projects scheduled for FY 16
- Memorial Park Baseball Field 4 has been updated and renovated with new infield playing material and player benches. Park staff also completed spring field maintenance and turf repair in preparation for the upcoming season
- Staff installed an informational kiosk near hole #10 on the disc golf course in Recreation Park. Staff also installed signage along the natural areas in Recreation Park

Parks and Recreation Monthly Report



March 2016

Through the Month



February 29

Staff participated in the three Community Conversations, the Strategic Planning event hosted by the City Council to gather community input on the future of Raymore. The final community conversation was held on February 29. Various members of the staff worked the event helping with set-up and cleanup, participated as table facilitators or joined the conversation as participants.

March 2

Director Musteen, Parks Superintendent Rulo and Park Foreman Schmill met with members of the Missouri Department of Conservation on location at Hawk Ridge Park to discuss potential grant opportunities including current CIP Projects for FY16 that include restrooms and fishing dock.

Director Musteen & Recreation Superintendent McLain met with the IT Department to discuss training and future upgrades to our registration/financial software - RecTrac.

March 3

Director Musteen and members of the City Management team met with consultants regarding the Municipal Circle City Center building project. (see Concept Design)

March 4

Superintendent Rulo and Director Musteen met a representative of the Raymore Cemetery Board and again with City Manager Feuerborn to discuss Councilmember Hubach's request concerning the Parks and Recreation department managing the Raymore Cemetery.

Assistant City Manager Hauck and Director Musteen inspected the proposed sculptures recommended by the Arts Commission to be placed in the parks for durability, size and location suitability. Ms. Hauck is to report to the Arts Commission that staff does not recommend the proposed sculptures at this time.

March 11

Director Musteen attended the bi-monthly KCMPRDA (Kansas City Metro Parks and Recreation Area Director's Association) meeting at the Olathe Community Center.



Concept Design



Back View

March 16

Director Musteen and Parks Maintenance staff attended a Missouri Native Plants workshop at the Park House. Master Gardener, Paula Diaz and MDC Community Conservation Planner, Stephen Van Rnein held the event for Parks staff, Engineering Stormwater Management staff and the Peculiar Parks and Recreation Department.

March 17

Director Musteen met with Dana Seiter, Raymore Grants Coordinator, to prepare and plan for potential grants and upcoming projects.

March 22

Director Musteen and Assistant City Manager will attend the Raymore-Peculiar Sunrise Optimist Club's weekly meeting to present information on the No Tax Increase Bond Issue and answer questions related to the ballot issue.

Director Musteen will accept on behalf of the Parks & Recreation Department a donation check from the Optimist Club for the 2016 Easter Festival.

Day-to-Day

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

Parks & Recreation Management Staff have begun preparing for the upcoming FY17 Budget process.

Parks & Recreation Management Staff continue to work through options for the replacement of the part-time office assistant.

Trainings / Conferences

March 8 - 10

Director Musteen attended the 2016 Missouri Community Forestry Council Annual Conference in St. Joseph, Missouri. Topics of discussion included the 40th Anniversary of the Tree City USA program, protecting and maintaining our urban forest, and educating contractors and municipal departments on the benefits of trees during construction projects.



Parks & Recreation Board



Raymore Parks & Recreation Board - February 2016

March 8 - The Grounds Committee of the Park Board met to discuss several items. Notes of the meeting are attached in the March 2016 packet and a verbal report to be given at the March 2016 Park Board meeting.

March 14 - The Raymore City Council unanimously approved the Contract for Real Estate Purchase under Bill 3146 and a Budget Amendment for Real Estate Purchase under Bill 3151 for the acquisition of 201 S. Adams Street from the First Baptist Church using Park Fee in Lieu funds. The property will expand the area of the T.B. Hanna Station Park.

The Park Board approved the use of this funding source. A copy of Bill's 3146 & 3151 are attached in the March 2016 Packet.

Coming Up - Calendar of Events

- 03-24-2016 - Communities for All Ages Conversation - Council Chambers
- 03-26-2016 - Easter Festival - Memorial Park, 10:00am Egg Hunt & Arbor Day Festivities
- 03-30 - 04-01-16 - Nathan Musteen, Agents of Change Symposium 2016 - Austin, TX
- 3-31-2016 - John McLain - MPR Parks & Recreation Liability Advisory Committee
- 04-02-2016 - Jog With Your Dog - Recreation Park
- 04-05-2016 - NO TAX Increase Bond Election
- 04-12-2016 - John McLain - RecTrac User Group Summit - Kansas City
- 04-12-2016 - Recreation Committee Meeting
- 04-26-2016 - Park Board April Meeting

Program Updates

Farmer's Market

The Original Town Farmers Market opens Tuesday, June 7, for the 2016 season. Returning vendors were invited to register early beginning February 1. Over 20 vendors were in line at the park office at 8am. March 1, all available vendor spaces opened for reservation.



With the addition of the Depot, our set-up has changed to include the additional space. We now have 16 premium spaces available under the Depot and 34 spaces on the grass. We offer different options for vendor locations including sites that are covered, have electricity, pull-in trailer access and some available drop-in sites.

Weekly music & activities to enhance the experience for patrons will be available again for the 2016 season. Nine (9) spaces in the Depot and 26 grass spaces have been reserved as of March 1.

Raymore Legacy

The Raymore Legacy Program is now accepting donations to leave a lasting legacy through honor bricks, tribute trees, memorial benches or heritage shelters.

The program is designed to enhance and beautify the City of Raymore's public parks, green spaces, linear parks and public grounds. It also provides Raymore residents a way to connect with the park system on a personal level.

We have already accepted orders for the Honor Bricks and Memorial Benches.

