



AGENDA

Raymore Park Board Regular Meeting
City Hall – 100 Municipal Circle
Tuesday, March 25, 2025
6:00 PM

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

5. Consent Agenda

- A. Approval of Minutes from the February 25, 2025 Meeting

6. Staff Report

- A. Recreation Report
- B. Parks Report
- C. Director Report

7. Unfinished Business

8. New Business

- A. Bill 3954 - Award of Contract, Fertilization Program
- B. Bill 3955 - Award of Contract, Parks & Recreation Uniforms
- C. Bill 3956 - Award of Contract for Design, Hawk Ridge Plaza / Parkside Dog Park

9. Public Comment

10. Board Member Comment

11. Adjournment

MISCELLANEOUS

Financial Statement - February 28, 2025

Work Session Notes - February 25, 2025

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) 331-3324 no later than forty eight (48) hours prior to the scheduled commencement of the meeting.

Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION ON TUESDAY, FEBRUARY 25, 2025, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Kies; Members Collier, Mapes, Scott and Trautman were present. Members Cooper, Manson, and Wilson are absent.

STAFF PRESENT: Director Musteen, Park Superintendent Rulo, Recreation and Facility Superintendent Brennon and Office Assistant Naab

1. Call to Order: Chairman Kies called the meeting to order at 6:02 pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

5. Consent Agenda

The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.

Park Board Minutes

January 28, 2025

Motion: Member Trautman moved to approve the minutes of the January 28, 2025 Park Board Meeting.
Member Mapes seconded the motion.

Discussion: None

Vote:	5 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Absent
	3 Absent	Member Kies	Aye
		Member Manson	Absent
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Wilson	Absent

6. Staff Report

A. Recreation Staff Report	(submitted written report)
B. Park Staff Report	(verbal report)
C. Director Report	(submitted written report)

7. Unfinished Business

8. New Business

A. Policy Approval - PR 100.019: Video Marquee Signage Policy Action Item

The Park Board reviewed in work session on January 28th a draft policy of operating procedures for digital marquee signs located on park property. The Parks and Recreation Department will be installing two digital signs in the future, one at the RAC and one at

Hawk Ridge Park. This policy allows staff to navigate through requests and what is allowed to be displayed on the signs. The draft policy is before the Board for approval.

Motion: Member Trautman motions to approve the Video Marquee Policy PR 100.019.
Member Mapes seconded the motion.

Discussion:

Vote:	5 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Absent
	3 Absent	Member Kies	Aye
		Member Manson	Absent
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Wilson	Absent

B. Comprehensive Plan: Adoption of Chapter 5, Parks and Recreation Master Plan
Action Item

Adoption of the Parks and Recreation Master Plan and recommendation to the Raymore City Council to include the Master Plan as Chapter 5 in the Raymore Blueprint: 2045 Comprehensive Plan.

Motion: Director Musteen read Resolution PK25-01 officially adopting Chapter 5 as teh Parks and Recreation master plan and took a roll call.

Discussion: None

Vote:	5 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Absent
	3 Absent	Member Kies	Aye
		Member Manson	Absent
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Wilson	Absent

9. Public Comment

10. Board Comment

Member Mapes likes the Master Plan and is excited for its implementation.

Member Trautman agrees with Member Mape's sentiments about the Master Plan. He mentioned all of the work the staff does on a daily basis and he is appreciative of that work.

Member Collier is excited about the Master Plan. He noted the uptick in the use of the parks.

Chairman Kies is also excited for the Master Plan.

11. Adjournment

Motion: Member Trautman motioned for adjournment.
Member Collier seconded the motion.

Discussion: None

Vote:	5 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Absent
	3 Absent	Member Kies	Aye
		Member Manson	Absent
		Member Mapes	Aye
		Member Scott	Aye
		Member Trautman	Aye
		Member Wilson	Absent

The regular meeting of the Raymore Parks and Recreation Board adjourned at 6:19 pm

Respectfully submitted,

Greta Naab
Parks & Recreation Office Assistant

STAFF REPORT

To: Park Board
From: Todd Brennon, CPRP
Recreation & Facilities Superintendent
Date: March 25, 2025
Subject: Recreation & Facilities Report

Administrative Operations

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Staff gave Centerview tours and rental quotes to interested parties.

Meetings/Trainings Attended

- Office Assistant **Greta Naab**
 -
- Athletic Coordinator **Nick Cook**
 - Attended scheduling meetings for volleyball and flag football (3/13)
 - Completed CYSA certification (3/14)
 - Attending Park Board meeting to provide spring sports numbers (3/24)
- Recreation Coordinator **Cecilia Walther**
 - Hiring for all summer camp positions.
 - Prepping summer camp activities.
 - Finalizing Easter Festival details.
 - Hosting KCMPG meeting at the RAC.
 - The first session of Gentle Yoga had 18 enrolled and Zumba had 18 participants enrolled. The two programs also had weekly drop-in participants.
- Recreation & Facilities Superintendent **Todd Brennon**
 - Met with Livewires Squaredance group to discuss upcoming rentals and programming for the fall.
 - Met with Youth Scoreboards to discuss usage during the upcoming season.

Recreation Programs

- 50 plus programs running: Bunco, Bridge Club
- Youth Speed & Agility class
- Yoga class
- Zumba class
- Painting Classes

Rentals/Events/Concessions

- Rentals/Usage

Ball Fields

Baseball Practice Rentals 4

Centerview

- 2 Celebrations of Life
- 3 HOA Meetings
- 4 Disability Interviews
- 4 Birthday Parties
- Monthly Square Dance
- Cass County CPR Training
- Garden Club Meeting
- 2 Workshops for Social Security/Investments

City Internal Use

- Citizen Police Academy

Program Usage

- Bunco
- Bridge
- Blue Moon Painting Class - 10 participants
- Galentine's Day Event - 57 participants

RAC

Paid Rental

- Weekly Volleyball Rentals
- 6 Birthday Parties
- Court Rental for Soccer Practice 4
- End of Season Basketball Celebration Parties 2
- Dance Company Practice

Program Use

- Adult Open Play Volleyball
- Adult Open Play basketball
- Speed and Agility Class
- Gentle Yoga
- Zumba
- Spring Break Volleyball Practices

Special Events

- Spring Craft Show- 82 vendors filled 92 spaces in the RAC. Tracker system showed 1.4k visits to Rec Park that day during event time.

Upcoming

- Easter Festival (4/19)- Eggs have started to get dispersed to local areas of business who are volunteering: Mazuma Bank, Foxwood Springs, Ray-Pec Academy and Wheelhouse baseball.

Concessions

The concession stand is currently in between athletic seasons. The soccer/flag football concession stand & the RAC concession stand are being prepped for spring athletic season.

Sports (Youth)

- Spring
 - Spring soccer, volleyball, and flag football registrations have closed.
 - Spring soccer games will begin 3/22
 - Spring volleyball and flag football games will begin 3/29
 - Spring baseball, softball, and t-ball registrations will remain open until 4/6

Sports (Tiny)

- Spring
 - We've opened an additional tiny soccer class on Tuesdays evenings beginning 4/22
 - We've opened an additional tiny t-ball class on Tuesdays beginning 6/3

Sports (Adult)

- Spring
 - Adult open play volleyball's spring session will begin 4/7 and run until 5/26.
- Summer
 - We've revamped our adult softball offering to have a more competitive offering and a more recreational offering.
 - Both programs are open and available to citizens for registration.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: March 25, 2025
Subject: Parks and Maintenance Report

Park Operations

- Lights are now working correctly at the Pickle Ball courts.
- The crew helped out with the snow event.
- The Recreation Park playground pieces have been replaced and fixed.
- Contractors have completed the Bridge project in Memorial Park.
- Park Crew have been removing graffiti from Memorial Park, 2 different occasions.
- Parks crew have tilled the sand volleyball courts at Memorial Park.
- Parks Crew fixed the roller slide at the Hawks Nest Playground.
- Baseball Fields are ready for play, bases and mounds are out.
- We have received our new mower and the new RTV.
- The City of Raymore's re-application for Tree City USA was accepted (12yrs.)
- Soccer has been painted and nets are on, season starts March 22.
- Parks Superintendent met with the new On-Call Electrical contractor.
- The Parks Department has received 2 new trucks from Enterprise.
- Will take trucks to get tow packages put on next week.
- The irrigation line at soccer had several breaks that are now fixed.
- The Parks crew hung the QR Code signs hung on all the shelters.
- Partnered with the Ray-Pec School District for litter pick up. They are bringing out 30 kids to pick up trash at Hawk Ridge Park and Recreation Park on March 19th.
- The Parks crew have been doing their Computer security homework.
- Met with a contractor to get the Baseball Electrical project started.

MONTHLY REPORT

March 2025

Updates

The Bridges of Memorial Park: Our new bridges are completed at Memorial Park!



2025 Farmers Market: This year's market will be held at T.B. Hanna Station! We are currently working on designing the ideal layout for our shoppers and vendors to enjoy at our award winning park.

Be a vendor at the Raymore Farmers Market! **Click here to apply.** Anyone with questions about being a vendor at the market may call the Parks & Recreation office at 816-322-2791 or email Recreation Coordinator Cecilia Walther at cwalther@raymore.com.



Monthly Highlights

- The Parks and Recreation Board met on Tuesday, February 25 and discussed policy updates and the upcoming capital project list. The Board adopted the 20 Year Parks and Recreation Master Plan.
- Parks and Recreation Director Nathan Musteen participated in a final walk through at the Raymore Activity Center with the facility architects and construction contractors.
- Park Maintenance added boulders along the entrance of Recreation Park to prohibit drivers from parking in the grass.

- Park Maintenance disassembled The Rink at T.B. Hanna Station.
- Athletic Coordinator Nick Cook held a coaches meeting for the upcoming spring soccer season on Wednesday at the Raymore Activity Center.
- Athletic Coordinator Nick Cook met with FBK Renovations to discuss partnership opportunities.
- Recreation Coordinator Cecilia Walther finalized details for the upcoming Easter Festival being held at Recreation Park on Saturday, April 19.
- Athletic Coordinator Nick Cook held coaches meetings for the upcoming volleyball and flag football season.
- Athletic Coordinator Nick Cook held a scheduling meeting for the upcoming soccer season.
- Recreation Superintendent Todd Brennon, Recreation Coordinator Cecilia Walther and Athletic Coordinator Nick Cook met with representatives from Mazuma to discuss potential partnership opportunities.
- Recreation Superintendent Todd Brennon attended the bid closing for Parks and Recreation's uniform contract.
- Recreation Coordinator Cecilia Walther held a meeting with parks and recreation employees to discuss the upcoming Easter Festival.
- Park maintenance built a folding chair storage holder for the chairs located at the Raymore Activity Center.
- Park maintenance assisted with snow events and picked up tree limbs from the high winds during this month's inclement weather.
- Parks and Recreation Director Nathan Musteen and Recreation Superintendent Todd Brennon attended a *Smart Parks, Smarter Tools Asset Management* webinar.
- Parks and Recreation Director Nathan Musteen met with contractors on several upcoming projects in the capital projects plan.
- Recreation Coordinator Cecilia Walther scheduled camp counselor interviews for the upcoming summer camp program this summer.
- Recreation Coordinator Cecilia Walther distributed Easter eggs to volunteers to begin filling Easter eggs for the upcoming Easter Festival scheduled for April 20 at Recreation Park.
- Athletic Coordinator Nick Cook attended the spring athletic scheduling meeting that was hosted in Pleasant Hill. Coordinators began scheduling for the upcoming flag football and volleyball season.
- Park maintenance staff placed bases and mounds on the baseball and softball fields at Recreation Park and Memorial Park.

