



AGENDA

Raymore Park Board Regular Meeting
City Hall – 100 Municipal Circle
Tuesday, April 22, 2025
6:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances / Presentations**
 - A. Proclamation - National Tennis Month
- 5. Consent Agenda**
 - A. Approval of Minutes from the March 25, 2025 Meeting
- 6. Staff Report**
 - A. Recreation Report
 - B. Parks Report
 - C. Director Report - Verbal Report
- 7. Unfinished Business**
- 8. New Business**
 - A. Award of Contract - Lake and Pond Management
 - B. Policy Approval - PR 100.010: Facility Rental Policy
- 9. Public Comment**
- 10. Board Member Comment**
- 11. Adjournment**

MISCELLANEOUS

Financial Statement - March 31, 2025
Work Session Notes - March 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, MARCH 25, 2025, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

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

STAFF PRESENT: Director Musteen, Park Superintendent Rulo, Recreation and Facility Superintendent Brennon, and Athletic Coordinator Nick Cook

1. Call to Order: Chairman Kies called the meeting to order at 6:01 pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

City Manager Jim Feuerborn presented information on the upcoming election ballot for the quarter cent sale tax for public safety in Raymore.

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

February 25, 2025

Motion: Member Manson moved to approve the minutes of the February 25, 2025 Park Board Meeting.
Member Trautman seconded the motion.

Discussion: None

Vote:	7 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	2 Absent	Member Kies	Aye
		Member Manson	Aye
		Member Mapes	Absent
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Akin	Absent
		Member Wilson	Aye

6. Staff Report

A. Recreation Staff Report	(submitted written report)
Nick Cook Athletic Coordinator	(verbal report)
B. Park Staff Report	(verbal report)
C. Director Report	(submitted written report)

7. Unfinished Business

8. New Business

A. Bill 3954 - Award of Contract, Fertilization Program

Action Item

Director Musteen presented the proposal for the fertilization contract for City Hall, Centerview, the RAC and T.B. Hanna Station. Included in the proposal was the treatment of the ash trees around Municipal Circle. Big Green Turf Management submitted the best lowest response.

Motion: Member Manson motions to award a contract to Big Green Turf Management LLC for the fertilization program at the city facilities to include TB Hanna Station.
Member Trautman seconds the motion.

Discussion: None

Vote:	7 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	2 Absent	Member Kies	Aye
		Member Manson	Aye
		Member Mapes	Absent
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

B. Bill 3955 - Award of Contract, Parks & Recreation Uniforms

Action Item

Recreation Superintendent Brennon presented a recommendation for award of contract for the uniforms for our recreation programs, leagues and staff shirts. Three bids were received and the Liddle Sport Shop was the lowest and best proposal best on a basket of goods comparison.

Motion: Member Manson motions to award a contract for one year with the option to renew for two additional one year terms to Liddle's Sport shop in Lee's Summit.
Member Trautman seconds the motion.

Discussion:None

Vote:	7 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	2 Absent	Member Kies	Aye
		Member Manson	Aye
		Member Mapes	Absent
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

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

Director Musteen presented the proposal from CFS Engineers for the design of the Hawk Ridge Park Plaza and the Parkside Dog Park. The Board reviewed two proposals in the February work session and selected the proposal from CFS. Staff is bringing the contract for Board approval.

Motion: Member Manson motions to award the contract for design services for Hawk Ridge Plaza and the Parkside Dog Park to Cook, Flat and Stroebele.
Member Trautman seconds the motion.

Discussion: None

Vote:	7 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	2 Absent	Member Kies	Aye
		Member Manson	Aye
		Member Mapes	Absent
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

9. Public Comment

Member Wilson encourages support of the public safety tax
Member Cooper congratulated Nick on his course completion, as well as Nick and Todd For the booming youth sport programs.
Member Trautman praised the maintenance staff for the great fields and practice areas.
Member Manson thanks Todd and Nick for their presentation and Todd's humor. He Agrees with the sales tax.
Member Collier supports the sales tax as well.
Chairman Kies congratulated Nick, Todd and Steve.

10. Board Comment

11. Adjournment

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

Discussion: None

Vote:	7 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	2 Absent	Member Kies	Aye
		Member Manson	Aye
		Member Mapes	Absent
		Member Scott	Aye
		Member Trautman	Aye
		Member Van Aken	Absent
		Member Wilson	Aye

The regular meeting of the Raymore Parks and Recreation Board adjourned at 6:40 pm

Respectfully submitted,

Greta Naab
Parks & Recreation Office Assistant

STAFF REPORT

To: Park Board
From: Todd Brennon, CPRP
Recreation & Facilities Superintendent
Date: April 22, 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**
 - Baseball, Softball, T-Ball coach meetings (4/15 & 4/17)
- Recreation Coordinator **Cecilia Walther**
 - Hiring for all summer camp positions.
 - Prepping summer camp activities.
 - Finalizing dates for summer camp counselor trainings
 - Reaching out to past Touch a Truck participants
 - Finalizing details and sponsors for Movie in the Bark
- Recreation & Facilities Superintendent **Todd Brennon**
 - Attended the 2026 World Cup Task Force Meeting on April 9.
 - Attended the OpenGov Onsite Demonstration on April 10.
 - Met with Wheelhouse Baseball on April 17.
 - Attended the Chamber of Commerce's April luncheon on April 22.
 - Attended the support staff meeting on Sunday April 27.

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

- 4 Baby Showers
- 2 HOA Meetings
- 3 Disability Interviews
- Monthly Square Dance
- Raymore Chamber of Commerce Coffee and Conversation
- Garden Club Meeting
- Wedding Reception
- Missouri Connections Academy (online school) Testing
- West Central Missouri Community Action Agency Workforce Meeting

City Internal Use

- Citizen Police Academy
- Art Commission Art Show
- Blood Drive
- Economic Department Transportation Meeting
- April Elections
- Police Department Interviews

Program Usage

- Bunco
- Bridge
- Sunshine Flowers Painting Class - 14 participants

RAC

Paid Rental

- Weekly Volleyball Rentals
- 5 Birthday Parties
- Ray-Pec Public School Foundation Gala
- St. Paul's Family Night

Program Use

- Adult Open Play Volleyball

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

Special Events

- Easter Festival

Upcoming

- Movie in the Bark 5/9
- Touch a Truck 6/14

Concessions

- Soccer concessions and RAC concessions have been operational since Soccer, Flag Football, and Volleyball games have begun. Baseball/Softball seasons will begin May 19 and we will begin prepping those concessions stands soon.

Sports (Youth)

- Spring
 - Spring volleyball, soccer, and flag football seasons have begun and games are being held Saturdays at Recreation Park.
 - Spring/Summer baseball, softball, t-ball registrations have closed
 - Total of 513 participants are registered to play

Sports (Tiny)

- Spring
 - All tiny classes have been filled. Including the additional Tuesday classes that we opened

Sports (Adult)

- Spring
 - Adult Open Play Volleyball has changed formatting to run continuously every Monday for the foreseeable future.
 - We have begun offering Open Play Basketball Sunday evenings at 6:00pm at the Raymore Activity Center.
- Summer
 - The Men's Adult Softball League's registration will close on 4/27 with games beginning 5/4.
 - The Recreational Adult Softball League's registration will close on 5/25 with games beginning 6/2.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: April 22, 2025
Subject: Parks and Maintenance Report

Park Operations

- Park Crew have started the routine mowing for the summer.
- The Park Superintendent attended a meeting on the Asset Management software.
- Parks Crew has painted over several instances of graffiti in the parks
- Contractors have completed grading and seeding at Memorial Park for the Bridge Project.
- Contractors have filled the ruts and seeded at Memorial Park on the east side
- Parks crew have prepped for the Easter Event this Saturday the 19th
- The Rock Creek Church picked up trash in several Parks and painted the baseball shed
- Superintendent has been working with playground sales reps to figure out pricing of damaged equipment
- We have taken the RTV in to get a bedliner and safety light installed
- Planted the Arbor Day Tree in Recreation Park
- Parks Crew planted Karl Forster grasses around the RAC
- Parks Superintendent talked with the Pond Contractor to fix the fountain at Hawk Ridge park
- The Parks Crew trimmed trees at City hall and Centerview
- Took the new trucks to get trailer hitches installed.
- The scoreboards at baseball are fixed and running properly
- The Parks Crew cut out honeysuckle from Moon Valley Park and cleaned up the flower bed