Brochures are available at City Hall and more information is located at www.raymore.com/parks



Raymore Easter Festival

Saturday, March 26

Kids in 4th grade and under will enjoy hunting for 15,000 Easter eggs in age-appropriate areas. Raymore's Parks & Recreation department will also host refreshments, a cupcake walk, face painting, and other activities. Best of all, kids can have their photos taken with the Easter Bunny. Spring weather is unpredictable. With that in mind, the egg hunt will be held regardless of weather, so wear appropriate clothing and shoes. Remember to bring a basket!

10:00am - 12:00pm - Memorial Park

Raymore's Community For All Ages meeting - You're invited: March 24

The City of Raymore invites residents to participate in a community meeting focused on how we can turn our community into one for all ages. In partnership with Mid-America Regional Council the City of Raymore community development staff will present information and discuss ways in which we are working toward a Community For All Ages Designation, a recognition given to a hand-full of cities for their participation in the regional program.

"This is a great opportunity to examine what policies and practices we currently have in place and discuss what we can do differently to make our city one that welcomes residents of all ages," Community Development Director Jim Cadoret said.

Thursday, March 24

6:30-8:30 p.m.

City Hall, 100 Municipal Circle

Refreshments will be provided (sandwiches, dessert, soda, coffee).

Projects Update – FY16

Item	Status	Cost Info	Completion Date	Comments
<p>Recreation Park Baseball Field Renovation Phase II Project #16-230-201</p>	<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 & 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>March 3 - Good weather has provided excellent working conditions. Project is approximately 2 weeks ahead of schedule.</p> <p>March 16 - Progress continues as favorable weather allows for good working conditions. Project completion is expected ahead of schedule at this time.</p>	<p>Budget: \$225,000 FY16 - CIP</p>	<p>Spring 2016</p>	<p>Guier Fence was recommended as the best lowest bid in the amount of \$220,789.00</p>
<p>Hawk Ridge ADA Dock</p>	<p>Concept ideas presented to the Park Board in the January work session.</p> <p>March 2 - Staff met with MDC representatives on location to discuss cost saving opportunities.</p>	<p>Budget: \$45,000 FY16 - CIP</p>	<p>Fall 2016</p>	<p>A fully accessible fishing dock. Potential opportunity to cooperate with MDC through our current CAP agreement to minimize costs.</p>
<p>Hawk Ridge Restroom</p>	<p>Concept ideas presented to the Park Board in the January work session.</p> <p>March 2 - Staff met with MDC representatives on location to discuss cost saving opportunities.</p>	<p>Budget: \$90,000 FY16 - CIP</p>	<p>Fall 2016</p>	<p>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.</p>

Recreation Park Shade Structures	To begin upon completion of the fence renovation project. Staff has began drafting a scope of work in preparation for the RFQ process later this spring.	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"> • Front Nine Installation • Eagle Scout Project installed Hole markers • Back Nine Installation • Landscaping and clean-up • French Drainage system near Hole #10 • Natural Area Signage & Back #9 Kiosk 	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



Raymore Park Board Agenda Item Information Form

Date: *March 22, 2016*
Submitted By: *Recreation Superintendent McLain*
Division: *Administration*

<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:

Vending Services Contract

Background / Justification:

In January, Staff presented the Park Board with information on the Beverage Vending Contract.

The Parks and Recreation Department manages the Beverage Vending Contract for the City. The Recreation Division has requested proposals from beverage vendors for the next contract cycle. The current contract is scheduled to expire in April 2016.

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.



Staff received one complete bid with all requirements - Staff will be submitting a contract recommendation to City Council that Pepsi Cola be awarded the Vending Contract for the City of Raymore.

Financial Impact:

Contract for Services, N/A

Project Timeline:

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

Staff Recommendation:

N/A

Attachments:

N/A



Raymore Park Board Agenda Item Information Form

Date: *March 22, 2016*
Submitted By: *Recreation Superintendent McLain*
Division: *Administration*

<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:

Screen Printing Services Contract

Background / Justification:

In January, Staff presented the Park Board with information on the Screen Printing Services 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 requested 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.



Staff received eight proposals with one complete bid in all required areas - Staff will be submitting a contract recommendation to City Council that Little's Sport Shop be awarded the Screen Printing Contract for the City of Raymore.

Financial Impact:

Contract for Services, N/A

Project Timeline:

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

Staff Recommendation:

N/A

Attachments:

N/A



Raymore Park Board Agenda Item Information Form

Date: *March 22, 2016*
Submitted By: *Director 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:

Festival in the Park - Memorandum of Understanding
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Background / Justification:

The Memorandum (MOU) between the Festival in the Park, LLC. details the relationship between the Festival Committee and the Department as well as the amount of in-kind support being requested of the City Council.

The MOU sets up the Festival as a rental event in Memorial Park that includes cooperation of our Parks Crews for certain operational activities related to the Festival. The Festival in the Park Committee is required to reimburse the Department for the rental of the Park as well as for the services provided to the event. The City Council will consider the MOU in a future business meeting to determine whether or not they wish to support the Festival by providing the parks crew services and rental as in-kind support. The Council approved the FY16 budget with the in-kind support for the event included.



Specific Changes to the 2016 MOU include the following:

- General Formatting throughout the document
- Current Festival Logo & Current Parks & Recreation Header
- Dates of event or year references listed: Changed to September 22 - 24 or 2016 throughout the document as necessary
- Page 2 - Number 5: Change of Recreation Park Soccer Fields to "Recreation Park parking lot and trail area"
- Page 2 - Item C: Change of "Aquila" to "KCPL"
- Page 6 - Attachment #1: Change of specific dates to "the first week of August/September"
- Page 7 - Attachment #2: Addition of "All questions or changes regarding the City of Raymore Name and Title Usage shall be addressed with the City Communications Department."

Financial Impact:

Transfer from General Fund offsets departmental expenses for this event

Project Timeline:

Review of Festival Committee and Park Board -	March 2016
Signatures of Festival President and Park Board Chair -	March 22, 2016
Present to Council and Mayor Signature -	April 2016
Signed Copy to Festival -	April 2016

Staff Recommendation:

Accept Changes and approve the 2016 Festival in the Park / City of Raymore Memorandum of Understanding.