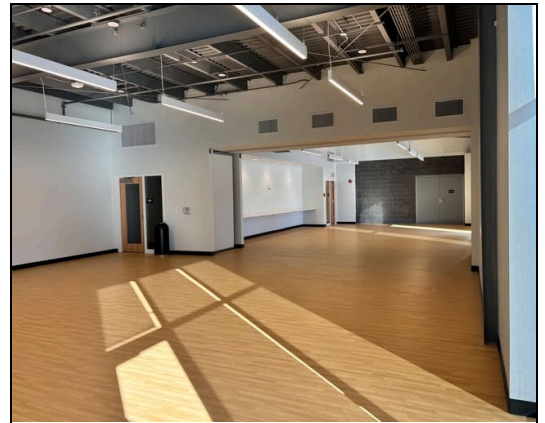
- Park maintenance staff painted the soccer and flag football fields at Recreation Park, hung informational signs at each of the park shelters and tilled the sand volleyball courts at Memorial Park.
- Parks and Recreation Director Nathan Musteen attended the Kansas City Metro Parks and Recreation Directors Association meeting in Spring Hill, KS.

The Sportsmanship Corner (Excellence Room & Resilience Room)

Our brand new multipurpose rooms at the RAC are perfect for your next party. 🎉

Enhance your experience by pairing your room rental with a court rental and enjoy some extra space for basketball, volleyball or pickleball!

Let's talk! Contact us at 816-322-2791 or recreation@raymore.com to learn more and make your personalized reservation at the Raymore Activity Center today.




RAYMORE
parks & recreation

We're
Hiring

Open Positions

- Concessions Attendant
- Site Supervisor
- Recreation Attendant
- Summer Camp Counselor

Looking for awesome team members!

Join our team now!

Apply today at
www.raymore.com/joinparks



CITY OF RAYMORE'S ANNUAL

Easter
Festival

Free Entry
Ages 4th Grade & under

Saturday, April 19
at Recreation Park
Dash begins at 10 a.m. SHARP!

BYOB
(bring your own basket!)

Tree City USA - 12th Year

Just Announced - The City of Raymore can celebrate its 12th consecutive year as a Tree City USA community. This prestigious designation, awarded by the Arbor Day Foundation highlights our commitment to maintaining a healthy and sustainable urban forest.

By achieving this status, the City of Raymore has demonstrated excellence in:

- Proper tree care and management
- Community involvement in environmental initiatives
- Commitment to green spaces and sustainability

In order to become a Tree City USA, a community must meet and maintain the following four core standards of sound urban forestry management: having a Tree Board, the adoption of a Tree Care Ordinance, a community forestry program of at least \$2 per capita, and a proclamation and observation of Arbor Day.

Trees provide cleaner air, shade, and beauty to our City, benefiting both residents and future generations.



Photo: 2024 Arbor Day Planting @ T.B. Hanna Station (Cover photo of the Winter 2025 P&R Program Guide)

CITY OF RAYMORE
AGENDA ITEM INFORMATION FORM

DATE: March 25, 2025

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks & Recreation

☒ Ordinance	☐ Resolution	☐ Presentation	☐ Public Hearing
☐ Agreement	☐ Discussion	☐ Other	

TITLE / ISSUE / REQUEST

Bill 3954 - Award of Contract, Fertilization Program

STRATEGIC PLAN GOAL/STRATEGY

1.2.1: Create a physical environment that inspires a sense of pride.

FINANCIAL IMPACT

Award To: Big Green Turf Management LLC
Amount of Request/Contract:
Amount Budgeted:
Funding Source/Account#:

PROJECT TIMELINE

Estimated Start Date
May 1, 2025

Estimated End Date
April 30, 2026

STAFF RECOMMENDATION

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

Name of Board or Commission: Parks and Recreation
Date: March 25, 2025
Action/Vote:

LIST OF REFERENCE DOCUMENTS ATTACHED

Contract

REVIEWED BY:

BACKGROUND / JUSTIFICATION

Staff solicited proposals for the fertilization program at City facilities, which include Municipal Circle, Centerview and the Raymore Activity Center. This contract also includes the treatment of the Purple Ash trees inside the perimeter of Municipal Circle for the Emerald Ash Borer. The EAB treatment is applied every other year and is not scheduled for the next treatment until 2026. An alternate bid request was to include T.B. Hanna Station. This contract is a shared contract between the Parks and Recreation Department and the Buildings and Grounds Department and is for one year with the option to renew for two additional one year terms that includes pricing for years 2 and 3.

One proposal was received by Big Green Turf Management LLC.

Staff recommends the inclusion of T.B. Hanna Station and recommends the award of contract to Big Green Turf Management LLC.

"AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BIG GREEN TURF MANAGEMENT LLC TO PROVIDE FERTILIZATION SERVICES AT MUNICIPAL FACILITIES IN THE AMOUNT OF \$8,043.00."

WHEREAS, the City utilizes a contracted fertilization company to provide seasonal lawn fertilization services; and

WHEREAS, the City utilizes a contracted professional service company to provide emerald ash borer treatment to the trees along Municipal Circle; and

WHEREAS, the staff publicly advertised for fertilization of city facilities and emerald ash borer treatments; and

WHEREAS, staff reviewed the proposal submitted and found that Big Green Turf Management LLC was the best and most responsive proposal submitted.

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

Section 1. The City Manager is hereby directed to enter into a guaranteed pricing contract with Big Green Turf Management LLC to provide fertilization services and tree treatments.

Section 2. The City Manager and City Clerk are authorized to execute the contract 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, 2025.

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND
ADOPTED THIS 28TH DAY OF APRIL, 2025, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad
Councilmember Baker
Councilmember Barber
Councilmember Burke III
Councilmember Circo
Councilmember Engert
Councilmember Holman
Councilmember Mills

ATTEST:

APPROVE:

Erica Hill, City Clerk

Kristofer P. Turnbow, Mayor

Date of Signature



CONTRACT

AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

Fertilization Program

Agreement made this 28th day of April, 2025, between Big Green Turf Management, LLC, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 2721 SE Hamblen Rd, Lees Summit, MO 64082, 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 28th day of April, 2025 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/supplies as specified in RFP # 25-009 and the Standard Contract Terms and Conditions in Appendix B, and according to the 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 RFP # 25-009 and the Scope of Services attached as Appendix A,

including insurance 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 TERM

Contractor agrees to perform fertilization services as prescribed in the RFP document. This contract is for services provided in a one year period beginning May 1, 2025 and ending April 30, 2026. This term shall automatically extend for two additional one-year periods under the same terms and conditions unless one or both parties submit notice as described below to cancel the agreement.

ARTICLE III GUARANTEED PRICING CONTRACT

The City agrees to pay the Contractor for services provided based upon the guaranteed pricing proposed in the Request for Proposal response submitted by the contractor and attached as Appendix A.

ARTICLE IV CONTRACT PAYMENT

The City agrees to pay the Contractor for the completed work as follows: The Contractor shall provide the City with monthly billings for supplies delivered. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of Contractor's work. The City will be the sole judge as to the sufficiency of the work performed.

The Contractor agrees that the City may withhold any and all payment for damage or destruction, blatant or otherwise, incurred to the City's property caused by poor performance or defective equipment or materials or personnel employed or utilized by the Contractor. Additionally, it is agreed the Contractor shall also be liable to the City for replacement of materials or services occasioned by such breach.

In the event of the Contractor's failure to perform any of the duties as specified in this contract, attachments, and addendums, or to correct an error within the time stipulated and agreed upon by both parties, the City shall have the right of non payment for services not rendered.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix B.

ARTICLE V INSURANCE REQUIREMENTS

Contractor shall provide a certificate of insurance to the City before commencing the work described in the scope of services in the amounts listed in the Standard

Contract Terms and Conditions. Contractor shall provide workers compensation insurance, as required by local, state and federal authority, to cover himself, employees and/or agents employed at his direction.

An annual certificate of insurance for worker's compensation and public liability, together with a properly executed endorsement, shall be delivered to the City prior to the commencement of work. The insurance company providing such coverage shall be satisfactory to the City.

All policies for liability protection, bodily injury, or property damage shall include the City of Raymore as an additional insured as such respects operation under this contract.

Contractor agrees to hold harmless and indemnify the City from any liability for damage, injury or death arising out of the work performance of 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 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 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.

All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

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.

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 defaults, 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 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 XI 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

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 the Contractor as to the 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.

THE CITY OF RAYMORE, MISSOURI

By: _____
Jim Feuerborn, City Manager

Attest: _____
Erica Hill, City Clerk

(SEAL)

BIG GREEN TURF MANAGEMENT, LLC

By: _____

Title: _____

Attest: _____

(SEAL)

APPENDIX A

SCOPE OF SERVICES

Three facilities are to be included in the program: City Hall, Centerview and the Raymore Activity Center.

The following scope of work is a guide for the services desired at all three locations.

Application	Timeframe	Description
1	February - April	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)
2	April - May	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)
3	June - July	Slow Release Fertilizer Weed Control (Broadleaf weed and other annual weeds)
4	June - July	Grub Control treatment
5	July - August	Weed Control (Broadleaf weed and other summer weeds)
6	September - October	Fall Fertilizer (promotes new growth & summer recovery) Weed Control (Broadleaf weed and other annual weeds)
7	November - December	Winterizer (promotes stronger roots and winter hardiness) Spot treatment of any weeds

Additional Notes:

- Contractors are responsible for accurate measurements and quantities.
- Within the program bid documents, contractors should indicate a liquid or granular fertilizer and other additional details associated with their program / product.
- The native planting area south of the Centerview building should be excluded from any applications.
- City Hall, Centerview and the RAC have irrigation systems.
- TB Hanna Station does not have irrigation.
- Project is tax exempt

City Hall - 100 Municipal Circle



Centerview - 227 Municipal Circle



Raymore Activity Center - 1011 S Madison



TB Hanna Station - 214 S. Washington
alternate bid



Emerald Ash Borer Treatment
21 Purple Ash Trees - Municipal Circle

Emerald Ash Borer Treatment

Contractors will use the Arbor Jet Tree Injection system. General Application Instructions:

- Bore holes around the base of the ash tree
- Inject the appropriate amount of insecticide into the tree based on DBH (Diameter at breast height).
- Treatment to be applied every other year on even years. Next Treatment to be applied in 2026.

Insecticide: TREE-äge G4 - Injected insecticide for two-year control of listed insect & mite pests in deciduous and coniferous trees and palms, proven to be very effective against Emerald Ash Borer.

Appendix B

General Terms and Conditions

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 Parks Director or their authorized representative. The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Parks Director will designate their authorized representatives in writing. Both the City of Raymore and the Contractor must approve any changes to the contract in writing.

B. Contract Period

Contractor agrees to perform fertilization services as prescribed in the RFP document. This contract is for services provided in a one year period beginning May 1, 2025 and ending April 30, 2026. This term shall automatically extend for two additional one-year periods under the same terms and conditions unless one or both parties submit notice as described below to cancel the agreement.

C. Insurance

The Bidder/Contractor shall procure, maintain, and provide proof of insurance coverage 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). All coverage for the City shall be written on a primary basis, without contribution from the City's coverage. A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. All policies shall be issued on an occurrence form.

1. General Liability

Commercial General Liability including Product/Completed Operations. The completed operations coverage is to remain in force for three years following the project completion.

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

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
\$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 Contractor 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 Contractor shall submit invoices, in duplicate, for services outlined above in the scope of services. Invoices to be paid within 30 days of receipt.

H. *Cancellation*

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 60 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 Parks Director, or 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 of this contract 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*

Contractor 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.

Contractor 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 each job order, 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 and permanently corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

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*

Contractor shall be responsible for obtaining all permits/certificates, and for incurring all expenses associated with those items, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Occupational 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. *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.

Q. *Release of Information*

Pursuant to 610.021 RSMo, all documents within a request for proposal will become an 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.