CITY OF RAYMORE
AGENDA ITEM INFORMATION FORM

DATE: 4/22/2025

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks and Recreation

ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Award of Contract - Lake and Pond Management

STRATEGIC PLAN GOAL / STRATEGY

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

FINANCIAL IMPACT

\$29,088.00 per year

PROJECT TIMELINE

Estimated Start Date
6/1/2025

Estimated End Date
5/31/2026

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Bill 3964
2. 25-010 CONTRACT
3. Solitude Proposal

BACKGROUND / JUSTIFICATION

The Parks & Recreation Department maintains Recreation Park Pond and Johnston Lake. This contract manages the chemical treatment at both locations including the fountain maintenance at Recreation Park Pond and light trash maintenance at Johnston Lake. In addition, the selected vendor will work with the Missouri Department of Conservation on the biological well-being of the fish to ensure safe and free recreational fishing in the City and the maintenance provider for the fountain at Johnston Lake.

In January, staff sent out a request for proposal for these services. The contract is a one-year contract with the option to renew for an additional two - one-year term. Staff received two proposals. Both proposals qualified as complete bids,

Aquatic Control LLC
Solitude Lake Management

Solitude Lake Management is found to be the lowest, best bid.

BILL 3964

ORDINANCE

"AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, APPROVING AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SOLITUDE LAKE MANAGEMENT, LLC TO PROVIDE POND AND LAKE MANAGEMENT SERVICES."

WHEREAS, the Parks and Recreation Department manages Recreation Park Pond and Johnston Lake at Hawk Ridge Park; and,

WHEREAS, staff publicly advertised and bid for pond and lake management services; and,

WHEREAS, staff reviewed the proposals submitted and found that Solitude Lake Management LLC was the lowest and 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 directed and authorized to enter into a guaranteed pricing contract with Solitude Lake Management LLC for pond and lake management services in the amount of \$29,088.00 per year.

Section 2. The City Manager is authorized to approve change orders for this project within established budget constraints.

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 12TH DAY OF MAY, 2025.

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND
ADOPTED THIS 9TH DAY OF JUNE, 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

Lake & Pond Management

Agreement made this 9th day of June, 2025, between Solitude Lake Management, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 1725 Gravois Road, High Ridge, MO 63049, 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 June 10, 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 # 25-010 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 # 25-010 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 Lake and Pond Management services as prescribed in the RFP document. This contract is for services provided in a one year period beginning June 1, 2025 and ending May 31, 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 associated with lake and pond management of Recreation Pond and Johnston Lake based on guaranteed pricing listed below and provided in the Request for Proposal response submitted by the contractor and attached as Appendix A,

Recreation Park Pond (1011 South Madison) 1.21 Acres

Service	Description	Per Month	Total Applications	Total
Pond Algae Control	two times per month (March - November)	\$ 100	9	\$ 900
Pond Algae Control	one time per month (December - February)	\$ 92	3	\$ 276
Aquatic Weed Control	two times per month (March - November)	\$ 100	9	\$ 900
Aquatic Weed Control	one time per month (December - February)	\$ 92	3	\$ 276
Shoreline Weed Control	two times per month (March - November)	\$ 100	9	\$ 900
Shoreline Weed Control	one time per month (December - February)	\$ 92	3	\$ 276
Biological Augmentation	As described in the scope of work	\$ 112	6	\$ 672
Pond Dye	As described in the scope of work	\$ 36	12	\$ 432
Fountain Maintenance Service	As described in the scope of work	\$ 78.66	9	\$ 708

\$5,340.00 - 12 Month Total

Johnston Lake (701 Johnston Parkway)

13.5 Acres

Service	Description	Per Month	Total Applications	Total
Lake Algae Control	two times per month (March - November)	\$1,047	9	\$9,423
Lake Algae Control	one time per month (December - February)	\$1,047	3	\$3,141
Monthly Trash Removal	As described in the scope of work	\$723	12	\$8,676
Six Month Trash Removal	As described in the scope of work	\$1,254	2	\$2,508

\$23,748.00 - 12 Month Total

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 Department of Homeland Security – Verification Division.

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)

Company Name

By: _____

Title: _____

Attest: _____

(SEAL)

APPENDIX A **SCOPE OF SERVICES**

1. INTRODUCTION/DESCRIPTION OF SERVICES:

The City of Raymore would like to contract our lake and pond management program. Recreation Park Pond and Johnston Lake are included in this program:

Recreation Park Pond located at 1011 S Madison St	1.21 Acres
Johnston Lake at Hawk Ridge Park at 701 Johnston Parkway	13.5 Acres

2. ANTICIPATED SCOPE OF SERVICES:

The following scope of work is a guide for the services desired at each location specifically.

RECREATION PARK POND



Pond Algae Control:

1. Rec Park Pond will be inspected on a ***two (2) times per month*** basis during the months of ***March through November***, and on a ***one (1)***

time per month basis during the months of ***December through February***.

2. Any algae found in the Rec Park Pond with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Aquatic Weed Control:

1. Rec Park Pond will be inspected on a ***two (2) times per month*** basis during the months of ***March through November***, and on a ***one (1) time per month*** basis during the months of ***December through February***.
2. Any growth of undesirable aquatic weeds and vegetation found in the pond(s) with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the pond at the time of application.
3. Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species.
4. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.

Shoreline Weed Control:

1. Shoreline areas will be inspected on a ***two (2) times per month*** basis during the months of ***March through November***, and on a ***one (1) time per month*** basis during the months of ***December through February***.
2. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the pond area shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
3. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.

Biological Augmentation:

1. Rec Park Pond will be inoculated with a combination of Beneficial Aerobic Bacteria, Enzymes, and other microbial or natural nutrient binding and limiting products as required for the proper maintenance of the pond(s) once the sustained water temperature reaches approximately 55 degrees.
2. Rec Park Pond will receive maintenance rate applications of Beneficial Aerobic Bacteria, Enzymes, and other microbial products throughout the contract period, or until such time as the sustained water temperature drops below 50 degrees.
3. Application of Beneficial Aerobic Bacteria, Enzymes, and other microbial products are made for the purpose of metabolizing excess nutrients in the water and digesting organic matter and bottom sludge, thus removing the primary cause of algae and preventing future algae growth.
4. Reduction in the amount of organic matter and bottom sludge in the pond will also help to extend the overall life of the pond and reduce the amount of maintenance dredging required to maintain the functionality of the pond.

Pond Dye:

1. **Pond Dye** will be applied to the pond(s) on a ***one (1) time per month*** basis. A combination of blue and/or black dye will be used as required to maintain a dark natural water color.

Fountain Maintenance Service:

1. Company will service the fountain on a ***one (1) time per month basis*** during the months of ***March through November*** on a once per month basis as follows:
 - Perform Amp test on the motor to verify appropriate amp load.
 - Check incoming and outgoing Voltage.
 - Test Motor GFCI Protection Breaker.
 - Test Contactor (starter).
 - Test motor overload protection to make sure it is set and functioning properly.
 - Check fuses.
 - Make sure all wires, breakers, and other electronic parts are securely attached
 - Check timer and set as needed.
 - Test Lighting GFCI breaker in the control panel to make sure it is

operating properly. Check lighting timer and set as needed.