Attachments:

Attached is the draft Memorandum of Understanding for Festival in the Park's use of Memorial Park for the 2016 event.



MEMORANDUM Of UNDERSTANDING



Between: Raymore Parks and Recreation
And: Festival in the Park, Inc.
Date: March 22, 2016
Re: Raymore Festival in the Park Operations 2015

The Raymore Festival in the Park is an annual event held in Raymore's Memorial Park. Since the event will be held on City property in Memorial Park and the Festival in the Park organizers have expressed an interest in using the services of certain city staff for the event, both parties recognize the need to document in writing certain specific details of the relationship between the two organizations. The City of Raymore through the Raymore Parks and Recreation Department (City) and the Raymore Festival in the Park, Inc. (RFIPI), agree that this Memorandum of Understanding shall be the agreement under which both parties will operate in concert to provide the city-wide special event that benefits the residents of Raymore.

1. City Contribution

The City Council has determined that the Festival in the Park is a unique event of public interest and importance such that an in-kind contribution of park staff labor, electrical service, and park license fee of up to \$4,500 is found to be justified and in the best interests of the citizens of Raymore and is authorized as a material term of this Memorandum of Understanding to preserve and promote the Festival. Such contribution will be made from the General Fund of the City. For its sponsorship, the City will receive those benefits outlined in Attachment # 3.

2. Procedures for approval of this document

The RFIPI shall negotiate the following license agreement to include the reservation and use of certain areas of Memorial Park and Recreation Park, as well as several areas in the City Hall and certain services listed below. The license agreement shall be reviewed by the Park Board for recommendation to the City Council. RFIPI shall present the license agreement to the Council for approval.

3. Communication between CITY and RFIPI

Both CITY and RFIPI shall each designate a single contact person through which all contact shall be made. Requests pursuant to this license agreement and requirements of the agreement as listed in the duties and responsibilities attachments shall be made in writing.

4. The License Agreement Policy of the Park Board

The Raymore Park Board has adopted a policy for the license of City-owned facilities to outside agencies for special events. This policy ensures that the City will be reimbursed for costs related to organizational use of facilities in the amount of \$150 per day for standard special events. Standard event set up shall include fresh mowing of the park area, daily trash servicing, and daily rest room servicing. Additional duties

related to park set up, event staffing, and post-event clean up shall be billed to organizations at a rate of \$20 per man hour for regular time, \$30 per man hour for overtime, and any additional expenses incurred as agreed upon by the Board and the organization.

5. License Agreement. The term of the 2016 license of City facilities by the RFIPI shall begin on Thursday, September 22, 2016 and end on Saturday, September 24, 2016.

The RFIPI shall have use of the following Memorial Park facilities for the term of this license (see map attached):

1. northeast parking lot and east central parking lot
2. east field
3. ball fields #1 and #2 and areas surrounding those fields
4. Lions shelter
5. West shelter
6. Concession stand
7. park areas north and west of the tennis courts
8. park areas south of the west shelter to Lucy Webb Road

RFIPI shall have license to use Recreation Park parking lot and trail area for the parade on the morning of Saturday, September 24, 2016.

- A. Park Closure.** At no time shall the park be closed to the public. Facilities not specifically listed in “5” above shall remain available for public use.
- B. Damage to facilities or grounds.** Any damage to facilities or grounds caused by the festival, ordinary wear and tear excepted, shall be charged to the organization in an amount to include supplies and man hours spent repairing said damage.
- C. Compensation and Reimbursables.** The amount of \$450 (\$150 daily license fee X 3 days) shall be taken from \$4,500 in-kind contribution, leaving the remainder to apply toward electrical service and park staff labor. Charges for electrical service shall be equal to the amount charged by KCPL for the meter located near the NW corner of Raymore Elementary School during the term of the license. Charges for park staff labor to perform duties listed below shall be at the rate of \$20 for regular time activities and \$30 for overtime activities.

Based on the 2015 event request, the amount of reimbursable charges is expected to be approximately \$4,000. RFIPI shall pay CITY for all services provided by CITY, if any, that exceed the City’s in-kind contribution of up to \$4,500.

Duties requested by RFIPI:

1. provide trash receptacles, collect trash, dispose of trash to RFIPI provided dumpster, and clean in accordance with the following schedule:
 - Collect trash every two to three hours during the course of the event
 - Clean rest rooms every two to three hours during the course of the event
2. Provide standard City forms as required.
3. Prepare the parks for the event to include non-standard items such as set up of chairs, tables, tents, parade line up areas, boy scout areas, carnival areas, vendor booth areas with electricity, sound system and lighting under the shelter, volleyball and basketball areas, operational barriers and cones, and transporting equipment to the site.
4. Provide staff for the Sunday carnival arrival and provide staff for the three-day event to perform manual duties including set up and tear down of individual activity areas, regular trash pick up,

transportation of equipment between the park and the maintenance building, coordination of the parade with the police department, and troubleshooting electrical and emergency issues.

5. Lend equipment that has traditionally been used during the festival to RFIPI by transporting it on the day needed to the event site. Equipment includes popup tents, sound systems, extension cords, power cords and junction boxes, trailers, event/activity supplies, portable basketball hoops, t-posts and streamers, and traffic cones.

D. Independent Contractor

RFIPI is an independent contractor with respect to all services performed under this license agreement. RFIPI accepts full and exclusive liability for the payment for any services or products purchased for the event and for all premiums, contributions, or taxes for worker's compensation, social security, unemployment benefits, or other benefits now or hereinafter imposed under any state or federal law which are measured by the wages, salaries, or other remuneration paid to persons employed by RFIPI on work performed under the term of this license. RFIPI shall defend, indemnify, and hold harmless the City from any claims or liability for such contributions or taxes. Nothing contained in this license agreement nor any act of the City or of RFIPI shall be deemed or construed to create any third party beneficiary or principal or agent association or relationship with the City. RFIPI is not the City's agent and RFIPI has no authority to take any action or execute any documents on behalf of the City.