R. *Affidavit of Work Authorization and Documentation*

Pursuant to Section 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

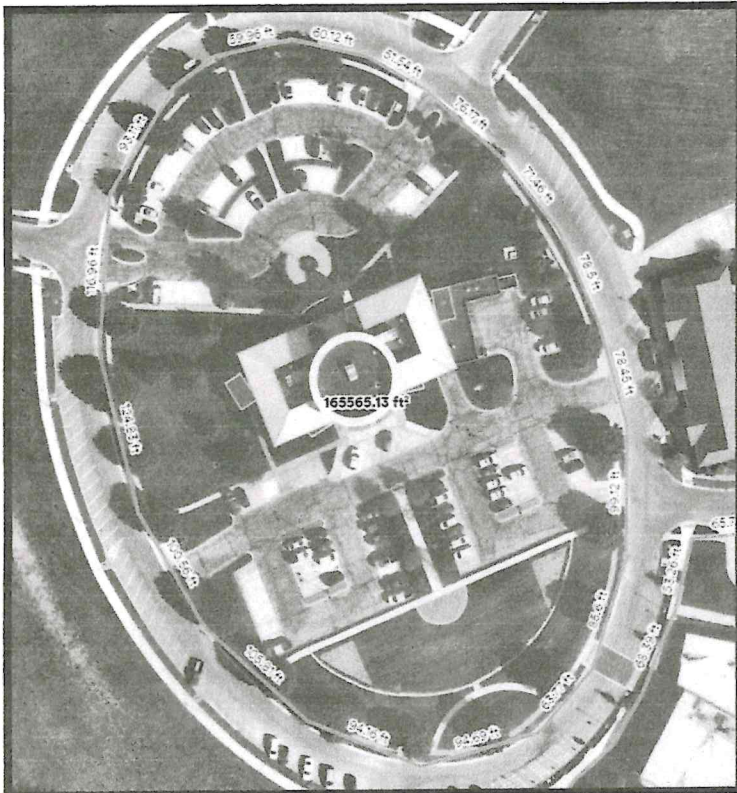
- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and

- * 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.

BID PROPOSAL FORM E – Project No. 25-009**Fertilization Program****City Hall (100 N. Municipal Circle)**

Application	Timeframe	Description	Price
1	February - April	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$308
2	April - May	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$308
3	June - July	Slow Release Fertilizer Weed Control (Broadleaf weed and other annual weeds)	\$308
4	June - July	Grub Control treatment	\$308
5	July - August	Weed Control (Broadleaf weed and other summer weeds)	\$308
6	September - October	Fall Fertilizer (promotes new growth & summer recovery) Weed Control (Broadleaf weed and other annual weeds)	\$308
7	November - December	Winterizer (promotes stronger roots and winter hardiness) Spot treatment of any weeds	\$308

TOTAL: \$2,156

25-009
Fertilization Program
Page 33 of 40

Additional Notes or Explanation

OUR PRICES REFLECT A
DISCOUNT THAT WE NORMALLY
OFFER NEW CUSTOMERS WHICH
IS 75% OFF. WE HAVE
EXTENDED THIS DISCOUNT
FOR THE LIFE OF THE
CONTRACT AS WE DEEM IT
AN IMPORTANT ASPECT OF
OUR DESIRE TO EXTEND
OUR PARTNERSHIP WITH
THE CITY.

Centerview (227 Municipal Circle)

Application	Timeframe	Description	Price
1	February - April	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$257
2	April - May	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$257
3	June - July	Slow Release Fertilizer Weed Control (Broadleaf weed and other annual weeds)	\$257
4	June - July	Grub Control treatment	\$257
5	July - August	Weed Control (Broadleaf weed and other summer weeds)	\$257
6	September - October	Fall Fertilizer (promotes new growth & summer recovery) Weed Control (Broadleaf weed and other annual weeds)	\$257
7	November - December	Winterizer (promotes stronger roots and winter hardiness) Spot treatment of any weeds	\$257

TOTAL: \$1,799



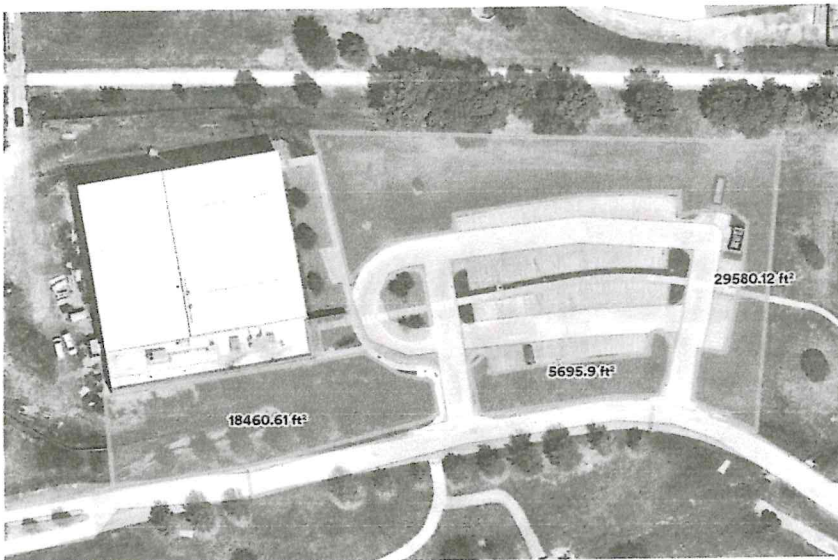
Additional Notes or Explanation

[illegible]

Raymore Activity Center (1011 South Madison)

Application	Timeframe	Description	Price
1	February - April	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$210
2	April - May	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$210
3	June - July	Slow Release Fertilizer Weed Control (Broadleaf weed and other annual weeds)	\$210
4	June - July	Grub Control treatment	\$210
5	July - August	Weed Control (Broadleaf weed and other summer weeds)	\$210
6	September - October	Fall Fertilizer (promotes new growth & summer recovery) Weed Control (Broadleaf weed and other annual weeds)	\$210
7	November - December	Winterizer (promotes stronger roots and winter hardiness) Spot treatment of any weeds	\$210

TOTAL: \$1,470

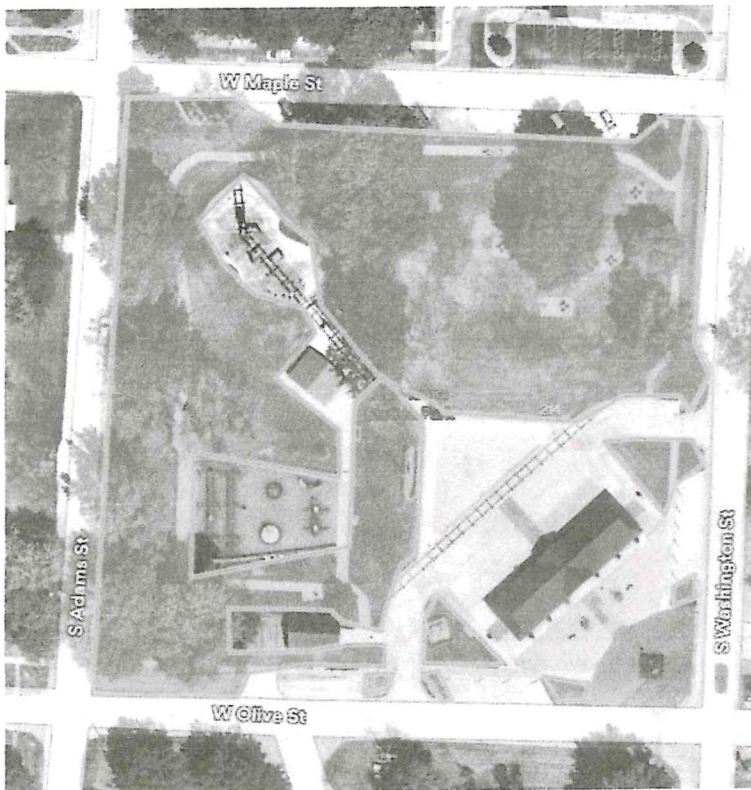


Additional Notes or Explanation

TB Hanna Station (214 South Adams Street) Alternate Bid

Application	Timeframe	Description	Price
1	February - April	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$374
2	April - May	Fertilizer Pre-Emergent Weed Control (Broadleaf weed, crabgrass & other annual weeds)	\$374
3	June - July	Slow Release Fertilizer Weed Control (Broadleaf weed and other annual weeds)	\$374
4	June - July	Grub Control treatment	\$374
5	July - August	Weed Control (Broadleaf weed and other summer weeds)	\$374
6	September - October	Fall Fertilizer (promotes new growth & summer recovery) Weed Control (Broadleaf weed and other annual weeds)	\$374
7	November - December	Winterizer (promotes stronger roots and winter hardiness) Spot treatment of any weeds	\$374

TOTAL: \$2,618



Additional Notes or Explanation

TB Hanna Station does not have irrigation

Emerald Ash Borer Treatment
21 Purple Ash Trees - Municipal Circle

Emerald Ash Borer Treatment

Contractors will use the Arbor Jet Tree Injection system. General Application Instructions:

- Bore holes around the base of the ash tree
- Inject the appropriate amount of insecticide into the tree based on DBH (Diameter at breast height).
- Treatment to be applied every other year on even years. Next Treatment to be applied in 2026.

Insecticide: TREE-äge G4 - Injected insecticide for two-year control of listed insect & mite pests in deciduous and coniferous trees and palms, proven to be very effective against Emerald Ash Borer. The same TREE-äge you've come to trust, now as a General Use Product. Formulated in the USA and backed by more than a decade of University studies and real-world data. Accept no substitutes.

Note - Contractors are responsible for accurate measurements and quantities.

Application	Timeframe	Description	Unit \$\$	Total \$\$
1	Summer 2026	Arbor Jet - TREE-äge G4: Emerald Ash Borer Treatment (21 Trees)	383" @ \$7.50	\$2,872.50

Additional Notes or Explanation

IN 2024 WE TREATED THE ASH TREES AROUND MUNICIPAL CIRCLE. THOSE TREES MEASURED A TOTAL OF 336 INCHES. WE HAVE FOUND THAT ON AVERAGE ASH TREES HAVE GROWN ABOUT 14" IN CIRCUMFERENCE EVERY TWO YEARS. THIS PROPOSAL IS BASED ON THAT ASSUMPTION. ACTUAL BILLING WILL REFLECT ACTUAL GROWTH. WE GIVE THE CITY A DEAL OF \$7.50 PER INCH WHICH IS 25% OFF OUR NORMAL COMMERCIAL RATE.

**BID PROPOSAL FORM E – RFP 25-009
CONTINUED**

**Fertilization Program
Bid Summary**

Company Name BIG GREEN

Location	Year 1 - 2025	Year 2 - 2026	Year 3 - 2027
City Hall	\$ 2156	\$ 2247	\$ 2338
Centerview	\$ 1799	\$ 1876	\$ 1953
RAC	\$ 1470	\$ 1533	\$ 1596
EAB Treatment	-----	\$ 2872.50	-----
Total:	\$ 5,425	\$ 8,528.50	\$ 5887

Total: 3 Facility Locations:

\$ 5,425
In the blank above insert numbers for the sum of the bid for (2025)

Total: EAB Treatment:

\$ 2,872.50
In the blank above insert numbers for the sum of the bid for (2026)

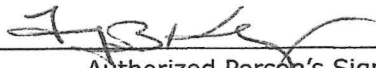
Location	Year 1 - 2025	Year 2 - 2026	Year 3 - 2027
TB Hanna	\$ 374	\$ 389	\$ 405

Alternate Bid:

\$ 2,618
In the blank above insert numbers for the sum of the bid for (2025)

**BID PROPOSAL FORM E – RFP 25-009
CONTINUED**

Company Name BIG GREEN

By 
Authorized Person's Signature

TERRY KENNEDY, OWNER
Print or type name and title of signer

ADDENDA

Bidder acknowledges receipt of the following addendum:

Addendum No. _____

Addendum No. _____

Company Address 2721 SE HAMBLED RD

Addendum No. _____

4723 Summit, MO 64082

Addendum No. _____

Addendum No. _____

Phone 816 600 4936

Addendum No. _____

Fax _____

Email TERRY @ BIGGREENKC.COM

Date 3-6-25

LATE BIDS CANNOT BE ACCEPTED!

CITY OF RAYMORE
AGENDA ITEM INFORMATION FORM

DATE: March 25, 2025

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks & Recreation

☒ Ordinance	☐ Resolution	☐ Presentation	☐ Public Hearing
☐ Agreement	☐ Discussion	☐ Other	

TITLE / ISSUE / REQUEST

Bill 3955 - Award of Contract, Parks & Recreation Uniforms

STRATEGIC PLAN GOAL/STRATEGY

Goal 1:1 - Develop a compelling community identity and brand.