2. If the fountain or lights are not visibly operating properly, or malfunctioning in any way as determined by the diagnostic checks specified above, the Company will further perform the following:
 - Perform ohm test to cable to test for any shorts or resistance in the power cable between the control panel and the motor.
 - Inspect motor shaft to make sure it is not bent and that it is turning smoothly and quietly.
 - Inspect propeller or impeller (*depending on what type unit*) and diffuser plate (*if present*) to make sure they are tightly attached and not bent or damaged in any way.
 - Clean fountain's debris screen nozzle, shaft, and pump chamber ensure proper water flow.
 - Clean all lighting lens covers.
 - Check each light and replace lamps that have burnt out.
 - Replace any seals on light housing which are leaking.
3. All replacement parts required for proper maintenance of the fountains and the additional labor required to replace these parts as needed will be billed as an additional charge.
4. All lights, seals, other replacement parts, and labor required for light replacements will be billed as an additional charge.
5. All necessary repairs (parts & labor) covered by warranty will be performed at no additional charge to the Customer.
6. Any significant problems or malfunctions that are discovered during the maintenance service that are not able to be repaired during that service, which are no longer under warranty, and that will require significant additional labor and/or parts, will be written up and submitted to the Customer for his / her approval prior to proceeding with the work.
7. All fountain work will be performed by factory certified service and repair technicians.

JOHNSTON LAKE



Lake Algae Control:

1. Johnston Lake will be inspected on a ***two (2) times per month*** basis during the months of ***March through November***, and on a ***one (1) time per month*** basis during the months of ***December through February***.
2. Any algae found in the Johnston Lake with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Monthly Trash Removal:

1. Trash and light debris will be removed from Johnston Lake with each service and disposed off site.
 - a. Any large item or debris that is not easily and reasonably

removable by one person during the routine visit will be removed with the Customer's approval for an additional fee.

- b. Routine trash and debris removal services are for the Johnston Lake area only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.
- c. Public access areas 1, 2 and 3 should be maintained at the highest level. Expectations include no visible trash/debris upon each monthly inspection.
 - 1. Amphitheater / Boardwalk area
 - 2. Pedestrian Bridge and south shoreline
 - 3. Fishing Dock and west parking lot shoreline

Six Month Trash Removal:

- 1. Every 6 months (April and October) an extensive lake trash/debris service will be conducted extending out approximately 30ft from the shoreline or public access areas.
 - d. Coordination with the Parks Department on date of service is expected to avoid any conflicts of events or programming at Hawk Ridge Park.

Other Services:

- 1. Pond Dye will not be applied in Johnston Lake
- 2. Fountain maintenance at Johnston Lake is maintained through separate services and not affiliated with this contract.
- 3. Other application services not listed in Johnston Lake scope of work but utilized at Recreation Park Pond are contracted through the Missouri Department of Conservation.

GENERAL REQUIREMENTS

Service Reporting:

- 1. Company will provide a monthly service report detailing all of the work performed as part of this contract.

General Qualifications:

- 1. Company is a licensed pesticide applicator in the state of Missouri
- 2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state of Missouri.
- 3. Company is a SePRO Preferred Applicator and dedicated Steward of

Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.

4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

Community Assistance Program - MO Department of Conservation:

Both Recreation Park Pond and Johnston Lake are part of the Missouri Department of Conservation's Community Assistance Program and are monitored and regularly stocked for free public fishing and recreational access. Some services are maintained through the CAPS agreement. The Selected contractor will be required to cooperate with the Missouri Department of Conservation on the management of both Recreation Park Pond and Johnston Lake.

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 Lake & Pond Management services as prescribed in the RFP document. This contract is for services beginning June 1, 2025 and ending May 31, 2026. This term shall automatically extend for two additional one-year (12 month) 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.

PROPOSAL FORM A
RFP 25-010

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

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

FIRM NAME: SOLitude Lake Management, LLC

ADDRESS: 1725 Gravois Road
Street

ADDRESS: High Ridge Missouri 63049
City State Zip

PHONE: (636) 288-0366

E-MAIL: JBonzani@solitudelake.com

DATE: 03/13/2025
(Month-Day-Year)

W. R. Mue North America General Counsel & Secretary
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 Entetthe Cityise)
_____ WBE (Women Owned Entetthe Cityise)
_____ Small Business

PROPOSAL FORM B
RFP 25-010

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 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 possesses 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 the 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 interest 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 25-010

EXPERIENCE / REFERENCES

To be eligible to respond to this RFP, every bidder must be in business for a minimum of one (1) year 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, not including the City of Raymore.

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	City of Clayton
ADDRESS	10 N. Bemiston, Clayton, MO 63105
CONTACT PERSON	Justin Whipple
CONTACT EMAIL	jwhipple@claytonmo.gov
TELEPHONE NUMBER	(314) 290-8554
PROJECT, AMOUNT AND DATE COMPLETED	Annual maintenance for 1 pond, 2019-present, \$4,723.0

COMPANY NAME	Forest Park
ADDRESS	5595 Grand Drive, St. Louis, MO 63112
CONTACT PERSON	Justin Schmitt
CONTACT EMAIL	jschmitt@forestparkforever.org
TELEPHONE NUMBER	(314) 319-1763
PROJECT, AMOUNT AND DATE COMPLETED	Annual maintenance for 50 acres of water, 2019-present, \$68,054.00

COMPANY NAME	Raintree HOA
ADDRESS	825 SW Raintree Drive, Lee's Summit, MO 64081
CONTACT PERSON	Josh Cresswell
CONTACT EMAIL	jcresswell@rlpoa.com
TELEPHONE NUMBER	(816) 537-7576
PROJECT, AMOUNT AND DATE COMPLETED	Annual maintenance for 9 ponds, 2018-present, \$11,260.00

COMPANY NAME	City of St. Joseph
ADDRESS	1100 Frederick Ave, St. Joseph, MO 64501
CONTACT PERSON	Chuck Kempf
CONTACT EMAIL	ckempf@stjosephmo.gov
TELEPHONE NUMBER	(816) 271-5517
PROJECT, AMOUNT AND DATE COMPLETED	Annual maintenance for 2 ponds (Corby and Krug) 2023-present, \$13,333.00

COMPANY NAME	Creekmoor POA
ADDRESS	802 Creekmoor Pond Lane, Raymore, MO 64081
CONTACT PERSON	Tim Nielsen
CONTACT EMAIL	t.nielsen@creekmoorpoa.com
TELEPHONE NUMBER	(816) 935-0732
PROJECT, AMOUNT AND DATE COMPLETED	Annual maintenance for 2 ponds, 2021-present, \$4,544.00

State the number of Years in Business: 26 years

State the current number of personnel on staff: 500

PROPOSAL FORM D
RFP 25-010

Proposal of SOLitude Lake Management, LLC, organized and
(Company Name)
existing under the laws of the State of Virginia, doing business
as SOLitude Lake Management, LLC (*) Limited Liability Company

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposes and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 25-010- Pond and Lake Maintenance.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) 0, 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. 25-010**Lake and Pond Management****Recreation Park Pond (1011 South Madison)****1.21 Acres**

Service	Description	Unit Price	Price per Month
Pond Algae Control	two times per month (March - November)	\$900.00	\$100.00
Pond Algae Control	one time per month (December - February)	\$276.00	\$92.00
Aquatic Weed Control	two times per month (March - November)	\$900.00	\$100.00
Aquatic Weed Control	one time per month (December - February)	\$276.00	\$92.00
Shoreline Weed Control	two times per month (March - November)	\$900.00	\$100.00
Shoreline Weed Control	one time per month (December - February)	\$276.00	\$92.00
Biological Augmentation	As described in the scope of work	\$672.00	\$112.00
Pond Dye	As described in the scope of work	\$432.00	\$36.00
Fountain Maintenance Service	As described in the scope of work	\$708.00	\$78.66

\$5,340.00 **12 Month Total****Johnston Lake (701 Johnston Parkway)****13.5 Acres**

Service	Description	Unit Price	Price per Month
Lake Algae Control	two times per month (March - November)	\$9,423.00	\$1,047.00
Lake Algae Control	one time per month (December - February)	\$3,141.00	\$1,047.00
Monthly Trash Removal	As described in the scope of work	\$8,676.00	\$723.00
Six Month Trash Removal	As described in the scope of work	\$2,508.00	\$1,254.00 (April and Octol

\$23,748.00 **12 Month Total**

**BID PROPOSAL FORM E – RFP 25-010
CONTINUED**

**City of Raymore
Lake & Pond Management
Bid Summary**

Company Name SOLitude Lake Management, LLC

Total of both addresses for Project Number: 25-010

12 Month Contract Total: \$ 29,088.00

\$ 29,088.00

In the blank above insert numbers for the sum of the bid.