E. Indemnification

RFIPI shall defend, indemnify, and hold harmless the City from and against any and all claims arising out of or resulting from all acts or omissions in connection with this agreement caused in whole or in part by RFIPI or RFIPI's agents, regardless of whether or not caused in part by any act or omission including negligence of the City. RFIPI is not obliged under this section to indemnify CITY for the sole negligence of the City.

F. Insurance Requirements

RFIPI shall procure and maintain in effect throughout the duration of the license agreement insurance coverage listing the CITY as an additional insured that is not less than the types and amounts specified as follows:

1. Commercial general liability insurance: with limits of \$1,000,000 per occurrence and \$1,000,000 aggregate,
2. Worker's compensation insurance to meet statutory requirements,
3. Commercial automobile liability insurance, and
4. If applicable, professional liability insurance.

In the event that additional insurance, not specified herein, is required during the term of this agreement, CITY reserves the right to require RFIPI to provide such insurance or, if RFIPI fails to provide such insurance, to obtain such insurance at RFIPI's expense. Policies containing a self-insured retention are unacceptable to CITY and shall not be deemed to meet the insurance requirements of this agreement.

Policies may not be materially changed or cancelled during the term of this agreement without the City's prior written consent. Prior to any material change or cancellation, the City shall be given thirty (30) days advance notice by certified or registered mail to the City at the following address:

City of Raymore
Attn: Parks and Recreation Department
100 Municipal Circle
Raymore, MO 64083

Further, the City shall be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

RFIPI shall, by no later than August 23, 2016, provide the City with proof of insurance evidencing that RFIPI has met the insurance requirements of this agreement. Such insurance policies shall name the CITY as additional insured.

G. Compliance with laws

RFIPI shall comply with all federal, state and local laws, ordinances, and regulations applicable to this license agreement. RFIPI, at its own expense, shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this license agreement. All references to “code” shall mean the City’s code of ordinances, including any amendments thereto or recodification thereof.

H. RFIPI Responsibilities

See attachment #1, RFIPI’s responsibilities, incorporated into this agreement.

I. Termination of Agreement

CITY may, at any time upon ten (10) days notice to RFIPI specifying the effective date of termination, terminate this agreement, in whole or in part, if RFIPI is determined by the City to be in breach of any portion of this agreement. RFIPI may terminate this agreement upon ten (10) days notice to CITY if CITY is in material breach before the end of the ten day notice period. If this agreement is terminated prior to the completion of the services to be performed hereunder, all finished or unfinished documents and agreements prepared or obtained by RFIPI pursuant to this agreement shall become City property. If this agreement is terminated prior to the completion of the term, RFIPI shall immediately remove all property owned by it or its agents that is located on the licensed premises.

J. Defaults and Remedies

Should RFIPI be in default or breach of any provision of the agreement, CITY may terminate, suspend CITY’s performance, or invoke any other legal or equitable remedy after giving RFIPI reasonable notice and opportunity to correct such default or breach.

K. Annual Report

A detailed report shall be presented to the City Council after the event.

L. Americans with Disabilities Act

RFIPI shall comply, during the course of this license agreement, with all provisions of the Americans with Disabilities Act.

M. Assignability or Subcontracting

RFIPI shall not subcontract, transfer, or assign any part or all of RFIPI’s privileges, obligations, or interests without CITY’s prior written approval.

N. City logo.

RFIPI shall place the City of Raymore’s logo or name and title usage as set forth on attachment #2 on all festival information distributed to the public.

SIGNATURES:

President, Raymore Festival in the Park, Inc.

Printed Name RFIPI President Signature Date

Mayor, City of Raymore

Printed Name Mayor Signature Date

Chair, Raymore Parks and Recreation Board

Printed Name Park Board Chair Signature Date

RFIPI's Responsibilities

Attachment #1

1. Designate in writing a person to act as RFIPI representative with respect to this license.
2. Provide an event operations map – draft by the First week of August for City review.
3. Provide an event operations map - final including all staging and vendor booth locations by the First week of September.
4. Provide a Festival event schedule – draft by First week of August for CITY review
5. Provide a Festival event schedule – final by First week of September for CITY review
6. Coordinate and provide all advertising and promotion
7. Coordinate and provide all mailing of and postage for all flyers direct mailed
8. Accept and receipt participant registrations
9. Field event information requests
10. Contract with a carnival
11. Coordinate the carnival's pre-event inspection
12. Supply tents, tables, chairs, port-a-potties (minimum 4 plus 1 ADA accessible)
13. Provide staffing of event activities and parking areas
14. Coordinate and provide concession stand operations
15. Provide all concessions equipment and supplies
16. Clean up concession stand after the event
17. Supply any equipment not currently in the parks inventory necessary for the safe and efficient operation of the event to include: Paint, office supplies, money bags, extension cords, and any other items in the inventory of the parks that are not sufficient in number.
18. Supply electricity for carnival housing trailers
19. Coordinate event activities with RPD for overnight security, parking and parade traffic assistance
20. Coordinate with SMFPD for on-site first aid
21. Coordinate with Emergency Mgmt for emergency plan, if necessary
22. Provide all activity and event awards
23. Coordinate sales tax collection by vendors with the state
24. Include the City in the text of all waivers on activity registration forms
25. Coordinate street clean up after the parade
26. Maintain all park areas in a professional manner -No decorations or signs may be taped to any city facilities.
27. Provide 40-yard dumpster on site for daily trash collection
28. Communicate any changes from the 2015 festival in the park to CITY by First week of August for review and incorporation into the staffing and operational plans by the department

City of Raymore Name and Title Usage

Attachment #2

Guidelines

(All questions or changes regarding the City of Raymore Name and Title Usage shall be addressed with the City Communications Department)

The City of Raymore name and title usage may be used in or in substitution of logo recognition of the significant contributions of the City. Below is the approved title usage:

In association with the City of Raymore

In cooperation with the City of Raymore

Operated in agreement with the City of Raymore

As authorized by the City of Raymore.