FINANCIAL IMPACT

Award To: Dunn Right LLC, The Liddle Sport Shop
Amount of Request/Contract:
Amount Budgeted:
Funding Source/Account#:

PROJECT TIMELINE

Estimated Start Date
May 1, 2025

Estimated End Date
April 30, 2026

STAFF RECOMMENDATION

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

Name of Board or Commission: Parks and Recreation
Date: March 25, 2025
Action/Vote:

LIST OF REFERENCE DOCUMENTS ATTACHED

Contract

REVIEWED BY:

BACKGROUND / JUSTIFICATION

In January, the Parks and Recreation Department requested proposals for the uniform services associated with department sports, leagues, programs and staff uniforms. The current contract expires at the end of April 2025. Staff received three responsive proposals meeting all requested criteria. The three bidders were Liddle Sport Shop, Monkey Printing and Challenger Sports. Using a basket of goods comparison of each bid, the Liddle Sport Shop of Lee's Summit is found to be the lowest, best, most responsive bid.

This contract is for one year with the option to renew for two additional one-year terms.

"AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DUNN RIGHT LLC, THE LIDDLE SPORT SHOP TO PROVIDE UNIFORM SHIRTS AND ACCESSORIES FOR PARKS AND RECREATION PROGRAMS AND STAFF."

WHEREAS, the City publicly advertised and bid for screen-printing and embroidery services at guaranteed pricing for parks and recreation leagues, programs and staff uniforms; and

WHEREAS, staff reviewed the proposals submitted and found that Dunn Right LLC, The Liddle Sport Shop was the best, lowest and most responsive proposal submitted.

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

Section 1. The City Manager is hereby directed to enter into a guaranteed pricing contract with Dunn Right LLC, The Liddle Sport Shop to provide Parks and Recreation uniform shirts and accessories for leagues, programs and staff.

Section 2. The City Manager and City Clerk are authorized to execute the contract 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, 2025.

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND
ADOPTED THIS 28TH DAY OF APRIL, 2025, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad
Councilmember Baker
Councilmember Barber
Councilmember Burke III
Councilmember Circo
Councilmember Engert
Councilmember Holman
Councilmember Mills

ATTEST:

APPROVE:

Erica Hill, City Clerk

Kristofer P. Turnbow, Mayor

Date of Signature



CITY OF RAYMORE
CONTRACT FOR SERVICES

AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

PARKS AND RECREATION UNIFORM CONTRACT

Agreement made this 28th day of April, 2025, between Dunn Right LLC, The Liddle Sport Shop, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 100 NE Tudor Road, Suite 111, Lees Summit, MO 64082, 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 28th day of April, 2025, and coincidental with the City Manager'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 25-004 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, 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 insurance 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

Contractor agrees to perform screen printing and embroidery services as prescribed in the RFP document. This contract is for services provided in a one year period beginning May 1, 2025 and ending April 30, 2026. This term shall automatically renew for two additional one-year periods under the same terms and conditions unless one or both parties submit notice as described below to cancel the agreement.

ARTICLE III CONTRACT SUM AND PAYMENT

The City agrees to pay the Contractor for services provided based upon the guaranteed pricing proposed in the Request for Proposal response submitted by the contractor and attached as Appendix A.

ARTICLE IV CONTRACT PAYMENTS

The City agrees to pay the Contractor for the completed work as follows: The Contractor shall provide the City with invoices for services provided. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of Contractor's work. The City will be the sole judge as to the sufficiency of the work performed.

The Contractor agrees that the City may withhold any and all payment for damage or destruction, blatant or otherwise, incurred to the City's property caused by poor performance or defective equipment or materials or personnel employed or utilized by the Contractor. Additionally, it is agreed the Contractor shall also be liable to the City for replacement of materials or services occasioned by such breach.

In the event of the Contractor's failure to perform any of the duties as specified in this contract, attachments, and addendums, or to correct an error within the time stipulated and agreed upon by both parties, the City shall have the right to deduct an amount not to exceed twenty-five (25%) per invoice.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix A.

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

ARTICLE V INSURANCE REQUIREMENTS

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

Contractor shall provide workers compensation insurance, as required by local, state and federal authority, to cover himself, employees and/or agents employed at his direction.

The insurance company providing such coverage shall be satisfactory to the City.

Contractor agrees to hold harmless and indemnify the City from any liability for damage, injury or death arising out of the work performance of 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 workers 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 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 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 and labor necessary to perform and complete the contract as specified.

All materials and supplies will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

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 in writing, and delivered via regular, certified facsimile or email. 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, and delivered via regular, certified facsimile or e-mail.

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 attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

ARTICLE X WARRANTY

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 the 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.

THE CITY OF RAYMORE, MISSOURI

By: _____
Jim Feuerborn, City Manager

Attest: _____
Erica Hill, City Clerk

(CITY SEAL)

Company Name

By: _____

Title: _____

Attest: _____

(SEAL)

APPENDIX A
SCOPE OF SERVICES AND SPECIAL PROVISIONS

1.0- GENERAL:

The successful Contractor will provide all materials, equipment, staffing, and supplies necessary to perform screen printing and embroidery services, including the t-shirts and sweatshirts (or other wearables as requested) to be delivered, for the prices quoted in response to this request for proposals. Prices quoted by the contractor shall remain in effect through the contract period, regardless of changes in prices affecting the contractor. The City will award a single contract for all items. Not included for the purposes of this contract: contracted laundry items, non-emblazoned workwear, footwear, hand protection or other PPE unless specifically requested.

The City shall supply the City logo, Parks and Recreation logo, Public Works logo, and any other pertinent artwork to the contractor. Information regarding the format of the artwork and logos is included in the request for proposals bid sheet and must be completed in order for the proposal to be considered responsive.

Orders larger than 250 pieces are expected to have a maximum two-week turnaround time from delivery of artwork to the contractor. Sizes will be provided by the City as quickly as they are available. Smaller orders are expected to have a maximum turn around time of five (5) business days. Screen and embroidery work is expected to be of the highest quality. The successful contractor will be given sponsor artwork which will be expected to be screened exactly on the uniforms. Often this artwork is delivered to the City in PDF or jpeg format. Light color screens on dark color t-shirts are expected to be double hit to ensure a high quality result. The City reserves the right for final approval of all artwork prior to screen printing on team uniforms and City approval is required for sponsor logos.

T-shirt material is also expected to be of the highest quality. Samples of the materials to be used shall be approved by staff before screen printing begins. To keep the level of quality high, pre-shrunk 100% cotton shall be used, unless stated otherwise, when screen printing or embroidering shirts.

The table below represents the approximate quantity of t-shirts and sweatshirts purchased in 2023-2024 in an effort to assist bidders in proposing unit costs in response to this 2025 fiscal year request. Quantities shown are meant to represent typical ordering quantities and not specifications for orders to be placed. At the time articles are required, the City will finalize specifications and quantities for purchase, within the City's budgetary restrictions. Additional quantities may be ordered. Staff uniforms are screened or embroidered with one-color logos.

Category	Clothing Article	Specifications (one-color screen print unless specified below)	Size Range	Quantity
<i>Staff Uniforms – Parks</i>	Long sleeve t-shirts with pocket	Color – ash gray or heather Heavy weight (>5 oz.), pre-shrunk 100% cotton Pocket on left chest P&R logo on right chest	Adult M, L, XL, XXL, XXXL	30
	Short sleeve t-shirts with pocket	Color – ash gray or heather, Pocket T Heavyweight (>5 oz.), pre-shrunk P&R logo - right chest	Adult M, L, XL, XXL, XXXL	40
	Hooded, zip-up sweatshirts	Color – ash gray or heather, heavyweight (>9 oz.), metal zipper, P&R logo embroidered on left chest	Adult L, XL, XXL, XXXL	15
	Hooded Pull-over sweatshirts	All Colors, heavyweight (>9 oz.), P&R logo embroidered/screen print on left chest	Adult M, L, XL, XXL, XXXL	30
	Baseball Caps	100% Cotton twill, adjustable, mesh sides and back trucker hat, P&R logo embroidered, color varies	One size fits all	20
	Baseball Caps	Richardson 112 - 6 panel, mid-pro, snapback, adjustable. all colors	Adjustable One Size fits all	40
	Special Event	Color – varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Park logo on right chest "STAFF" on back	Adult M, L, XL, XXL, XXXL	30
<i>Recreation/ Concessions Staff</i>	Short Sleeve t-shirts	Color – varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Park logo on right chest "STAFF" on back	Adult S, M, L, XL, XXL	80
	Polo's	Color – varies pre-shrunk 50/50 blend cotton/polyester Park logo on left chest	Adult S, M, L, XL, XXL	30
<i>Youth Coach Shirts</i>	Coaches' t-shirts	Short sleeve dry fit, Logo on right front chest "Coach" on back Color to match team	Adult S, M, L, XL, XXL, XXXL	530

<i>Youth Baseball League Uniforms</i>	Boys' Jerseys	Short-sleeve dry fit Logos and colors to match team sponsors 6" Numbers on back	Youth S, M, L, XL Adult S, M, L, XL	395
	Girls' Jerseys	Sleeveless dry fit Logos and colors to match team sponsors 6" Numbers on back	Youth S, M, L, XL Adult S, M, L, XL	220
	T-ball shirts	Short sleeve, moisture wicking, logos and colors to match team sponsors 6" numbers on back	Youth XS, S, and M	150
	Baseball Caps	Embroidered league logo, 5-panel cotton twill, adjustable, plastic snap enclosure	Youth (6-12 year olds) Adult (13 yrs and up)	400
	Visors	Embroidered league logo, cotton twill, 2 1/4" crown, adjustable, Velcro closure	One size	240
<i>Special Events</i>	Short Sleeve t-shirts <i>2 Color Logo</i>	Color – varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Logo varies per program	Adult S, M, L, XL, XXL	1000
<i>Program Shirts</i>	Short sleeve t-shirts <i>1 Color Logo</i>	Color – varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Logo varies per program	Adult S, M, L, XL, XXL	400
<i>Volleyball League Uniforms (2 seasons)</i>	Player Jerseys	Moisture wicking v-neck sleeveless t-shirts Color – varies League artwork screened on front (1-color)	Youth S, M, L, XL Adult S, M, L, XL	325
<i>Soccer League Uniforms (2 Seasons)</i>	Player Jerseys	Moisture wicking t-shirts Color – varies League artwork screened on front (1-color) 6" numbers on back	Youth S, M, L, XL Adult S, M, L, XL	700
<i>Flag Football League Uniforms (2 Seasons)</i>	Player Jerseys	Short-sleeve dry fit Logos and colors to match team sponsors 6" Numbers on back	Youth S, M, L, XL Adult S, M, L, XL	480
<i>Summer Camp</i>	Camper shirts	Short sleeve t-shirts, 50/50 blend, logo of camp imprinted Color – varies	Youth XS, S, M, L, Adult S, M	150

<i>Basketball League</i>	Player Jerseys	100% poly rib neck trim with contrast fabric inset. Sleeveless finished armhole Color – varies Logo Screened on Front Number screened on Back	Youth XS, S, M, L, Adult S, M, L, XL	500
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2. ADDITIONAL BIDDING INFORMATION

Project is tax exempt.

CITY OF RAYMORE, MISSOURI
RFP # 25-004

Appendix B
General Terms and Conditions

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 Parks and Recreation Director or their authorized representative(s). The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Parks and Recreation Director will designate their 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 April 2025, with the initial term beginning May 1, 2025 and ending April 30, 2026. This term shall automatically renew for two additional one-year periods under the same terms and conditions unless one or both parties submit notice as described below to cancel the agreement.

C. Insurance

The Bidder/Contractor shall procure, maintain, and provide proof of, insurance coverage 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). All coverage for the City shall be written on a primary basis, without contribution from the City's coverage. A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. All policies shall be issued on an occurrence form.

Insurance requirements are minimums required for a City Occupational License. General Liability \$300,000 and workers compensation if required by State statute.

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.

Invoices shall be based on the following schedule:

At completion of work – the contractor shall invoice for amounts due. Payment will be based on actual services rendered and actual costs. All such invoices will be paid within thirty (30) days by the City of Raymore unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Bidder/Contractor shall provide complete cooperation during any such investigation.