(\$ Twenty-nine thousand eighty-eight dollars and zero cents)

In the blank above write out the sum of the bid.

**BID PROPOSAL FORM E – RFP 25-010
CONTINUED**

Company Name SOLitude Lake Management, LLC

By William R. McAllister
Authorized Person's Signature

William McAllister, North America General Counsel & Secretary

Print or type name and title of signer

Company Address _____

1725 Gravois Road

High Ridge, MO 63049

Phone (636) 288-0366

Fax _____

Email jbonzani@solitudelake.com

Date 3/27/2025

ADDENDA

Bidder acknowledges receipt of the following addendum:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

LATE BIDS CANNOT BE ACCEPTED!

E - VERIFY AFFIDAVIT

(As required by Section 285.530,RSMo)

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

Name/Contractor: SOLitude Lake Management, LLC

Company: SOLitude Lake Management, LLC

Address: 1725 Gravois Road, High Ridge, MO 63049

- 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 #25-010.
- 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.

SOLitude Lake Management, LLC

Company Name

William R. McAllister

Signature

Name: William McAllister

Title: North America General Counsel & Secretary

STATE OF Pennsylvania COUNTY OF Berks

Subscribed and sworn to before me this 13 day of March, 2025.

Notary Public: Kathleen Archer

My Commission Expires: Nov 14 2027 Commission # _____

Commonwealth of Pennsylvania- Notary Seal
Kathleen Archer, Notary Public
Berks County
My Commission expires November 14, 2027
Commission number 1237525

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.

Company ID Number: 1605759

may subject the Web Services Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

Approved by:

Web Services Employer Rentokil North America, Incorporated	
Name (Please Type or Print) Anthony Brown	Title
Signature Electronically Signed	Date 11/06/2020
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/13/2020

Company ID Number: 1605759

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Rentokil North America, Incorporated
Company Facility Address	1125 Berkshire Blvd. Suite 150 Reading, PA 19610
Company Alternate Address	
County or Parish	BERKS
Employer Identification Number	231568350
North American Industry Classification Systems Code	562
Parent Company	
Number of Employees	10,000 and over
Number of Sites Verified for	448

Company ID Number: 1605759

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

ALABAMA	3 site(s)
ARKANSAS	8 site(s)
ARIZONA	7 site(s)
CALIFORNIA	42 site(s)
COLORADO	10 site(s)
CONNECTICUT	3 site(s)
DELAWARE	4 site(s)
FLORIDA	68 site(s)
GEORGIA	29 site(s)
HAWAII	1 site(s)
IOWA	4 site(s)
IDAHO	4 site(s)
ILLINOIS	15 site(s)
INDIANA	4 site(s)
KANSAS	1 site(s)
KENTUCKY	2 site(s)
LOUISIANA	18 site(s)
MASSACHUSETTS	7 site(s)
MARYLAND	8 site(s)
MAINE	4 site(s)
MICHIGAN	12 site(s)
MINNESOTA	1 site(s)
MISSOURI	8 site(s)
MISSISSIPPI	6 site(s)
NORTH CAROLINA	16 site(s)
NEBRASKA	6 site(s)
NEW JERSEY	11 site(s)
NEW MEXICO	2 site(s)
NEVADA	4 site(s)
NEW YORK	13 site(s)
OHIO	9 site(s)
OKLAHOMA	2 site(s)
OREGON	2 site(s)
PENNSYLVANIA	43 site(s)
SOUTH CAROLINA	3 site(s)
SOUTH DAKOTA	1 site(s)
TENNESSEE	11 site(s)
TEXAS	18 site(s)
UTAH	4 site(s)
VIRGINIA	15 site(s)
VERMONT	2 site(s)
WASHINGTON	7 site(s)
WISCONSIN	7 site(s)
WEST VIRGINIA	1 site(s)
WYOMING	2 site(s)

Company ID Number: 1605759

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Judy D Maus
Phone Number (714) 349 - 5098
Fax Number
Email Address judy.maus@rentokil.com

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Company ID Number: 1605759

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CITY OF RAYMORE
AGENDA ITEM INFORMATION FORM

DATE: 4/22/2025

SUBMITTED BY: Nathan Musteen

DEPARTMENT: Parks and Recreation

ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Policy Approval - PR 100.010: Facility Rental Policy

STRATEGIC PLAN GOAL / STRATEGY

4.3.1 Develop and implement long-term funding strategies to support City operations and needs

FINANCIAL IMPACT

See Attached Policies

PROJECT TIMELINE

Estimated Start Date
4/22/2025

Estimated End Date

STAFF RECOMMENDATION:

Approval

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. 100.010 - Facility Rentals Policy Statement
2. 100.010a - Private Rental Policy
3. 100.010b - Special Event Rental Policy
4. 100.010c - Athletic Facility Rental Policy

BACKGROUND / JUSTIFICATION

On March 25, 2025, the Park Board reviewed Policy 100.010 Facility Rental and it's subsidiaries: Private Function Rentals, Special Event Rentals and Athletic Facility Rentals. The Board directed staff to update the policies based on the discussion and provide an updated version for acceptance at the next meeting. The updated policies are before the Park Board for review and acceptance.



RAYMORE PARKS AND RECREATION
FACILITY USE / RENTAL POLICY

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.018
Date of Review:	Draft Review - April 22, 2025

I. STATEMENT OF NEED

The City of Raymore has a variety of facilities designed to serve the residents of Raymore and other non-residents, by providing public areas for use for private parties, meetings, athletic events and other gatherings, as well as activities open to the general public.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves all policies and fee schedules, including the control of the expenditures of all money collected to the credit of the Parks and Recreation Fund and the supervision, improvement, care and custody of all parks in Raymore.

III. STATEMENT OF PHILOSOPHY

The philosophy of Raymore's Parks and Recreation Board is to provide facilities and locations for private and public gatherings. These facilities shall be governed by policies and procedures set forth by the Parks and Recreation Board and executed through the Parks and Recreation Department of the City of Raymore. It is determined that these opportunities shall be categorized into three policies:

- A. Private Functions: Private functions held on City of Raymore public property will not require a Special Use Permit. However, facilities must be reserved

using the approved Reservation Form for Small Private Functions. Reservations are made on a first come, first serve basis. Rental fees, deposits, insurance requirements and other fees may be assessed for certain facilities or functions.

- B. Special Event: A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-ways or sidewalks. Special events may include but are not limited to such activities as festivals, fairs, tours, concerts, holiday celebrations, races and runs, parades and marches.
- C. Athletic Facility Rental: Use of athletic facilities owned and cared for by the City of Raymore for private parties and gatherings, charitable events, fund raising opportunities, tournaments and all other exclusive use will require authorization from the Parks and Recreation Department through a reservation form approval process.

IV. ANNUAL REVIEW

The Raymore Parks and Recreation Board shall review this Policy and subsequent policies and procedures within two years of the last review date, or more often as the Board deems necessary, to ensure the best possible service to the public.

Last Date of Review: _____



Private Function Rental Policy

This document sets forth guidelines for the implementation of a Private Function Rental Policy by the City of Raymore. It defines, categorizes and sets a fee structure for Private Function Rentals.

1.0 Purpose

The City of Raymore has a variety of facilities designed to serve the residents of Raymore and other non-residents, by providing public areas for use for private parties, meetings, athletic events and other gatherings, as well as activities open to the general public.

2.0 Private Functions

Private functions held on City of Raymore public property will not require a Special Use Permit. However, facilities must be reserved using the approved Reservation Form for Small Private Functions. Reservations are made on a first come, first serve basis. Rental fees, deposits, insurance requirements and other fees may be assessed for certain facilities or functions.