The Logo

The City logo may be used in addition to or in substitution of written recognition of the significant contributions of the City.

The logo is designed to reflect the City's identity, therefore it must be used correctly and consistently.

City of Raymore Sponsorship and Benefits

Attachment #3

1. All printed materials such as flyers, entry forms, posters and the like will carry the City of Raymore logo or the City's name and title usage as set forth on Attachment #2.
2. All advertising local as well as metro wide will carry the City of Raymore logo or the City's name and title usage as set forth on Attachment #2.
3. The City of Raymore will be provided booth space, at no charge, during the Festival in which to promote City activities or programs.
4. The City of Raymore will be provided the opportunity, at no charge, to enter a float in the parade.
5. A representative of the City or City Council will be invited to serve on the Festival Committee.
6. A representative of the City or City Council will be invited to serve as a goodwill ambassador in the Hospitality venue during the Festival, if such a venue is in operation.



Raymore Park Board Agenda Item Information Form

Date: *March 22, 2016*
Submitted By: *Recreation Superintendent McLain*
Division: *Recreation Division*

<input checked="" 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:

Background Screening Policy

Background / Justification:

Annual review of the Background Screening Policy and Documentation:

The Parks and Recreation Department is required by Chapter 251 of the Raymore Municipal Code to conduct Criminal Records Checks of all youth sports teams coaches using City Facilities.

Chapter 251: Criminal Records Checks outlines the details as required by the City of Raymore. The Background Screening Policy provides the day to day procedures of conducting background checks based on the National Recreation and Park Association guidelines.

This policy should be reviewed periodically to ensure the most current standards are followed. Staff has reviewed this policy and made minor changes to conform to current practices.



Financial Impact:

TBD

Project Timeline:

N/A

Staff Recommendation:

Staff requests approval of revised Background Screening Policy as of 3-22-2016.

Attachments:

Background Screening Policy with updates

Reference Materials:

Chapter 251: Criminal Records Checks (Chapter 4, Park Board Member Handbook)



RAYMORE PARKS AND RECREATION

Background Screening Policy

In accord with the National Recreation and Park Association, the City of Raymore Parks and Recreation Department has developed Guidelines for Volunteer Background Screening. The goal of this practice is to continue to provide quality programs by advancing optimum volunteer management practices. This policy is not protection and all patrons, parents, guardians and responsible individuals are encouraged to report inappropriate conduct by any volunteer to City staff as soon as possible.

Program Guidelines

Based on the recommendation of the National Recreation and Park Association, the City of Raymore is implementing the following guidelines for credentialing unsupervised volunteers through comprehensive background screening and photographic identification. These guidelines require a comprehensive background screening for all volunteers and are defined to include:

Social Security Verification – Verifies the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.

Address Trace – Verifies the current address and identifies any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted.

State or County Criminal Record Check – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions.

National Criminal History Data Base search – There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history data bases available that contain millions of criminal records and cover much of the United States. These data bases can be accessed and used to supplement the local criminal history search.

Sex Offender Registry - Search of the appropriate state sex offender registries based on the address history.

Timely results – A background screening process should be returned within 10 business days on average. This will allow for proper planning and assignment of volunteers.

Complimentary Consultation – Screening and consultation will be provided by Southeastern Security Consultants, Inc.

Who will be screened?

This program will screen all unsupervised volunteers, who will have contact or access to all vulnerable individuals (youth, elderly, disabled individuals, etc.) in Raymore Parks and Recreation programs.

How often should Background Screenings be conducted?

Each volunteer will be screened on a bi-annual basis.

Confidentiality

To protect the privacy of the volunteer, information provided for the background screen will be submitted to a third party screener, Southeast Security Consultants, Inc. (SSCI) for coaches and the City of Raymore's third party vendor for other volunteers. SSCI will provide the City of Raymore with a pass/fail report. Any information received during a volunteer's screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. The consent/release form which includes personal data will be kept in a secure location and will only be accessed by authorized personnel. In special circumstances, The City of Raymore Parks and Recreation Department has the duty to disclose to third parties, including government agencies, certain types of information when required by law.

Flow of paperwork and responsibilities of the Parks & Recreation Department

Distribute the consent/release forms to volunteers

Collect all completed (legible) consent/release forms prior to registration deadline for specific sport applicant that would like to coach or beginning any volunteer opportunity

Send forms or data to Background Screening Company

Receive the screening results from the Background Screening Company

Make appropriate notifications on any volunteer who is disqualified

Provide the disqualified volunteer applicant with the following documents:

1. Fair Credit Reporting Act - Summary of Rights
2. Letter of disqualification
3. Copy of actual screening report (results)

Criteria for Exclusion

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

All Sex Offenses – *Regardless of the amount of time since offense.*

Examples include: *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

FELONIES

All Felony Violence – *Regardless of the amount of time since offense.*

Examples include: *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*

All Felony offenses other than **violence** or **sex** within the past 10 years.

Examples include: *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

MISDEMEANORS

All misdemeanor violence offenses within the past 7 years

Examples include: *simple assault, battery, domestic violence, hit & run, etc.*

All misdemeanor drug & alcohol offenses multiple offenses within the past 7 years.

Examples include: *driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Example include: *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

PENDING CASES

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

ANNUAL REVIEW

The Background Screening Policy is a supporting document that outlines the procedures that carries out the intent of Raymore Municipal Code: Chapter 251 - Criminal Records Checks.

The Background Screening Process is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

MISCELLANEOUS ITEMS



- February 23, 2016 - Work Session Notes
- March 8, 2016 - Grounds Committee Meeting Notes
- Property Purchase - Bills 3146 / 3151
- Financials - As of February 29, 2016



THE RAYMORE PARKS AND RECREATION BOARD HELD A WORK SESSION ON TUESDAY, FEBRUARY 23, 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, SEIMEARS AND TRAUTMAN.