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 her 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 each job order, the Bidder shall demonstrate to the Parks and Recreation 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 and permanently corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

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/Certificates

The successful Contractor shall be responsible for obtaining all permits/certificates, and for incurring all expenses associated with those items, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Occupational 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. 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.

Q. 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.

R. 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.

PROPOSAL FORM A
RFP 25-004

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

I (authorized agent) John Dunn having authority to act on behalf of (Company name) Dunn Right LLC do hereby acknowledge that (Company name) Dunn Right LLC will be bound by all terms, costs, and conditions of this proposal for a period 90 days from the date of submission; and commit to sign the Agreements.

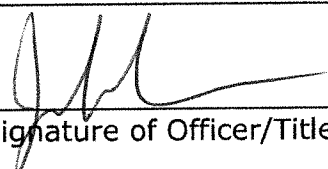
FIRM NAME: Dunn Right LLC dba Little Sports + Apparel

ADDRESS: 100 NE Tudor Road Suite 111
Street

ADDRESS: Lees Summit Mo 64086
City State Zip

PHONE: 816 944 4111

E-MAIL: john @ little sports.com

DATE: 3/4/25
(Month-Day-Year) 
Signature of Officer/Title

DATE: _____
(Month-Day-Year) Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):
Check One:

_____ MBE (Minority Owned Enterprise)
_____ WBE (Women Owned Enterprise)
_____ Small Business

PROPOSAL FORM B

RFP 25-004

CONTRACTOR DISCLOSURES

The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise? Yes ____ No ☒
 2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise? Yes ____ No ☒
 3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes ____ No ☒
 4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes ____ No ☒
 5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes ____ No ☒
 6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes ____ No ☒
 7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes ____ No ☒
 8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws? Yes ____ No ☒
- *With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business? Yes ____ No ☒
 10. Has the Firm been the subject to any bankruptcy proceeding? Yes ____ No ☒

Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

_____ Yes ☒ No If yes, provide details in an attachment.

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

_____ Yes ☒ No If yes, provide details in an attachment.

Required Representations

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for the same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in execution of the Contract Work shall be in full compliance with the City of Raymore requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interests with the City of Raymore if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.

7. The Firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

PROPOSAL FORM C

RFP 25-004

EXPERIENCE / REFERENCES

To be eligible to respond to this RFP, the proposing firm must be in business for a minimum of 3 years and must demonstrate that they, or the principals assigned to this project, have successfully completed services, similar to those specified in the Scope of Service section of this RFP, to at least one customer with a project similar in size and complexity to the City of Raymore. *Please list any Municipalities that you have done work for in the past 48 months.

Please provide a minimum of five references where your firm has performed similar work to what is being requested in the RFP and within the past 36 months. Please include ONLY the following information:

- Company Name
- Mailing Address
- Contact Person/Email
- Telephone Number
- Project Name, Amount and Date completed

COMPANY NAME	Meyer Music
ADDRESS	1512 SW Hwy 40 Blue Springs MO 64015
CONTACT PERSON	Tom Meyer
CONTACT EMAIL	tom.meyer@meyermusic.com
TELEPHONE NUMBER	816 228 5656
PROJECT, AMOUNT AND DATE COMPLETED	Ongoing tshirts, poles, coats, etc. 100,000 / yr

COMPANY NAME	Lees Summit School District
ADDRESS	301 NE Tudor Road Lees Summit MO 64086
CONTACT PERSON	VARIOUS / multiple
CONTACT EMAIL	
TELEPHONE NUMBER	816-986-1000
PROJECT, AMOUNT AND DATE COMPLETED	Ongoing - uniforms, equipment, shirts, etc for most of the HS, MS, ES in the district ~ 200,000 / yr +

P&R Uniforms

25-004

Page 27 of 34

COMPANY NAME	Hickman Mills School District
ADDRESS	5401 E 103 rd St. KCMO 64137
CONTACT PERSON	Chris Barker
CONTACT EMAIL	christopher.barker@hickmanmills.org
TELEPHONE NUMBER	816 - 316 7325
PROJECT, AMOUNT AND DATE COMPLETED	ongoing - uniforms, equipment, shorts, etc. \$50,000 +

COMPANY NAME	MAC N SEITZ
ADDRESS	13705 Holars Road Kemo 64145
CONTACT PERSON	DAWNY LAKE
CONTACT EMAIL	d.lake@macnseitz.com
TELEPHONE NUMBER	816 554 0354
PROJECT, AMOUNT AND DATE COMPLETED	ongoing , uniforms, equipment, spirit wear, etc \$ 200,000 +

COMPANY NAME	Raymore Parks & Rec
ADDRESS	100 Municipal Circle Raymore MO 64083
CONTACT PERSON	Nick Cook
CONTACT EMAIL	ncook@raymore.com
TELEPHONE NUMBER	816 - 322 - 2791
PROJECT, AMOUNT AND DATE COMPLETED	ongoing uniforms, equipment, shorts etc. \$ 60,000 +

State the number of Years in Business: 56

State the current number of personnel on staff: 14

PROPOSAL FORM D
RFP 25-004

Proposal of _____, organized and
(Company Name)
existing under the law of the State of _____, doing business
as _____ (*)

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 25-004 – Parks and Recreation Uniforms.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) _____, issued thereto, receipt of which is hereby acknowledged for the following unit prices.

By submission of this Bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence work under this contract on or before the date specified in the *Notice to Proceed* and to fully complete the project in accordance with the completion dates specified in the Special Provisions.

Bidder further acknowledges that bidder is the official holder of the "Standard Contract Documents and Technical Specifications & Design Criteria for Utility and Street Construction, City of Raymore, Missouri."

(*) Insert "a corporation, a partnership, or an individual" as applicable.

BID PROPOSAL FORM E – Project No. 25-004

Parks and Recreation Uniforms

BID SHEET

1. Comments/Amendments to Scope of Services:

2. Cost for Screen Print/Embroidery Artwork Preparation Services:

Artwork Format(s) required

AI, EPS, PDF preferred by any work

Charge to convert artwork to format required

\$ 0

3. Delivery Charges:

Charge to Deliver completed orders to 227 Municipal Circle, Raymore.

\$ 0

4. Other Standard Charges per Order:

Please list set-up charges (or other charges) per order. Use a separate page if necessary.

N/A

5. Standard catalog discount for any items ordered that are not priced in the chart below.

Please list any discount percentage you offer on items not specified here:

Normally 25 %

6. Approximate days from receipt of order to delivery to 227 Municipal Circle, Raymore.

10 - 15 Business days

7. Guaranteed Clothing Article Pricing (per single unit)

Category	Clothing Article	Brand Name/Style Other information	Price/unit for standard sizes S,M,L, XL	Price/unit for adult XXL/XXXL
Staff Uniforms - Parks	Long sleeve t-shirts with pocket	Port & Company PC616SP	11 ¹⁴	13 ¹⁴ / 14 ¹⁴
	Short sleeve t-shirts with pocket	Port & Company PC61P	9 ³⁸	10 ³⁸ / 11 ³⁸
	Hooded, zip-up sweatshirts	Port & Company PC78ZH	23 ⁵⁴	24 ⁵⁴ / 25 ⁵⁴
	Hooded, pull-over sweatshirts	Port & Company PC78H	14 ⁴⁰	15 ⁴⁰ / 16 ⁴⁰
	Baseball Caps - cotton twill	Port & Company CP80	8 ⁵⁰	-
	Baseball Caps - Richardson 112	Richardson 112	12 ⁶⁷	-
	Special Event - Staff	PC 54	6 ⁸⁵	8 ⁸⁵ / 8 ⁸⁵
Recreation/ Concessions Staff	Short sleeve t-shirts - Staff	PC 54	6 ⁸⁵	8 ⁸⁵ / 8 ⁸⁵
	Polo's	Jerzees 437M	14 ²¹	15 ²¹ / 16 ²¹
Youth Coach Shirts	Coaches' t-shirts	BST 99 Ampo	7 ⁹⁸	8 ⁹⁸ / 8 ⁹⁸
Youth Baseball League Uniforms	Boys' jerseys	BST 99 Ampo	8 ⁹⁸	9 ⁹⁸ / 9 ⁹⁸
	Girls' jerseys	BST 21 Ampo	10 ⁴⁸	11 ⁴⁸ / 11 ⁴⁸
	T-ball shirts	BST 99 Ampo	8 ⁹⁸	9 ⁹⁸ / 9 ⁹⁸

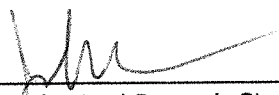
	Baseball Caps	put + caping CP80	802	—
	Visors	put + caping CP45	875	—
Special Events	Short sleeve t-shirts (2-color logo)	pc54 put + caping	588	688/788
Program shirts	Short sleeve t-shirts (1-color logo)	pc54 put + caping	588	688/788
Volleyball League Uniforms (2 seasons)	Player Jerseys	Chpro BST 21	1048	1148/1148
Soccer League Uniforms (2 seasons)	Player Jerseys	Chpro BST99	898	998/998
Flag Football Uniforms (2 Seasons)	Player Jerseys	Chpro BST99	898	998/998
Summer Camp	Camper Shirts	put + caping PC 55	588	688/788
Basketball League	Player Jerseys	Chpro BST32	1592	1692/1792

PROPOSAL FORM E - CONTINUED
25-004

A. Other Information

- Are you the shirt supplier for any other organization(s)? If so, please name the organization(s).
Yes, we supply shirts, uniforms and equipment throughout an Approximate 200 mile radius. we have multiple traveling sales people.
- Explain in detail your firm's warranty on its services.
If it's not correct we fix it.

Company Name Dunn Right LLC dba Little Sport & Apparel

By 
Authorized Person's Signature

John Dunn owner
Print or type name and title of signer

Company Address 100 NE Tudor Road
Suite 111
Lees Summit Mo 64086

Phone 816 944 4111

Fax _____

Email john@littlesport.com

Date 3/2/25

ADDENDA

Bidder acknowledges receipt of the following addendum:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

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 John Dunn, who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: John Dunn

Company: Dunn Right LLC

Address: 100 NE Tudor Road Suite 111 Lees Summit Mo 64086

- 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 #25-004.
- 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.

Dunn Right LLC

Company Name

[Signature]

Signature

Name: John Dunn

Title: owner

STATE OF Missouri COUNTY OF Jackson

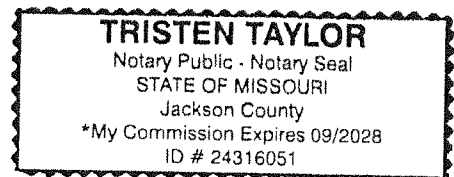
Subscribed and sworn to before me this 3rd day of March, 2025.

Notary Public: [Signature]

My Commission Expires: 09/2028 Commission # 24316051

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.



CITY OF RAYMORE
AGENDA ITEM INFORMATION FORM

DATE: March 25, 2025

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks & Recreation

☒ Ordinance	☐ Resolution	☐ Presentation	☐ Public Hearing
☐ Agreement	☐ Discussion	☐ Other	

TITLE / ISSUE / REQUEST

Bill 3956 - Award of Contract for Design, Hawk Ridge Plaza / Parkside Dog Park

STRATEGIC PLAN GOAL/STRATEGY

Goal 1:2- Create a physical environment that inspires a sense of pride in public spaces

FINANCIAL IMPACT

Award To:	Cook, Flatt & Strobel (CFS) Engineers
Amount of Request/Contract:	HRP - \$97,480 / Dog Park - \$40,450
Amount Budgeted:	HRP - \$530,000 / Dog Park - \$350,000
Funding Source/Account#:	Park Fund - 47

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
May 1, 2025	

STAFF RECOMMENDATION

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

Name of Board or Commission:	Parks and Recreation
Date:	March 25, 2025
Action/Vote:	

LIST OF REFERENCE DOCUMENTS ATTACHED

Contract

REVIEWED BY:

BACKGROUND / JUSTIFICATION

Staff issued a Request for Qualifications for design services for Hawk Ridge Park Plaza and the Parkside Dog Park. These projects are located approximately 0.5 miles apart and connect by a future roadside trail along the Sunset Lane extension to 163rd Street. With the Sunset Lane extension project and the Hawk Ridge Park parking lot project underway, it was important to continue with the completion of these projects and minimize the long-term construction in that area. The following firms submitted a response:

CFS - Cook, Flatt & Strobel Engineering

BHC - Brungardt Honomichl & Company

The Park Board reviewed the statement of qualifications submitted during a work session on February 25 and selected the proposal from CFS as the best option for the design of these projects.

"AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CFS ENGINEERS TO PROVIDE DESIGN SERVICES FOR THE HAWK RIDGE PARK PLAZA AND THE PARKSIDE DOG PARK."

WHEREAS, the Hawk Ridge Park Plaza and the Parkside Dog Park project were included in the 2025 Capital Improvement Program; and

WHEREAS, the staff publicly advertised for the Hawk Ridge Park Plaza and the Parkside Dog Park project, and;

WHEREAS, staff reviewed the proposals submitted and found that the proposal from Cook, Flatt & Strobel Engineers 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 City Manager is hereby directed and authorized to enter into a contract in the amount of \$97,480 for the Hawk Ridge Park Plaza design and \$40,450 for the design of the Parkside Dog Park with Cook, Flatt & Strobel Engineers.

Section 2. The City Manager and City Clerk are authorized to execute the contract 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, 2025.

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND
ADOPTED THIS 28TH DAY OF APRIL, 2025, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad
Councilmember Baker
Councilmember Barber
Councilmember Burke III
Councilmember Circo
Councilmember Engert
Councilmember Holman
Councilmember Mills

ATTEST:

APPROVE:

Erica Hill, City Clerk

Kristofer P. Turnbow, Mayor

Date of Signature



CITY OF RAYMORE
CONTRACT FOR PROFESSIONAL SERVICES

Hawk Ridge Park Plaza/Parkside Dog Park Design

AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

Agreement made this 28th day of April, 2025, between Cook, Flatt & Strobel Engineers, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 1421 E 104th Street, Suite 100, Kansas City, MO 64131, hereafter referred to as the **Consultant**, 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 the 28th day of April, 2025, and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I
THE WORK

Consultant agrees to perform all work and provide all deliverables as specified in and according to the Request for Qualifications/Quote RFQ #25-373-302/25-456-301 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to the Contract Agreement set forth here. Consultant 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 RFQu # 25-373-302/25-456-301 including insurance 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 work shall begin upon Council approval and City Manager's signature. The date of substantial completion shall be that date when the project or portions of the project are officially accepted by the Owner through formal action of the City Council for utilization of the project for its intended purpose. The City shall be the sole determiner as to the fulfillment of the work as described.

ARTICLE III CONTRACT SUM AND PAYMENT

The City agrees to pay the Consultant, _____ which is "not to exceed" _____ dollars for completion of the work, subject to the provisions herein set. The City Manager has the authority for change orders.

ARTICLE IV CONTRACT PAYMENT

The City agrees to pay the Consultant for the completed work as follows:

The Consultant shall provide the City with monthly billings for progress payments as the work is completed. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of the Consultant's work. The City will be the sole judge as to the sufficiency of the work performed. A 5% retainage will be held until acceptance of the project by the Raymore City Council, at which time final payment will be made.

In the event of the Consultant's failure to perform any of his duties as specified in this contract and addendums, or to correct an error within the time stipulation agreed upon by both parties, the City shall have the right to deduct an amount not to exceed twenty-five (25%) per invoice.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix B.

ARTICLE V INSURANCE REQUIREMENTS

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

All policies for liability protection, bodily injury, or property damage shall include the City of Raymore as an additional insured as such respects operation under this contract (except for Worker's Compensation and Professional Liability coverage).

Consultant agrees to hold harmless and indemnify the City from any liability for damage, injury or death arising out of the work performance of the contract.

ARTICLE VI RESPONSIBILITIES

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

The Consultant'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 Consultant), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Consultant. 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 Consultant shall agree upon any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

Consultant agrees to provide all services necessary to perform and complete the contract as specified. Consultant further agrees to keep and not change Project Manager and Project Team without notification and consent of the City.

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

Consultant 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. Consultant shall bear the cost of any permits which he is obligated to secure. Consultant will also ensure any sub-Consultants hired will obtain the necessary licenses and permits as required.

Consultant 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. Consultant agrees to ensure sub-Consultants and their employees comply with all applicable laws and regulations aforementioned.

Consultant 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 VII 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 in writing, and delivered via regular, certified facsimile or email. 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, and delivered via regular, certified facsimile or e-mail.

Without Cause – The City may terminate this agreement at any time by providing sixty (60) days written notice, by certified mail, to the Consultant at the address listed below. In the event this agreement is terminated, the City may hold as a retainer the amount needed to complete the work in accordance with Appendix B specifications.

ARTICLE VIII CONTRACT DISPUTES AND MEDIATION

In case of a dispute, the Contractor and the City shall each appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to mediate the issue. Mediation shall be non-binding unless a written settlement agreement is reached. Costs of mediation shall be split equally between the parties. Failure of the parties to reach a resolution in mediation shall be a prerequisite to filing suit or initiating further action to resolve the dispute. In all cases where work on the project is not complete, the Contractor agrees to carry on with the work and to maintain the progress schedule during any dispute under this Contract unless otherwise mutually agreed in writing by the parties.

ARTICLE IX WARRANTY

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

Consultant warrants that the goods shall be delivered free of the rightful claim of any third person by way of non-payment on the part of the Consultant for any tools and equipment in use or materials used and consumed on City property in completion of this agreement, and if City receives notice of any claim of such infringement, it shall, within ten [10] days, notify Consultant of such claim. If City

fails to forward such notice to Consultant, it shall be deemed to have released Consultant from this warranty as to such claim.

ARTICLE X AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the consultant 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 XI
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Consultant agrees that it has not relied upon any representations of Consultant as to the 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: _____
Jim Feuerborn, City Manager

Attest: _____
Erica Hill, City Clerk

SEAL)

(CONSULTANT'S NAME)

By: _____

Title: _____

Attest: _____

DESIGN SERVICES

Hawk Ridge Park Plaza and Parkside Dog Park

OPPORTUNITY

The City of Raymore is seeking a qualified consultant to plan, design, prepare construction documents with general construction management for two projects:

- A) Hawk Ridge Park Plaza
- B) Parkside Dog Park

HAWK RIDGE PARK - EXISTING CONDITION

As the extension of Sunset Lane and a new parking lot on the east border of Hawk Ridge Park is finished, the City would like to add a plaza area next to the parking lot. The plaza should include a pavilion, welcome area and digital video marque sign utilizing conceptual plans previously acquired by the City.



PARKSIDE DOG PARK - EXISTING CONDITION

At the intersection of 163rd street and N. Madison Street, the City owns a 10 acre tract of land designated for a future dog park. The property is undeveloped with a cut-out access drive along 163rd St.



ANTICIPATED SCOPE OF SERVICES

The firm selected will be responsible for providing all consultant services including but not limited to architectural, civil, soils, site development and mechanical (HVAC, Electrical, and Plumbing) as necessary to properly design both projects for permitting and construction bidding.

The consultant will be expected to meet with the staff throughout the design process and assist with defining specific functions for the new facility as a part of the design process for both projects.

Upon selection of a qualified consultant, each project will be separated and billed independently based on budgetary accounting.

CRITERIA FOR SELECTION

The selected firm will demonstrate a proven ability to offer realistic and practical solutions for municipal park facilities. Each submittal will be evaluated and a shortlist established using the following criteria:

- Experience with development in municipal settings.
- History of similar projects completed between 2019 - 2024

- Resumes of key staff; experience with similar projects; successful teamwork on complex projects;
- Experience working effectively with client groups to design and plan similar facilities.
- Evidence of competent design, work plan, attractive and functional work places, and public spaces.

Appendix B

General Terms and Conditions

A. *Procedures*

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

B. *Contract Period*

Award of this contract is anticipated prior to the end of March/April 2025, with final design and bid specifications completed within 90 days.

C. *Insurance*

The Consultant shall procure, maintain, and provide proof of insurance coverage 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 Consultant, its agents, representatives, employees or sub consultants. 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

Owners and Protective Liability.

Minimum Limits

General Liability:

\$2,000,000 Each Occurrence Limit

D. *Hold Harmless Clause*

The Consultant 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 Consultant 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 Consultant 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 Consultant; 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 Consultant, 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 Consultant will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each sub-consultant or vendor used by the Consultant.

G. *Invoicing and Payment*

The Consultant shall submit invoices, in duplicate, for services outlined above in the scope of services under Appendix A.

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 Consultant. Any contract cancellation notice shall not relieve the Consultant of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. *Contractual Disputes*

The Consultant 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 Consultant within thirty (30) days of receipt of the claim.

City decision shall be final unless the Consultant 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 Consultant 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 Consultant 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 each job order, the Consultant shall demonstrate to the Public Works 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 and permanently corrected by the Consultant at the Consultant's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

N. *No Escalation of Fees*

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

O. *Permits*

The successful Consultant 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 vendors doing business within the City limits of Raymore (unless otherwise directed by the City Clerk). This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083.

P. 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 records as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

Q. *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.

R. *Affidavit of Work Authorization and Documentation:*

Pursuant to 285.530 RSMo, the consultant 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.

QUALIFICATION FORM D

QUOTE FORM D

Fee

Cost, complete to provide professional services as outlined for Hawk Ridge Park Plaza Design #25-373-302.

Total Cost: \$ 97,480

Fee

Cost, complete to provide professional services as outlined for Parkside Dog Park Design #25-456-301.

Total Cost: \$ 40,450

Cook, Flatt & Strobel Engineers

COMPANY NAME

Please submit 'Quote Form D' in a separate sealed envelope labeled:

Form D - Quote
RFQu: 25-373-302/25-456-301
Hawk Ridge Park Plaza/Parkside Dog Park
Firm Name

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2025

25 -PARK FUND
FINANCIAL SUMMARY

			REMAINING						
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	ENDING PO BAL.	PO ADJUST.	PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
REVENUE SUMMARY									
NON-DEPARTMENTAL									
PARKS DIVISION									
PROPERTY TAXES	0.00	0.00	0.00	545,894.00	11,383.32	513,554.97	0.00	32,339.03	94.08
MISCELLANEOUS	0.00	0.00	0.00	30,385.00	1,527.88	9,440.13	0.00	20,944.87	31.07
FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,615.00	465.00	390.00	0.00	22,225.00	1.72
TRANSFERS - INTERFUND	0.00	0.00	0.00	850,000.00	54,166.66	416,666.64	0.00	433,333.36	49.02
TOTAL PARKS DIVISION	0.00	0.00	0.00	1,448,894.00	67,542.86	940,051.74	0.00	508,842.26	64.88
RECREATION DIVISION									
CONCESSION REVENUE	0.00	0.00	0.00	50,000.00	39.00	150.50	0.00	49,849.50	0.30
FACILITY RENTAL REVENUE	0.00	0.00	0.00	26,420.00	490.00	2,366.00	0.00	24,054.00	8.96
PROGRAM REVENUE	0.00	0.00	0.00	338,975.00	51,820.00	97,519.50	0.00	241,455.50	28.77
TOTAL RECREATION DIVISION	0.00	0.00	0.00	415,395.00	52,349.00	100,036.00	0.00	315,359.00	24.08
CENTERVIEW									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	71,175.00	5,804.64	20,982.16	0.00	50,192.84	29.48
PROGRAM REVENUE	0.00	0.00	0.00	15,250.00	1,290.00	2,731.00	0.00	12,519.00	17.91
TOTAL CENTERVIEW	0.00	0.00	0.00	86,425.00	7,094.64	23,713.16	0.00	62,711.84	27.44
RAYMORE ACTIVITY CENTER									
MISCELLANEOUS	0.00	0.00	0.00	6,000.00	1,780.00	3,623.00	0.00	2,377.00	60.38
CONCESSION REVENUE	0.00	0.00	0.00	4,400.00	1,016.50	2,399.50	0.00	2,000.50	54.53
FACILITY RENTAL REVENUE	0.00	0.00	0.00	43,250.00	1,577.50	11,915.00	0.00	31,335.00	27.55
PROGRAM REVENUE	0.00	0.00	0.00	262,775.00	11,242.00	33,041.50	(160.00)	229,893.50	12.51
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	316,425.00	15,616.00	50,979.00	(160.00)	265,606.00	16.06
TOTAL REVENUES	0.00	0.00	0.00	2,267,139.00	142,602.50	1,114,779.90	(160.00)	1,152,519.10	49.16
EXPENDITURE SUMMARY									
PARKS DIVISION	4,276.00	0.00	4,276.00	1,185,067.89	105,606.31	404,311.18	3,417.13	777,339.58	34.41
RECREATION DIVISION	0.00	0.00	0.00	402,907.50	24,625.75	92,897.05	225.48	309,784.97	23.11
CENTERVIEW	0.00	0.00	0.00	111,028.96	6,843.14	36,979.98	1,049.40	72,999.58	34.25
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	292,330.54	29,836.44	105,398.73	2,593.92	184,337.89	36.94
TOTAL EXPENDITURES	4,276.00	0.00	4,276.00	1,991,334.89	166,911.64	639,586.94	7,285.93	1,344,462.02	32.48
REVENUES OVER/(UNDER) EXPENDITURES	(4,276.00)	0.00	(4,276.00)	275,804.11	(24,309.14)	475,192.96	(7,445.93)	(191,942.92)	169.59