See Appendix A for facilities and rates

3.0 Requesting and Reserving Use of Facilities

- a) The City reserves the right to deny any rental, including denying use based upon past performance of Renter(s) and/or rentals for similar purposes.
- b) Reservations for the use of the facilities shall be made with the Parks & Recreation Department.
- c) Reservations will be made on a first come, first serve basis with the understanding that City use has the first priority.
- d) Reservations may be made up to 12 months in advance.
- e) Telephone inquiries are not binding and do not constitute a reservation.
- f) All forms must be completed and fees must be paid in full. A reservation will be considered firm only when a Facility Use Agreement has been received with the appropriate fees and accepted by Parks and Recreation staff. Facilities under the

- "Indoor Facilities" Category will require a security deposit at the time of registration.
- g) Depending on the time and type of event, an additional staff fee or public safety fee may be charged.

See Appendix A for facilities and rates

5.0 General Facility Reservation Guidelines

- a) Use of the facilities shall be subject to availability and/or non-interference with City functions. All City functions and/or uses shall take precedence.
- b) No one under twenty-one (21) years of age may rent any City facility. There will be no exceptions to this policy.
- c) Indoor facilities are not available on the following days: Easter Day, Thanksgiving Day and Christmas Day.
 - a) The following days are available for rental use and will be charged the holiday rates: New Year's Eve, New Year's Day, Memorial Day Weekend, Independence Day, Labor Day Weekend, Thanksgiving Day and after Thanksgiving Day Weekend and Christmas Eve.
- d) Park Shelters are rented for the entire day and the Indoor Facilities are available for reservations in four (4) hour blocks. See Appendix A for rental schedule.
- e) The rental ending time means the facility must be empty of all guests and event staff. The Renter(s) shall ensure that the rented Indoor Facility is cleaned in its entirety and left in the same state as when first entered. A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility or within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit and any remaining amount will be charged to the Renter(s).
- f) No keys are given out. A City employee and/or Public Safety Officer will unlock and lock doors and turn lights on and off.
- g) The City of Raymore indoor facilities are Smoke-Free.
- h) The Renter(s) is responsible for the proper conduct of all persons present during the use of the facility. The Renter(s) must be personally present at the facility at all times during the use of the facility.
- i) Rental of facilities shall include set-up or takedown of tables and chairs or emptying of trash solely by City staff. The Renter(s) is not responsible for these activities.
- j) Inflatables may be permitted by the Parks and Recreation Director upon the renter demonstrating to the Director's satisfaction that the renter or the company providing the inflatables for use by the renter has a general commercial liability policy in the amount of not less than \$1,000,000 and that the City is named as additional insured.

6.0 Alcohol

- a. General use of alcohol is not permitted at any Raymore Parks and Recreation

Facilities or parks.

- b. See the Alcohol in the Park Policy for events in which alcoholic beverages may be permitted through a special use permit approval process.

7.0 Categories of Use

There will be five categories of use by which the rental rate to use City facilities are determined: Resident, Non-Resident, Non-Profit, Commercial, and Government. Each category shall be defined as follows:

- a) Resident – an individual who maintains a permanent residence within the City and who is utilizing the facility for a non-commercial purpose. A driver's license or utility bill will be accepted as proof of residency.
- b) Non-resident – an individual who has not provided approved documentation of residency within the city and who is utilizing the facility for a non-commercial purpose.
- c) Non-Profit – any organization that is an IRS certified 501(c)(3) non-profit corporation or provides proof of good standing as a valid registered non-profit entity with the Secretary of State of the State of Missouri. Proof of such organization's non-profit status shall be provided by the applicant with the application.
- d) Commercial – any business or individual utilizing the facility for a business-related purpose. Business-related purpose shall include free seminars held by a business owner when information about the business is displayed or distributed to attendees.
- e) Government – any state, county or local governmental entity or agency utilizing the facility for the conduct of official business of such entity or agency. Governmental use shall not include fundraising activities, awards dinners or any other gathering that is primarily social in nature.

See Appendix A for facilities and rates

8.0 Public Safety

- a) Public Safety Officer(s) may be required at the event based on the type of event, estimated attendance and whether or not alcohol will be served. Hourly rates and security ratios for public safety officers are provided in Appendix A.
- b) Parks and Recreation staff will work with the Renter(s) to schedule Public Safety Officer(s) for the reservation date.

9.0 Staff Fees

- a. Additional staff fees may be charged based on the type of event, estimated attendance and for rentals that occur when regularly scheduled activities are occurring at the facilities categorized as "Indoor Facilities". The hourly fees for staff are provided in Appendix A.

10.0 Payment of Fees and Deposits

- a. A reservation will be considered firm only when a Facility Use Agreement has been received and accepted by Parks and Recreation staff, and the deposit (if required) has been turned in at the Parks and Recreation office.
- b. All fees must be paid in full and all other required documents must be submitted at the time of reservation.
- c. For each Facility Use Agreement for indoor facilities, the Renter(s) will be required to submit a refundable security deposit made payable to the City of Raymore at the Parks and Recreation Office prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City's bank account and refunded with a City check after the function has concluded (provided the condition of the facility is in the same order it was before the event).
- d. For a recurring event done by the same renter in the same location, one deposit may be put down for all recurrences within a 12 month period. The deposit will be returned annually if all recurrences are paid in full.

11.0 Facility Use Agreement Procedure

- a. Facility Use Agreements can be obtained at the City of Raymore Parks and Recreation Office. If the date of the event is available, a Facility Use Agreement will be executed upon receipt of the facility deposit.

12.0 Cancellation Policy

- a. Individuals or groups requesting cancellation of reservations in any part of the Indoor Facility spaces must do so at least thirty (30) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department by the Renter(s). If the cancellation request is received less than thirty (30) days prior to the scheduled use date, or if the Renter(s) fails to use the facility on the scheduled use date, the Renter(s) shall forfeit a portion of the required security deposit in an amount equal to the rental fee for the scheduled use of the facility.
- b. Individuals or groups requesting cancellation of reservations in any part of the Outdoor Facility spaces must do so at least seven (7) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department by the Renter(s). Cancellations made in writing seven (7) days prior to event may be issued a refund. Cancellations made six (6) days or less forfeit fifty percent (50%) of the rental fee.
- c. No refunds for inclement weather. Exceptions to this policy may be made on a case-by-case basis in the event of very severe weather or unusual emergency. The Parks and Recreation Board will review any requests that qualify under these conditions.

13.0 Cleaning the Facility

- a. General cleanup is the renter(s) responsibility. All decorations, food, gifts and rental equipment must be removed from the facility at the end of the event.
- b. Renters shall provide all cleaning supplies and trash bags. Trash must be taken with the renter following the event or placed in the appropriate receptacles.
- c. A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).