Chairman Manson called the meeting to order at 6:00pm.

1. Dog Park

- a. The Silver Lake HOA has expressed interest in revisiting the proposed Dog Park at the Silver Lake Dam spillway location.
- b. The City would be open to exploring a lease agreement.
- c. Staff is seeking direction from the Park Board if they would like to open discussion with the HOA regarding the Dog Park.
- d. Staff will bring the original concept plan to the March Work Session for review.

2. Art Sculptures

- a. The Arts Commission has requested that staff present the Park Board with two sculptures to be placed in the parks.
- b. The Arts Commission would purchase the sculptures if the Board is willing to place them in the Parks.
- c. Discussion - The Board wanted to ensure that durability, materials and workmanship would endure the park setting.
- d. The Board approved the idea upon staff's inspection of the pieces.
 - i. Director Musteen would investigate further.

3. Review of Proposed Projects for the April G.O. Bond Election

- a. Director Musteen presented the projects proposed by the City Council for the upcoming G.O. Bond election for Park Board discussion and questions.

4. Meeting Adjourned at 6:51pm



THE RAYMORE GROUNDS COMMITTEE OF THE PARKS AND RECREATION BOARD HELD A MEETING ON TUESDAY, MARCH 8, 2016 IN THE CITY HALL EXECUTIVE CONFERENCE ROOM AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

PRESENT WERE COMMITTEE CHAIRMAN HOUDYSHELL, BOARD CHAIRMAN MANSON, MEMBERS SEIMEARS AND CIPOLLA. STAFF MEMBERS PRESENT WERE PARKS SUPERINTENDENT RULO AND RECREATION SUPERINTENDENT MCLAIN.

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

1. Introduction and overview from Superintendent Rulo included:

- a. Baseball renovation project
 - i. Projected to end early pending backstop delivery and weather
 - ii. Mr. Rulo gave where the project currently stands on completed tasks and how staff is logging information daily.
 - iii. The contractor has planned to address any issues with the 2015 project

2. Overview of a meeting representatives of the Missouri Department of Conservation

- a. Discussed the Grant opportunity in accordance with CAPS Agreement.
 - i. Stated what issues have been presented with receiving funding this year from the Grant.
 - ii. A proposal was discussed that the department would begin work on dock project and if approved, MDC would reimburse the City in FY17
 - iii. Superintendent Rulo reported the Grant will encompass the entire project.
 - 1. Discussion commenced on the use of MDC products and the guidelines we would have to follow along with the how the financial reimbursement would work.
 - iv. Final topic of discussion included how MDC would be working with the Department regarding the stocking of Johnston Lake.

3. Shade Structures

- a. Superintendent Rulo announced that staff is working on putting together an RFQ for the project and that the project has been given a timeline so the board should be seeing the results of the RFQ sooner than later.

4. Community Projects

- a. Superintendent Rulo reported on the First Baptist Church approaching the Department with a proposal to hold a Community Project day on May 1st. Mr. Rulo asked if the Committee had any additional ideas for projects needing to be completed other than the ones staff listed out. The Committee agreed on Flower Beds, Mulching, and Rain and Butterfly Garden improvements.

5. Eagle Scout Projects

- a. Staff discussed the projects submitted to the department and to be brought forward to the board.



-
- i. Discussions of a War Memorial proposal included location and what the idea behind the project would include.
 - ii. The second project of an outdoor classroom was discussed. The project timeline needed to be clarified for further review.

6. G.O. Bond

- a. Discussion of the Parks Projects listed on the ballot was given by Parks Superintendent Rulo.

7. Final questions or comments

- a. Chairman Houdyshell will not be attending the regular monthly Board Meeting due to other obligations. She asked that staff report on the Committee Meeting in her place.

8. Meeting Adjourned at 7:24pm

“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI APPROVING AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE PROPERTY FROM FIRST BAPTIST CHURCH OF RAYMORE IN THE AMOUNT OF \$60,000.00.”

WHEREAS, the City Council has desired to purchase land area in the Original Town Neighborhood to expand the T.B. Hanna Station property; and

WHEREAS, the land proposed to be purchased is located within the same block and adjacent to the T.B. Hanna Station property; and

WHEREAS, the City Council has determined that the purchase price of the land is within the budget allocated for the project and furthers the goal of establishing a neighborhood park in the Original Town Neighborhood.

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 \$60,000.00 with the First Baptist Church of Raymore to purchase the home and property commonly described as 201 S. Adams Street and legally described as follows:

All that part of vacated Kansas City, Clinton and Springfield Railroad located in part of Section 15, Township 46, Range 32; and all of Lots 2, 3, 4, 5 and 6 in Block 8, in the Original Town of Raymore, Cass County, Missouri, described as follows: Beginning at the northwest corner of said block 8; thence east 150 feet; thence south 200 feet; thence west 150 feet; thence north 200 feet to the point of beginning.

Section 2. The Mayor is hereby authorized to execute the contract document attached hereto as exhibit “A”.

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.

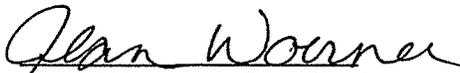
Section 4. **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall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

DULY READ THE FIRST TIME THIS 22ND DAY OF FEBRUARY, 2016.

BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 14TH DAY OF MARCH, 2016 BY THE FOLLOWING VOTE:

Councilmember Abdelgawad	Aye
Councilmember Barber	Aye
Councilmember Burke, III	Aye
Councilmember Holman	Aye
Councilmember Hubach	Aye
Councilmember Kellogg	Aye
Councilmember Moorhead	Aye
Councilmember Stevens	Aye

ATTEST:


Jean Woerner, City Clerk

APPROVE:


Peter Kerckhoff, Mayor

3/15/16
Date of Signature

BILL 3151

ORDINANCE 2016-021

“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AMENDING THE FISCAL YEAR 2016 CAPITAL BUDGET.”