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2025

25 -PARK FUND

REVENUES

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

NON-DEPARTMENTAL
=====

MISCELLANEOUS									
TRANSFERS - INTERFUND									

PARKS DIVISION
=====

PROPERTY TAXES									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	454,087.00	6,191.42	435,651.88	0.00	18,435.12	95.94
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	91,807.00	5,191.90	77,903.09	0.00	13,903.91	84.86
TOTAL PROPERTY TAXES	0.00	0.00	0.00	545,894.00	11,383.32	513,554.97	0.00	32,339.03	94.08

MISCELLANEOUS									
25-4340-0000 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	200.00	0.00	(200.00)	0.00
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	30,385.00	1,527.88	9,240.13	0.00	21,144.87	30.41
TOTAL MISCELLANEOUS	0.00	0.00	0.00	30,385.00	1,527.88	9,440.13	0.00	20,944.87	31.07

FACILITY RENTAL REVENUE									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	22,615.00	465.00	390.00	0.00	22,225.00	1.72
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,615.00	465.00	390.00	0.00	22,225.00	1.72

TRANSFERS - INTERFUND									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	33,333.32	0.00	66,666.68	33.33
25-4904-0000 TRANSFER FROM RESTRICTED	0.00	0.00	0.00	200,000.00	0.00	200,000.00	0.00	0.00	100.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	550,000.00	45,833.33	183,333.32	0.00	366,666.68	33.33
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	850,000.00	54,166.66	416,666.64	0.00	433,333.36	49.02
TOTAL PARKS DIVISION	0.00	0.00	0.00	1,448,894.00	67,542.86	940,051.74	0.00	508,842.26	64.88

RECREATION DIVISION
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PROPERTY TAXES									
MISCELLANEOUS									
CONCESSION REVENUE									
26-4700-0000 CONCESSION	0.00	0.00	0.00	50,000.00	39.00	150.50	0.00	49,849.50	0.30
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	50,000.00	39.00	150.50	0.00	49,849.50	0.30

25 -PARK FUND

REVENUES

			REMAINING						
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	ENDING PO BAL.	PO ADJUST.	PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	26,420.00	490.00	2,366.00	0.00	24,054.00	8.96
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	26,420.00	490.00	2,366.00	0.00	24,054.00	8.96
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	64,800.00	14,925.00	25,608.00	0.00	39,192.00	39.52
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	110,350.00	14,455.00	21,576.00	0.00	88,774.00	19.55
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	87,125.00	19,790.00	39,419.00	0.00	47,706.00	45.24
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	16,100.00	550.00	550.00	0.00	15,550.00	3.42
26-4715-1630 PROGRAM - MISC	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	5,775.00	0.00	0.00	0.00	5,775.00	0.00
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	20,750.00	1,800.00	7,820.00	0.00	12,930.00	37.69
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	31,075.00	300.00	2,546.50	0.00	28,528.50	8.19
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	338,975.00	51,820.00	97,519.50	0.00	241,455.50	28.77
TOTAL RECREATION DIVISION	0.00	0.00	0.00	415,395.00	52,349.00	100,036.00	0.00	315,359.00	24.08

CENTERVIEW

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<u>MISCELLANEOUS</u>									
<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	71,175.00	5,804.64	20,982.16	0.00	50,192.84	29.48
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	71,175.00	5,804.64	20,982.16	0.00	50,192.84	29.48
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	15,250.00	1,290.00	2,731.00	0.00	12,519.00	17.91
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	15,250.00	1,290.00	2,731.00	0.00	12,519.00	17.91
TOTAL CENTERVIEW	0.00	0.00	0.00	86,425.00	7,094.64	23,713.16	0.00	62,711.84	27.44

RAYMORE ACTIVITY CENTER

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<u>MISCELLANEOUS</u>									
28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	6,000.00	1,780.00	3,623.00	0.00	2,377.00	60.38
TOTAL MISCELLANEOUS	0.00	0.00	0.00	6,000.00	1,780.00	3,623.00	0.00	2,377.00	60.38
<u>CONCESSION REVENUE</u>									
28-4700-0000 CONCESSION	0.00	0.00	0.00	4,400.00	1,016.50	2,399.50	0.00	2,000.50	54.53
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	4,400.00	1,016.50	2,399.50	0.00	2,000.50	54.53
<u>FACILITY RENTAL REVENUE</u>									
28-4710-0000 RENTAL FEES	0.00	0.00	0.00	43,250.00	1,577.50	11,915.00	0.00	31,335.00	27.55
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	43,250.00	1,577.50	11,915.00	0.00	31,335.00	27.55

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2025

25 -PARK FUND

REVENUES

			REMAINING						
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	ENDING PO BAL.	PO ADJUST.	PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
PROGRAM REVENUE									
28-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	42,675.00	9,660.00	22,690.50	(160.00)	20,144.50	52.80
28-4715-1605 PROGRAM - DAY CAMPS	0.00	0.00	0.00	137,400.00	0.00	130.00	0.00	137,270.00	0.09
28-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	52,100.00	(45.00)	3,960.00	0.00	48,140.00	7.60
28-4715-1630 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	4,800.00	580.00	3,495.00	0.00	1,305.00	72.81
28-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	20,400.00	762.00	1,897.00	0.00	18,503.00	9.30
28-4715-1650 PROGRAM - ADULT VOLLEYBAL	0.00	0.00	0.00	3,000.00	285.00	869.00	0.00	2,131.00	28.97
28-4715-1655 PROGRAM - ADULT BASKETBAL	0.00	0.00	0.00	2,400.00	0.00	0.00	0.00	2,400.00	0.00
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	262,775.00	11,242.00	33,041.50	(160.00)	229,893.50	12.51
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	316,425.00	15,616.00	50,979.00	(160.00)	265,606.00	16.06
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25 -PARK FUND
PARKS DIVISION

DEPARTMENTAL EXPENDITURES	PRIOR YEAR	PRIOR YEAR	REMAINING	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	ENDING PO BAL.	PO ADJUST.	PRIOR YEAR PO BALANCE						
				BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>PERSONNEL</u>									
25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	586,501.00	42,101.65	196,754.93	0.00	389,746.07	33.55
25-5020-0000 FICA	0.00	0.00	0.00	46,487.00	3,273.48	15,078.36	0.00	31,408.64	32.44
25-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	480.00	0.00	7.93	0.00	472.07	1.65
25-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	126,664.00	9,343.88	37,362.58	0.00	89,301.42	29.50
25-5045-0000 LAGERS	0.00	0.00	0.00	81,190.00	6,273.66	28,010.77	0.00	53,179.23	34.50
25-5050-0000 OVERTIME	0.00	0.00	0.00	21,172.00	1,988.40	6,862.88	0.00	14,309.12	32.41
25-5060-0000 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,615.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,615.00</u>	<u>0.00</u>
TOTAL PERSONNEL	0.00	0.00	0.00	871,109.00	62,981.07	284,077.45	0.00	587,031.55	32.61
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	13,960.00	526.64	1,405.71	15.00	12,539.29	10.18
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	300.00	0.00	162.88	0.00	137.12	54.29
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
25-6270-1010 UNIFORMS	0.00	0.00	0.00	270.00	0.00	0.00	0.00	270.00	0.00
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,222.50</u>	<u>1,682.69</u>	<u>3,093.89</u>	<u>0.00</u>	<u>2,128.61</u>	<u>59.24</u>
TOTAL COMMODITIES	0.00	0.00	0.00	31,502.50	2,209.33	4,662.48	15.00	26,825.02	14.85
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	1,000.00	88.41	140.37	0.00	859.63	14.04
25-6430-1025 GROUNDS MAINT-VANDALISM	4,276.00	0.00	4,276.00	0.00	0.00	0.00	0.00	0.00	0.00
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	45,500.00	2,675.56	15,825.00	2,894.14	26,780.86	41.14
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	5,000.00	0.00	2,600.00	0.00	2,400.00	52.00
25-6490-1010 VEHICLE MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>	<u>0.00</u>	<u>896.91</u>	<u>0.00</u>	<u>(746.91)</u>	<u>597.94</u>
TOTAL MAINTENANCE & REPAIRS	4,276.00	0.00	4,276.00	53,650.00	2,763.97	19,462.28	2,894.14	31,293.58	41.67
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	51,425.00	6,473.41	14,666.51	0.00	36,758.49	28.52
25-6810-1010 WATER	0.00	0.00	0.00	270.00	0.00	23.21	0.00	246.79	8.60
25-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>	<u>240.00</u>	<u>1,546.82</u>	<u>0.00</u>	<u>2,653.18</u>	<u>36.83</u>
TOTAL UTILITIES	0.00	0.00	0.00	55,895.00	6,713.41	16,236.54	0.00	39,658.46	29.05
<u>CONTRACTUAL</u>									
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	4,600.00	0.00	0.00	0.00	4,600.00	0.00
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	1,240.00	12.00	313.00	0.00	927.00	25.24
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
25-7150-1010 VEHICLE LEASES	0.00	0.00	0.00	37,816.00	3,463.60	12,407.07	0.00	25,408.93	32.81
25-7180-1010 INSURANCE	0.00	0.00	0.00	21,160.39	0.00	15,420.28	0.00	5,740.11	72.87
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	6,770.00	415.00	489.39	0.00	6,280.61	7.23
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	900.00	130.03	266.03	0.00	633.97	29.56
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,950.00	970.00	970.00	0.00	980.00	49.74
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,930.00	248.92	1,114.39	6.29	809.32	58.07
25-7320-1250 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>55,000.00</u>	<u>6,828.51</u>	<u>20,035.55</u>	<u>501.70</u>	<u>34,462.75</u>	<u>37.34</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	132,966.39	12,068.06	51,015.71	507.99	81,442.69	38.75