Appendix A: Facilities and Fees

I. Large Shelter House Facilities:

A. The Depot - 214 South Washington (T.B. Hanna Station)

1. Description: Covered park shelter with a capacity of 100+ people. Facility features several cafe style tables, electrical outlets, water fountain and other park amenities.
2. Fees:

<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
\$70 / Day	\$120 / Day	N/A

B. The Lion's Shelter - 400 Park Lane (Memorial Park)

1. Description: Covered park shelter with a capacity of 100+ people. Facility features 20 picnic tables, electrical outlets, water fountain, restrooms, bbq grills and other park amenities.
2. Fees:

<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
\$70 / Day	\$120 / Day	N/A

II. Small Shelter House Facilities:

A. The Optimist Shelter - 1011 South Madison (Recreation Park)

1. Description: Covered park shelter with a capacity of 25+ people. Facility features 6 picnic tables, electrical outlets, water fountain, restrooms, bbq grill and other park amenities. Close proximity to play equipment and the Soccer Complex.
2. Fees:

<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
\$50 / Day	\$75 / Day	N/A

B. The West Shelter - 305 Park Court (Memorial Park - Arboretum)

1. Description: Covered park shelter with a capacity of 25+ people. Facility features 6 picnic tables, electrical outlets, water fountain, bbq grill and other park amenities. Close proximity to play equipment.
2. Fees:

<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
\$50 / Day	\$75 / Day	N/A

C. The East Shelter - 500 Chestnut Circle (Moon Valley Park)

1. Description: Covered park shelter with a capacity of 35+ people. Facility features 8 picnic tables, electrical outlets, water fountain, restrooms, bbq grill and other park amenities. Close proximity to play equipment.
2. Fees:

<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
\$50 / Day	\$75 / Day	N/A

III. Indoor Facilities:

A. Centerview - 227 Municipal Circle

1. General Description: Raymore's premier rental facility, Centerview, offers a variety of rental options from small scale gatherings to large trainings and special events.
2. Fees:

Centerview - Full Facility

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$_____ / HR	\$_____ / HR -	\$_____ / HR	\$_____ / HR	\$_____ / HR

Harrelson Hall - _____ Capacity

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$_____ / HR	\$_____ / HR -	\$_____ / HR	\$_____ / HR	\$_____ / HR

Greenlee Room - ____ Capacity

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$____ / HR	\$____ / HR -	\$____ / HR	\$____ / HR	\$____ / HR

Gilmore Room - ____ Capacity

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$____ / HR	\$____ / HR -	\$____ / HR	\$____ / HR	\$____ / HR

The Grove - Outdoor Patio and Lawn

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$____ / HR	\$____ / HR -	\$____ / HR	\$____ / HR	\$____ / HR

Lobby / Lounge

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$____ / HR	\$____ / HR -	\$____ / HR	\$____ / HR	\$____ / HR

Kitchen

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$____ / HR	\$____ / HR -	\$____ / HR	\$____ / HR	\$____ / HR

B. Raymore Activity Center - 1011 South Madison (TBD)

1. General Description: The City of Raymore's only indoor multipurpose court that offers basketball, volleyball, a walking track, bleacher seating, concessions/kitchen or an open floor set-up.
2. Chairs and tables are not available, furnishings for additional seating and dining are the responsibility of the renter and must be pre-approved by the Parks and Recreation Department utilizing plastic feet or felt tip chairs and table legs to protect the floor surface.
3. Fee Schedule

RAC - Full Facility

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$____ / HR	\$____ / HR -	\$____ / HR	\$____ / HR	\$____ / HR

RAC - Gymnasium

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$_____ / HR	\$_____ / HR -	\$_____ / HR	\$_____ / HR	\$_____ / HR

Additional Set-Up charge for Volleyball: \$_____ - 1 Court / \$_____ - 2 Courts

RAC - Concession Kitchen

<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>501(c)(3) Non-Profit</i>	<i>Government</i>
\$_____ / HR	\$_____ / HR -	\$_____ / HR	\$_____ / HR	\$_____ / HR

C. Additional Fees

1. Additional fees may be included for indoor facility rentals.
 - a) Audio / Video is available at Centerview
 - b) Alcohol can be served at at both Centerview and the RAC with proper permitting and public safety officer staffing. See the Alcohol in the Park & Public Facilities Policy for more information.

Security	\$_____ / HR *	Centerview & the RAC
Alcohol Permit	\$_____ / HR **	Centerview & the RAC
Audio / Video	\$_____ / HR	Centerview

* Public Safety Officers are required for groups serving alcohol. Park and Recreation staff will evaluate each rental event to determine if additional security is required.

** Permit information and Public Safety Officer vs. Participant ratios are listed in the Alcohol in the Park & Public Facilities Policy.



Special Event Rental Policy

This document sets forth guidelines for the implementation of a Special Event Rental Policy by the Parks and Recreation Department of the City of Raymore. It defines, categorizes and sets a fee structure for Special Event Rentals.

1.0 Purpose

The City of Raymore has a variety of facilities and parks designed to serve the residents of Raymore and other non-residents, groups and organizations. It is the purpose of this policy to regulate special events held in the City of Raymore so that such events can be held with the health and safety of the participants in mind, the protection of public property considered and the impact of the events on non-participating citizens minimized. This policy, with limited exceptions, also ensures that those who benefit from an event are responsible for the costs of the event.

Community festivals and special events can promote tourism, showcase local talent, and expose artists and performers to new audiences. Events can also invigorate community spirit, revitalize neighborhoods and the downtown, and contribute substantial economic and social benefits to the community. It is the policy of the City of Raymore to encourage events that promote these benefits.

2.0 Special Events

A special event is any activity that occurs upon public property owned by the City of Raymore, in the care of the Raymore Parks and Recreation Board and managed by the Raymore Parks and Recreation Department. Special events may include but are not limited to such activities as festivals, fairs, tours, concerts, holiday celebrations, races and runs, parades and marches.

3.0 Special Event Applications Process

- A. Each applicant must submit a completed application package no more than 18 months in advance and at least 60 days prior to the event date to the Parks and Recreation Department.
- B. The City reserves the right to approve or disapprove of special events based on

available space, availability of resources, practicality of event proposed, frequency of same or similar events, conflict with previously approved events, public safety, or any other reason at the sole discretion of the City.

- C. Events that affect or interfere with the ordinary use of parks, public streets, rights-of-ways or sidewalks by the public or present changes in public safety protocol must be reviewed by the Parks and Recreation Department, Police Department, South Metro Fire and/or the Public Works Departments as necessary.
- D. Upon approval of the event, the applicant must remit the determined deposit within 7 days following approval. If appropriate, the deposit may be returned pursuant to the terms of the special event contract. The rental fee and all other sums for estimated expenses associated with the event will be due 30 days prior to the event date.
- E. Cancellation Policy: An applicant must submit in writing to the Parks and Recreation Department, a cancellation notice at least 30 days prior to the date of the proposed special event. The return of the deposit, if any, shall be determined by the terms of the special event contract.

4.0 Fees and Charges

- A. Service Fees and Charges: Special event applications will be reviewed by the Parks and Recreation department for authorization. Upon review, the City may require police, fire, medical and/or public works personnel to be present at the event.
 - Events requesting use of public areas not maintained by the Parks and Recreation Department (streets, sidewalks, public buildings) will be directed to the appropriate City Department.
 - Event organizers must contract with the City of Raymore or a Raymore approved vendor for services associated with the proposed event.
 - The City will provide a cost estimate for required services at least 60 days prior to the event and reserves the right to alter staffing needs based on actual event attendance or other factors as determined in the sole discretion of the City.
 - If staffing levels change during the event, a refund given or additional invoice will be provided. Additional fees will be taken from the deposit before it is returned to event organizers. Any fees, expenses, or charges above what the deposit will cover are due within 30 days following the event.
- B. Rental Fees: The special event rental fee will be determined based on length and type of event, and is due at least 30 days prior to the special event date.

5.0 City Facility Reservation

- A. All reservations for special events located on public areas maintained by the Parks and Recreation Department are coordinated through the Parks and Recreation Department. Application review by other City departments is determined upon the requested location for the event and activities associated with the request.
- B. Booking requests for specific dates will be made on a first come, first serve, and

space available basis.

- Parks and Recreation programs and events take priority over all requests.
- C. The maximum time for advance scheduling is 18 months of the proposed usage date.
- If an event is intended to be an annual event on regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include information regarding the next year's proposed dates. However, the reservation will not constitute approval of the next year's event, which must have its own timely application submitted for City approval.
- D. A security deposit is required to officially reserve the date on the City's calendar and must be received within 7 days following approval of the special event application.
- The security deposit will include the costs associated with reserving picnic shelters or other rental facilities that are affected by the dates requested.
- E. Any cancellation notices must be in writing and delivered to the Parks and Recreation Department at least 30 days before the proposed event. The return of the deposit, if any, shall be determined by the terms of the facility reservation contract.
- F. For park events, all dates that require any substantial set up or tear down in the park area must be reserved as well. Event organizers will be able to access the park for equipment deliveries after 2 p.m. the day prior to the beginning of the reservation and until 12 p.m. the day following the end of the reservation. Any work done in the park during this allowed time on the day prior to and day following the event must not disrupt the public's use of the park. Any equipment or other items placed in the park are the sole responsibility of the event organizer. Any use of the park by event organizers or prior to the times allowed in the event contract or by city policy shall be charged an extra rental fee for such usage. In addition, any use on the day prior to or following the event which disrupts the public use of the park shall also be charged an extra rental for such usage.