WHEREAS, the Raymore City Council has approved a contract to purchase land area in the Original Town Neighborhood to expand the T.B. Hannah Station Property; and

WHEREAS, the proposed purchase price is \$60,000 and staff estimates the closing cost to be no more than \$5,000; and

WHEREAS, funding for this purchase has not been included in the FY 2016 Capital Budget.

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

Section 1. That the City of Raymore Fiscal Year 2016 Capital Budget is amended as follows:

	<u>Budgeted</u>	<u>Amended Budget</u>	<u>Change</u>
Park Fee In Lieu (27)	\$0.00	\$65,000	\$65,000

Section 2. Any Ordinance or part thereof which conflicts with this Ordinance shall be null and void.

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.

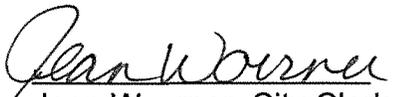
Section 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not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

DULY READ THE FIRST TIME THIS 22ND DAY OF FEBRUARY, 2016.

BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 14TH DAY OF MARCH, 2016 BY THE FOLLOWING VOTE:

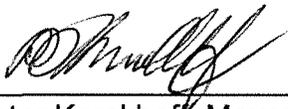
Councilmember Abdelgawad	Aye
Councilmember Barber	Aye
Councilmember Burke, III	Aye
Councilmember Holman	Aye
Councilmember Hubach	Aye
Councilmember Kellogg	Aye
Councilmember Moorhead	Aye
Councilmember Stevens	Aye

ATTEST:



Jean Woerner, City Clerk

APPROVE:



Peter Kerckhoff, Mayor

3/15/14

Date of Signature

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	256.59	2,186.91	0.00 (2,186.91)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	256.59	2,186.91	0.00 (2,186.91)	0.00
<u>PARKS DEPARTMENT</u>									
PROPERTY TAXES	0.00	0.00	0.00	351,956.00	4,279.37	336,346.71	0.00	15,609.29	95.56
MISCELLANEOUS	0.00	0.00	0.00	3,041.00	17.67	2,423.73	0.00	617.27	79.70
PARK REVENUE	0.00	0.00	0.00	21,250.00	915.00	3,815.00	0.00	17,435.00	17.95
TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	91,666.68	0.00	183,333.32	33.33
TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	28,128.71	434,252.12	0.00	216,994.88	66.68
<u>RECREATION PROGRAMS</u>									
PARK REVENUE	0.00	0.00	0.00	337,800.00	34,444.00	67,493.00	0.00	270,307.00	19.98
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	337,800.00	34,444.00	67,493.00	0.00	270,307.00	19.98
TOTAL REVENUES	0.00	0.00	0.00	989,047.00	62,829.30	503,932.03	0.00	485,114.97	50.95
<u>EXPENDITURE SUMMARY</u>									
PARKS DEPARTMENT	28,640.36	28,640.36	0.00	662,125.75	48,162.13	218,321.35 (16,790.91)	460,595.31	30.44
RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	21,378.32	94,789.30	6,193.83	425,937.87	19.16
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,189,046.75	69,540.45	313,110.65 (10,597.08)	886,533.18	25.44
REVENUES OVER/(UNDER) EXPENDITURES	(28,640.36)	28,640.36	0.00 (199,999.75)	(6,711.15)	190,821.38	10,597.08 (401,418.21)	100.71-

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 29TH, 2016

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	256.59	2,186.91	0.00	(2,186.91)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	256.59	2,186.91	0.00	(2,186.91)	0.00

TRANSFERS - INTERFUND

TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	256.59	2,186.91	0.00	(2,186.91)	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	1,715.99	290,178.79	0.00	4,512.21	98.47
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	57,265.00	2,563.38	46,167.92	0.00	11,097.08	80.62
TOTAL PROPERTY TAXES	0.00	0.00	0.00	351,956.00	4,279.37	336,346.71	0.00	15,609.29	95.56

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	3,041.00	17.67	55.15	0.00	2,985.85	1.81
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	17.67	2,423.73	0.00	617.27	79.70

PARK REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	21,250.00	915.00	3,815.00	0.00	17,435.00	17.95
TOTAL PARK REVENUE	0.00	0.00	0.00	21,250.00	915.00	3,815.00	0.00	17,435.00	17.95

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	125,000.00	10,416.67	41,666.68	0.00	83,333.32	33.33
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	150,000.00	12,500.00	50,000.00	0.00	100,000.00	33.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	275,000.00	22,916.67	91,666.68	0.00	183,333.32	33.33

TOTAL PARKS DEPARTMENT	0.00	0.00	0.00	651,247.00	28,128.71	434,252.12	0.00	216,994.88	66.68
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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	2,554.00	4,819.00	0.00	20,881.00	18.75
26-4715-1605 REC PROGRAM-SUMMER QUEST	0.00	0.00	0.00	83,850.00	308.00	528.00	0.00	83,322.00	0.63
26-4715-1610 REC PROGRAM-BASE/SOFTBALL	0.00	0.00	0.00	76,965.00	10,880.00	13,808.00	0.00	63,157.00	17.94
26-4715-1615 REC PROGRAMS-BASKETBALL	0.00	0.00	0.00	22,100.00	0.00	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	16,325.00	23,081.00	0.00	26,594.00	46.46
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