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2025

25 -PARK FUND
PARKS DIVISION
DEPARTMENTAL EXPENDITURES

	PRIOR YEAR	PRIOR YEAR	REMAINING						
	ENDING PO BAL.	PO ADJUST.	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
			PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
CAPITAL PROJECTS									
TRANSFERS/MISCELLANEOUS									
25-9803-0000 TRANSFER TO VERP	0.00	0.00	0.00	39,945.00	18,870.47	28,856.72	0.00	11,088.28	72.24
TOTAL TRANSFERS/MISCELLANEOUS	0.00	0.00	0.00	39,945.00	18,870.47	28,856.72	0.00	11,088.28	72.24
TOTAL PARKS DIVISION	4,276.00	0.00	4,276.00	1,185,067.89	105,606.31	404,311.18	3,417.13	777,339.58	34.41
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25 -PARK FUND
RECREATION DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR	PRIOR YEAR	REMAINING						
	ENDING PO BAL.	PO ADJUST.	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
			PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>PERSONNEL</u>									
26-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	159,208.00	13,211.71	57,795.40	0.00	101,412.60	36.30
26-5020-0000 FICA	0.00	0.00	0.00	12,853.00	1,054.07	4,607.16	0.00	8,245.84	35.85
26-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	128.00	0.00	2.02	0.00	125.98	1.58
26-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	5,466.00	1,840.95	3,086.32	0.00	2,379.68	56.46
26-5045-0000 LAGERS	0.00	0.00	0.00	19,812.00	1,535.89	6,961.31	0.00	12,850.69	35.14
26-5050-0000 OVERTIME	0.00	0.00	0.00	8,809.00	637.92	2,687.15	0.00	6,121.85	30.50
26-5060-0000 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,615.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,615.00</u>	<u>0.00</u>
TOTAL PERSONNEL	0.00	0.00	0.00	214,891.00	18,280.54	75,139.36	0.00	139,751.64	34.97
<u>COMMODITIES</u>									
26-6190-1010 POSTAGE	0.00	0.00	0.00	50.00	0.00	2.76	0.00	47.24	5.52
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	900.00	0.00	0.00	135.48	764.52	15.05
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	450.00	0.00	0.00	0.00	450.00	0.00
26-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>675.00</u>	<u>0.00</u>	<u>778.75</u>	<u>0.00</u>	<u>(103.75)</u>	<u>115.37</u>
TOTAL COMMODITIES	0.00	0.00	0.00	5,275.00	0.00	781.51	135.48	4,358.01	17.38
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	16,450.00	554.82	572.82	0.00	15,877.18	3.48
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,490.00	450.00	450.00	0.00	2,040.00	18.07
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,250.00	818.00	909.98	0.00	2,340.02	28.00
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	15,432.00	2,861.78	7,038.80	0.00	8,393.20	45.61
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	24,770.00	7.64	137.14	0.00	24,632.86	0.55
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	38,532.50	7.64	7.64	0.00	38,524.86	0.02
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	29,325.00	7.64	229.64	0.00	29,095.36	0.78
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	6,400.00	0.00	129.50	0.00	6,270.50	2.02
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	3,000.00	50.00	1,127.16	0.00	1,872.84	37.57
26-7340-1600 RENT	0.00	0.00	0.00	4,092.00	341.00	1,023.00	0.00	3,069.00	25.00
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,050.00</u>	<u>1,246.69</u>	<u>5,350.50</u>	<u>90.00</u>	<u>31,609.50</u>	<u>14.68</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	182,741.50	6,345.21	16,976.18	90.00	165,675.32	9.34
<u>CAPITAL PROJECTS</u>									
TOTAL RECREATION DIVISION	0.00	0.00	0.00	402,907.50	24,625.75	92,897.05	225.48	309,784.97	23.11
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DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2025

25 -PARK FUND

CENTERVIEW

DEPARTMENTAL EXPENDITURES

			REMAINING						
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	ENDING PO BAL.	PO ADJUST.	PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>PERSONNEL</u>									
27-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	53,865.00	3,064.94	13,493.59	0.00	40,371.41	25.05
27-5020-0000 FICA	0.00	0.00	0.00	4,185.00	244.61	1,121.45	0.00	3,063.55	26.80
27-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	32.00	0.00	0.85	0.00	31.15	2.66
27-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	2,539.00	180.28	720.02	0.00	1,818.98	28.36
27-5045-0000 LAGERS	0.00	0.00	0.00	4,717.00	381.78	1,796.40	0.00	2,920.60	38.08
27-5050-0000 OVERTIME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>841.00</u>	<u>137.46</u>	<u>1,181.30</u>	<u>0.00</u>	<u>(340.30)</u>	<u>140.46</u>
TOTAL PERSONNEL	0.00	0.00	0.00	66,179.00	4,009.07	18,313.61	0.00	47,865.39	27.67
<u>COMMODITIES</u>									
27-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	150.00	0.00	228.57	0.00	(78.57)	152.38
27-6150-1010 SUPPLIES	0.00	0.00	0.00	2,000.00	87.96	617.27	0.00	1,382.73	30.86
27-6260-1600 TOOLS/EQUIP - MISC	0.00	0.00	0.00	100.00	29.97	29.97	0.00	70.03	29.97
27-6270-1010 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>280.00</u>	<u>0.00</u>	<u>134.50</u>	<u>0.00</u>	<u>145.50</u>	<u>48.04</u>
TOTAL COMMODITIES	0.00	0.00	0.00	2,530.00	117.93	1,010.31	0.00	1,519.69	39.93
<u>MAINTENANCE & REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,500.00	71.17	538.40	0.00	961.60	35.89
27-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00
27-6430-1010 GROUNDS MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	2,050.00	71.17	538.40	0.00	1,511.60	26.26
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	7,800.00	652.72	1,538.41	0.00	6,261.59	19.72
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	3,999.96	762.92	1,510.22	0.00	2,489.74	37.76
27-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>960.00</u>	<u>190.00</u>	<u>1,764.12</u>	<u>0.00</u>	<u>(804.12)</u>	<u>183.76</u>
TOTAL UTILITIES	0.00	0.00	0.00	12,759.96	1,605.64	4,812.75	0.00	7,947.21	37.72
<u>CONTRACTUAL</u>									
27-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	80.00	0.00	0.00	0.00	80.00	0.00
27-7280-1010 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
27-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	1,930.00	0.00	154.58	6.30	1,769.12	8.34
27-7315-1010 PRINTING	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
27-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	20,200.00	843.33	10,391.83	528.60	9,279.57	54.06
27-7330-1600 PROGRAM - MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,100.00</u>	<u>196.00</u>	<u>1,758.50</u>	<u>514.50</u>	<u>2,827.00</u>	<u>44.57</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	27,510.00	1,039.33	12,304.91	1,049.40	14,155.69	48.54
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	0.00	0.00	0.00	111,028.96	6,843.14	36,979.98	1,049.40	72,999.58	34.25
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DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: FEBRUARY 28TH, 2025

25 -PARK FUND
RAYMORE ACTIVITY CENTER

DEPARTMENTAL EXPENDITURES				REMAINING						
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR	CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF	
	ENDING PO BAL.	PO ADJUST.	PO BALANCE	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET	
PERSONNEL										
28-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	138,328.00	15,183.84	55,765.58	0.00	82,562.42	40.31	
28-5020-0000 FICA	0.00	0.00	0.00	10,945.00	1,170.54	4,302.09	0.00	6,642.91	39.31	
28-5030-0000 UNEMPLOYMENT	0.00	0.00	0.00	64.00	0.00	1.34	0.00	62.66	2.09	
28-5040-0000 GROUP INSURANCE	0.00	0.00	0.00	2,798.00	686.89	1,317.36	0.00	1,480.64	47.08	
28-5045-0000 LAGERS	0.00	0.00	0.00	10,233.00	765.21	3,499.51	0.00	6,733.49	34.20	
28-5050-0000 OVERTIME	0.00	0.00	0.00	4,750.00	166.83	689.05	0.00	4,060.95	14.51	
TOTAL PERSONNEL	0.00	0.00	0.00	167,118.00	17,973.31	65,574.93	0.00	101,543.07	39.24	
COMMODITIES										
28-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00	
28-6150-1010 SUPPLIES	0.00	0.00	0.00	1,500.00	115.17	407.32	0.00	1,092.68	27.15	
28-6260-1600 TOOLS/EQUIP - LEAGUE MISC	0.00	0.00	0.00	950.00	0.00	0.00	0.00	950.00	0.00	
28-6260-1605 TOOLS/EQUIP - DAY CAMP	0.00	0.00	0.00	3,400.00	0.00	0.00	0.00	3,400.00	0.00	
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	800.00	0.00	454.21	0.00	345.79	56.78	
28-6260-1630 TOOLS/EQUIP - MISC	0.00	0.00	0.00	500.00	0.00	309.58	0.00	190.42	61.92	
28-6260-1645 TOOLS/EQUIP - FITNESS	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	
28-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	205.30	0.00	(25.30)	114.06	
TOTAL COMMODITIES	0.00	0.00	0.00	8,630.00	115.17	1,376.41	0.00	7,253.59	15.95	
MAINTENANCE & REPAIRS										
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	2,040.00	201.11	583.29	0.00	1,456.71	28.59	
28-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00	
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	2,640.00	201.11	583.29	0.00	2,056.71	22.09	
UTILITIES										
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	16,800.00	1,413.71	3,601.25	0.00	13,198.75	21.44	
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	11,000.04	1,815.96	4,964.02	0.00	6,036.02	45.13	
28-6850-1010 TRASH	0.00	0.00	0.00	960.00	0.00	169.50	0.00	790.50	17.66	
TOTAL UTILITIES	0.00	0.00	0.00	28,760.04	3,229.67	8,734.77	0.00	20,025.27	30.37	
CONTRACTUAL										
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	800.00	670.06	1,604.48	0.00	(804.48)	200.56	
28-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	940.00	62.40	319.86	8.92	611.22	34.98	
28-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	7,840.00	2,378.98	3,971.73	2,585.00	1,283.27	83.63	
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	14,870.00	7.64	482.14	0.00	14,387.86	3.24	
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	22,450.00	0.00	0.00	0.00	22,450.00	0.00	
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	21,162.50	5,198.10	22,305.12	0.00	(1,142.62)	105.40	
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	1,500.00	0.00	105.00	0.00	1,395.00	7.00	
28-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	7,620.00	0.00	341.00	0.00	7,279.00	4.48	
TOTAL CONTRACTUAL	0.00	0.00	0.00	77,182.50	8,317.18	29,129.33	2,593.92	45,459.25	41.10	
CAPITAL PROJECTS										
28-8480-0000 CAPITAL OUTLAY	0.00	0.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	
TOTAL CAPITAL PROJECTS	0.00	0.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	292,330.54	29,836.44	105,398.73	2,593.92	184,337.89	36.94	
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TOTAL EXPENDITURES	4,276.00	0.00	4,276.00	1,991,334.89	166,911.64	639,586.94	7,285.93	1,344,462.02	32.48	
=====										
REVENUES OVER/(UNDER) EXPENDITURES	(4,276.00)	0.00	(4,276.00)	(1,991,334.89)	(166,911.64)	(639,586.94)	(7,285.93)	(1,344,462.02)	32.48	
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Raymore Parks and Recreation Board Work Session Agenda

**Tuesday, February 25, 2025
6:30pm**

Or Immediately following the Regular Business Meeting

**City Hall
100 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Kies; Members Cooper, Manson, Mapes, Trautman and Wilson. Member Collier and Scott were absent

Director Musteen and Superintendents Rulo and Brennon were present.

Call to Order - 6:22pm

1. Open Discussion

Skatepark Project: The Board asked Dan Mapes to bring back some renderings for the skate park signage on the west concrete wall at the next work session. This wall was designated as a custom painted sign when the new concrete ramp replaced the old modular design. Now that the skatepark construction is headed to CC for final acceptance, the Board wants to finish the signage portion.

2. Director Items

Community Pickleball Project: The Board is not interested in signage on the pickleball court unless it goes through our sponsorship program or is part of the overall signage project for FY26. They were not comfortable providing a space to collect donations in which staff has no way to confirm actual sales.

Raymore Activity Day Use: The Board directed staff to create an SOP to govern day to day activities or open gym time at the RAC. Specifically to include minimum age without adult supervision.

3. Policy Review - PR 100.002 - Sportsmanship Policy

Recreation Superintendent Brennon presented the Sportsmanship Policy for review. General discussion ensued. Mr. Brennon will bring the policy back with revisions based on discussion.

4. Hawk Ridge Park/Parkside Dog Park - Proposal Review

Staff provided copies of the proposals for design of the plaza and dog park for Board consideration. The Board reviewed the two submittals for the design RFQ. After much discussion of the proposals, the Board gave Director Musteen their selection for a design consultant. Director Musteen will move forward and contact the firms.

5. Capital Project Updates / Kick-off for FY26

Staff provided an update of current capital projects and presented a draft plan for the next 5 years. CIP Kick-off: Most of the discussion revolved around T.B. Hanna and possible expansion.

6. Adjournment - 7:35pm