6.0 Security Deposit

- A. A security deposit is required to officially reserve the date on the City's calendar and must be received within 7 days following approval of the special event application.
- B. Event organizers will be held responsible if the area used is not left in the same condition at the end of the event as it was found to be at the beginning. The area used for the special event shall be inspected following the event. If for any reason there is damage to any part of which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage shall be determined and the dollar amount of any repair or replacement will be deducted from the deposit paid by event organizers. Damage in excess of the deposit shall be remitted to the City within 30 days.
- The City will schedule a time to walk through the area where the event is scheduled prior to setup for the event. A walk-through after the event will take place at a predetermined time after the event concludes, but no later

than 12 p.m. the following day. The walk-through after the event will not occur until event clean up is substantially completed. It is the responsibility of the event organizer to ensure a representative of the organization is present at such inspection times.

- All property, material and other items brought in by the event organizers or in relation to the event (trailers, tents, vendors, etc.) which are not removed by the end of the rental period or other time agreed to in writing by the City will be deemed abandoned and may be removed and destroyed or stored by City at the expense of the event organizers. The event organizer assumes all risk of loss and liability for damage to any property as a result of the removal.
- C. If the amount of damage, extra cleanup required and/or costs of services furnished by the City exceeds the deposit paid, event organizers shall be billed the balance, to be paid in full no more than 30 days following the event. If payment is not received from the organizer within that time, all future special event requests will be denied until such time as payment is received. In addition, the City may take any other legal action or remedy available to recover the costs incurred by the City, including but not limited attorney fees and costs of collection.
- D. The security deposit may be retained by the City when it has found event organizers significantly deviated from the event plan submitted by event organizers and approved by the City, which may be determined in the sole discretion of the City. If the violation is deemed sufficiently serious, the City may refuse to allow the event organizer to hold subsequent events on City owned property.

7.0 City Facility Use

- A. The Organization and/or Applicant are required to setup and cleanup any facilities used unless prior arrangements have been made with the City of Raymore.
- B. The deposit is refundable and will be returned to the applicant's address after the event if there is no damage to the facilities used, if all applicable staffing charges have been paid in full, if garbage is picked up and removed from the facility and the property is returned clean and in compliance with all other terms of the Special Events Contract. If these terms are not complied with, the outstanding charges will be deducted from the deposit and the applicant/organization will be billed for any additional charges or costs incurred as a result of the special event. In addition, if amounts are not paid and/or are deducted from the deposit, future use of the facility may be denied.
- C. The City of Raymore will not be responsible for damage to property or items stolen or lost during or as part of a special event.
- D. The applicant/organization and special event participants shall honor all City of Raymore rules, policies and codes.

8.0 Rules and Regulations

- A. Adherence to City Ordinances and Rules – All applicants must adhere to all City

ordinances and posted park/facility rules, with the exception of any items extended by written permission only.

- B. Admission Fees – All events taking place on City property must be free to the public unless explicit written permission is given by the City of Raymore.
- C. Alcohol – If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic in Park Ordinance.
- D. Camping – Vendors, event organizers and/or event attendees will not be allowed to stay overnight in City facilities unless explicit written permission is given by the City of Raymore.
- E. Enforcement – City of Raymore staff may request that an event organizer or participant leave any park or public facility for violation of rules and regulations.
- F. Fireworks – Fireworks are not permitted.
- G. Food – Any intention to sell food must be indicated in the application. It is the responsibility of event organizers to contact the Cass County Health Department and obtain any necessary permits.
- H. Noise – The volume of all sound equipment for special events shall be regulated by the City of Raymore Police Department and/or the Parks and Recreation Department.
- I. Resource Estimates – The City of Raymore reserves the right to be the final authority in estimates of attendance, need for additional staff hours, and/or assignment of manpower and equipment to special events.
- J. Restroom Facilities – The City may require event sponsors to provide temporary toilet facilities. It is the event organizer's responsibility to make all arrangements (drop-off, pumping during the event, and pickup) and pay any applicable fees. The City will stock supplies for permanent restroom facilities prior to the start of the event.
- K. Trash – The event organizer is responsible for making arrangements with an outside vendor for additional trash receptacles and an onsite dumpster and pay any applicable fees for such services. All trash receptacles should be dumped upon completion of the event into pre-determined receptacles or dumpsters and prior to the park opening the next day. Dumpster locations shall be approved or determined by the City during application review.
- L. Utilities – Any utility requirements beyond those which already exist at the special event site must be provided by the event organizer through a licensed contractor. The City Building Inspector and/or Fire Marshal must approve all additional electrical work on the site. Specific requirements for use of electricity must be submitted and approved at the time of application.

9.0 Facility Layout/Route Map

- A. Tables, chairs, stages, tents and other setup equipment are permitted on public property with prior approval. A layout of the event area, including locations of all tables, chairs, tents, stages, vendor setup, portable restrooms, road closures, parking plans and other equipment must be submitted with the application. Approval will be given prior to the event. No equipment will be provided by the City

of Raymore. A final layout and/or route map must be submitted two weeks prior to the event.

- B. Tents with a total area of 200 sq. ft. or canopies with a total of 400 sq. ft. require an inspection by the Fire Marshal and/or City Building Inspector.
- C. Parking is permitted in designated areas only. Parking is not allowed on the grass at City parks without explicit written permission prior to the event. The Fire Marshal requires that all entries, exits and fire lanes be maintained. The City may require a set number of spaces be designated for Public Safety vehicles based on the size and type of event.
- D. Off-site parking may be required for large events. If required, the event organizer is responsible for securing such parking, paying any applicable fees and arranging transportation/shuttle routes, both of which must be approved by the City of Raymore prior to the event.
- E. Streets may only be closed if explicit written permission is given by the City of Raymore. Applications will undergo review by the Public Works Department and the Police Department. The City will work with event organizers to establish a map and plan for street closures. Event organizers are responsible for all costs associated with street closures.

10.0 Public Performance

- A. Pursuant to RSMo 143.148, event organizers are required to deduct and withhold state tax from payment to individuals, partnerships and corporations who are not residents of Missouri or that are not registered as a corporation in this state for any vocal, instrumental, musical comedy, dramatic, dance or other similar performance in this state before a live audience, if the amount of payment is in excess of \$300. The amount of tax is 2%.
- B. If copyrighted music will be played during the event, a license from the copyright holder or an organization like ASCAP or BMI is required. Event organizers must provide the Parks and Recreation Department with a proof of copyright licensing 14 days prior to the event.

11.0 Signs and Banners

- A. The City of Raymore may display up to five banners that are 3' x 8' at predetermined public locations for up to two weeks prior to the event date, advertising the special event. Banners must be provided to the Parks and Recreation Department at least 21 days before the event date. Event Organizers can pick up the banners at the Public Works Department the first work day after the event concludes. Any banners not picked up within 14 days after the event concludes will be discarded.
- B. All signs must be in accordance with Section 400.680 of the Riverside Municipal Code, off-site signs are allowed with the following provisions:
 - Signs shall not exceed four square feet in area with a maximum height of four feet.
 - Signs shall only be placed on private property, provided prior permission has

- been obtained from the property owner.
- Signs may not be placed in any street right-of-way, median, highway interchange, public park or other publicly owned facility.
- Signs shall be limited to the days the event occurs.

12.0 Insurance

A. The applicant must provide a certificate of insurance for liability coverage in the amount of no less than \$1,000,000 per occurrence naming the "City of Raymore, its officers, employees, and agents" as additional insured. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

B. A certificate of insurance is due to the Parks and Recreation Department no less than 14 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate.