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 29TH, 2016

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
<u>PERSONNEL</u>									
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	21,362.22	97,526.42	0.00	215,694.58	31.14
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	1,561.18	7,287.11	0.00	17,428.89	29.48
25-5030-1240 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	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	3,959.70	15,841.20	0.00	32,744.80	32.60
25-5045-1250 LAGERS	0.00	0.00	0.00	27,061.00	2,118.86	9,723.63	0.00	17,337.37	35.93
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	43.43	1,718.80	0.00	15,312.20	10.09
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,288.00</u>	<u>436.91</u>	<u>1,747.64</u>	<u>0.00</u>	<u>3,540.36</u>	<u>33.05</u>
TOTAL PERSONNEL	0.00	0.00	0.00	436,376.00	29,482.30	136,918.57	0.00	299,457.43	31.38
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,500.00	0.00	0.00	889.95	5,610.05	13.69
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	11,693.75	245.48	1,678.89	318.62	9,696.24	17.08
25-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	1,660.00	185.06	381.92	0.00	1,278.08	23.01
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	97.24	408.84	80.39	1,510.77	24.46
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	687.51	867.81	0.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,880.00</u>	<u>0.00</u>	<u>3,161.70</u>	<u>336.76</u>	<u>1,381.54</u>	<u>71.69</u>
TOTAL COMMODITIES	0.00	0.00	0.00	29,773.75	1,215.29	6,499.16	1,625.72	21,648.87	27.29
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1010 BUILDING MAINTENANCE	3,722.36	3,722.36	0.00	2,000.00	300.89	4,159.57	(3,722.36)	1,562.79	21.86
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	110.09	123.18	266.73	46.65
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	42,200.00	941.96	2,203.35	4,829.44	35,167.21	16.67
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>20.00</u>	<u>356.17</u>	<u>156.10</u>	<u>487.73</u>	<u>51.23</u>
TOTAL MAINTENANCE & REPAIRS	3,722.36	3,722.36	0.00	51,700.00	1,262.85	6,829.18	1,386.36	43,484.46	15.89
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	40,180.00	5,277.42	8,700.41	0.00	31,479.59	21.65
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>596.00</u>	<u>128.15</u>	<u>386.30</u>	<u>95.70</u>	<u>114.00</u>	<u>80.87</u>
TOTAL UTILITIES	0.00	0.00	0.00	44,926.00	5,405.57	9,086.71	95.70	35,743.59	20.44
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	90.00	71.40	71.40	0.00	18.60	79.33
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,115.00	355.00	355.00	140.00	1,620.00	23.40
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	530.00	480.00	725.00	0.00	(195.00)	136.79
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	382.50	382.50	0.00	117.50	76.50
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,645.00	216.79	248.82	338.26	3,057.92	16.11

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 29TH, 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
<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	13,395.89	55,487.14	0.00	168,843.86	24.73
26-5020-1310 FICA	0.00	0.00	0.00	17,702.00	1,008.24	4,257.47	0.00	13,444.53	24.05
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	339.00	0.00	13.76	0.00	325.24	4.06
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	34,797.00	1,273.28	5,094.64	0.00	29,702.36	14.64
26-5045-1310 LAGERS	0.00	0.00	0.00	19,381.00	997.30	4,588.41	0.00	14,792.59	23.67
26-5050-1310 OVERTIME	0.00	0.00	0.00	698.00	0.00	1,031.96	0.00	(333.96)	147.85
26-5060-1010 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,787.00</u>	<u>358.33</u>	<u>1,433.32</u>	<u>0.00</u>	<u>2,353.68</u>	<u>37.85</u>
TOTAL PERSONNEL	0.00	0.00	0.00	311,035.00	17,033.04	71,906.70	0.00	239,128.30	23.12

COMMODITIES

26-6130-1010 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	95.22	0.00	(95.22)	0.00
26-6190-1010 POSTAGE	0.00	0.00	0.00	1,978.00	18.17	134.97	21.61	1,821.42	7.92
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,100.00	0.00	0.00	250.74	849.26	22.79
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	750.00	0.00	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	5.96	5.96	0.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>883.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>883.00</u>	<u>0.00</u>
TOTAL COMMODITIES	0.00	0.00	0.00	17,611.00	24.13	305.17	272.35	17,033.48	3.28

UTILITIES

CONTRACTUAL

26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	20,000.00	0.00	282.47	200.00	19,517.53	2.41
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	3,020.00	435.00	1,135.00	50.00	1,835.00	39.24
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,550.00	260.00	1,605.22	0.00	1,944.78	45.22
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	0.00	1,948.25	2,634.65	20,417.10	18.33
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	4,320.00	273.54	708.20	0.00	3,611.80	16.39
26-7315-1010 PRINTING	0.00	0.00	0.00	1,550.00	0.00	0.00	135.00	1,415.00	8.71
26-7330-1600 REC EXP- MISC LEAGUES	0.00	0.00	0.00	11,600.00	74.00	477.00	0.00	11,123.00	4.11
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	1,843.15	7,362.45	2,353.31	(2,565.76)	135.88
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	0.00	144.00	0.00	2,556.00	5.33
26-7330-1635 REX EXP - INSTRUCTION	0.00	0.00	0.00	2,445.00	360.00	708.00	0.00	1,737.00	28.96
26-7330-1645 REX EXP - FITNESS	0.00	0.00	0.00	3,600.00	787.50	1,425.00	0.00	2,175.00	39.58
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
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,250.00</u>	<u>287.96</u>	<u>1,744.83</u>	<u>548.52</u>	<u>22,956.65</u>	<u>9.08</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	198,275.00	4,321.15	22,577.43	5,921.48	169,776.09	14.37

C I T Y O F R A Y M O R E
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: FEBRUARY 29TH, 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
<u>CAPITAL PROJECTS</u>									
TOTAL RECREATION PROGRAMS	0.00	0.00	0.00	526,921.00	21,378.32	94,789.30	6,193.83	425,937.87	19.16
TOTAL EXPENDITURES	28,640.36	28,640.36	0.00	1,189,046.75	69,540.45	313,110.65	(10,597.08)	886,533.18	25.44
REVENUES OVER/(UNDER) EXPENDITURES	(28,640.36)	28,640.36	0.00	(1,189,046.75)	(69,540.45)	(313,110.65)	10,597.08	(886,533.18)	25.44

*** END OF REPORT ***