13.0 Release and Indemnity

The Organization/Applicant agrees for itself and its employees, agents or volunteers associated or to be associated with the event to waive and relinquish all claims that may result in any manner against the City of Raymore, its agents, public officers, officials or employees and authorized volunteers for said event or activity, except for acts caused by gross negligence or willful misconduct by employees of the City of Raymore acting within the scope of their employment.

Appendix A: Facilities and Fees

Facilities or amenities not listed have their own policies or will be addressed at the time of the request.

I. Large Shelter House Facilities:

A. The Depot - 214 South Washington (T.B. Hanna Station)

1. Description: Covered park shelter with a capacity of 100+ people. Facility features several cafe style tables, electrical outlets, water fountain and other park amenities.
2. Fees:

	<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
Prime	\$95 / Day	\$170 / Day	N/A
Non-Prime	\$75 / Day	\$150 / Day	N/A

B. The Lion's Shelter - 400 Park Lane (Memorial Park)

1. Description: Covered park shelter with a capacity of 100+ people. Facility features 20 picnic tables, electrical outlets, water fountain, restrooms, bbq grills and other park amenities.
2. Fees:

	<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
Prime	\$95 / Day	\$170 / Day	N/A
Non-Prime	\$75 / Day	\$150 / Day	N/A

C. Hawk Ridge Park Shelter - 701 Johnston Parkway (Hawk Ridge Park)

1. Description Covered park shelter with a capacity of 50+ people. Facility features 6 picnic tables, electrical outlets, water fountain, restrooms, and other park amenities. Close proximity to play equipment and the Amphitheater.
2. Fees:

	<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
Prime	\$95 / Day	\$170 / Day	N/A
Non-Prime	\$75 / Day	\$150 / Day	N/A

II. Small Shelter House Facilities:

A. The Optimist Shelter - 1011 South Madison (Recreation Park)

1. Description: Covered park shelter with a capacity of 25+ people. Facility features 6 picnic tables, electrical outlets, water fountain, restrooms, bbq grill and other park amenities. Close proximity to play equipment and the Soccer Complex.
2. Fees:

	<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
Prime	\$70 / Day	\$120 / Day	N/A
Non-Prime	\$50 / Day	\$100 / Day	N/A

B. The Arboretum (West) Shelter - 305 Park Court (Memorial Park - Arboretum)

1. Description: Covered park shelter with a capacity of 25+ people. Facility features 6 picnic tables, electrical outlets, water fountain, bbq grill and other park amenities. Close proximity to play equipment.
2. Fees:

	<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
Prime	\$70 / Day	\$120 / Day	N/A
Non-Prime	\$50 / Day	\$100 / Day	N/A

C. The Moon Valley Shelter - 500 Chestnut Circle (Moon Valley Park)

1. Description: Covered park shelter with a capacity of 35+ people. Facility features 8 picnic tables, electrical outlets, water fountain, restrooms, bbq grill and other park amenities. Close proximity to play equipment.
2. Fees:

	<i>Resident</i>	<i>Non-Resident</i>	<i>Deposit</i>
Prime	\$70 / Day	\$120 / Day	N/A
Non-Prime	\$50 / Day	\$100 / Day	N/A

III. Additional Fees:

Security	\$____ / HR *
Alcohol Permit	\$____ / HR **

* Public Safety Officers are required for groups serving alcohol. Park and Recreation staff will evaluate each rental event to determine if additional security is required.

** Permit information and Public Safety Officer vs. Participant ratios are listed in the Alcohol in the Park & Public Facilities Policy.



Athletic Facility Rental Policy

This document sets forth guidelines for the implementation of an Athletic Facility Rental by the City of Raymore. It defines, categorizes and sets a fee structure for Individual and or Outside Organization Rentals of Athletic Facilities.

1.0 Purpose

The City of Raymore has a variety of athletic facilities designed to serve the residents of Raymore and other non-resident parties by providing sport play, practices, tryouts, camps, training, clinics, and tournament events, as well as activities open to the general public.

2.0 Types of Rentals

Individual: An individual may rent a facility for private use. The rental must fit within the guidelines of the facility and its intended purpose. Individual activity facility rentals events may include but are not limited to such activities as sporting practices, team parties and tryouts.

Organization or Group: An organization or group representative may rent an individual facility or multiple facilities depending on the rental usage. Organization or group activity facility rentals may include but are not limited to such activities as practices, tryouts, camps, trainings, clinics, and tournaments. Facilities must be reserved through the Parks and Recreation Department using the approved reservation form. Reservations are made on a first come, first serve basis. Rental fees, deposits, insurance requirements and other fees may be assessed for certain facilities or functions.

3.0 Facilities Available for Rental

- I. Activity Center - 1011 South Madison (Recreation Park)
 - A. Basketball / Full Court
 - B. Volleyball / Half Court
- II. Baseball/Softball Fields:
 - A. Recreation Park - 1011 South Madison

- B. Memorial Park - 400 Park Lane
- III. Soccer Fields:
 - A. Recreation Park - 1011 South Madison
- IV. Tennis Courts
 - A. Recreation Park - 1011 South Madison
 - B. Memorial Park - 400 Park Lane
- V. Football Field
 - A. Recreation Park - 1011 South Madison
- VI. Practice Fields
 - A. Hawk Ridge Park -
- VII. Outdoor Basketball Court
 - A. Recreation Park - 1011 South Madison
- VIII. Sand Volleyball Court
 - A. Memorial Park - 400 Park Lane
- IX. HorseShoe Pit
 - A. Memorial Park - 400 Park Lane
- X. Skate Park
 - A. Recreation Park - 1011 South Madison
- XI. Disc Golf Course
 - A. Recreation Park - 1011 South Madison

4.0 Requesting and Reserving Use of Facilities

- a) The City reserves the right to deny any rental, including denying use based upon past performance of renter(s) and/or rentals for similar purposes.
- b) Reservations for the use of the facilities shall be made with the Parks & Recreation Department.
- c) Reservations will be made on a first come, first serve basis with the understanding that City use has the first priority.
- d) Reservations may be made up to 12 months in advance.
- e) Telephone inquiries are not binding and do not constitute a reservation.
- f) All forms must be completed and fees must be paid in full. A reservation will be considered firm only when an Athletic Facility Use Agreement has been received with the appropriate fees and accepted by Parks and Recreation staff.
- g) Depending on the time and type of event, an additional staff fee or public safety fee may be charged.

See Appendix A for rates.

5.0 General Facility Reservation Guidelines

- a) Contact persons reserving the ball fields for an organization must be 21 years of age or older. Renting organizations must provide proof of insurance listing the City of Raymore as additional insured for each tournament reserved on City fields.

- b) Any tournament organization renting a facility for multiple dates will be required to pay for the first deposit and a \$150.00 administration fee for all rental dates at the time of renting the facility. Prior to each individual date the renter is required to pay the remainder of the rental fees for the rented facility two weeks before the tournament is to be held. Team gate fees collected must be submitted within (5) days of rental completion.
- c) Under no circumstances, for any reason, is the Parks and Recreation Department responsible for the refunding or rescheduling of any event postponed. However, rescheduling may be permitted only according to the availability of the field or facility and at a time which is convenient for the Parks and Recreation Department.
- d) An organization will be refunded the deposit fee in its entirety only if the cancellation of the ball field complex is due to inclement weather. If the organization cancels the usage for any other reason, the organization will be refunded the difference of the deposit less the \$150.00 administration fee.
- e) The renter will be responsible for having adequate help or staffing to ensure that there will not be any unlawful conduct of spectators, players, coaches or officials. If there is discovered to be, it is required that the Parks and Recreation Department (813-4061) and the Raymore Police Department (331-0530) be notified immediately. (This may include, but is not limited to vandalism, violent disputes, gambling, illegal drug use, alcohol consumption on park property, etc.)
- f) The reservation fees listed are charged to recoup the cost of daily facility preparation, daily trash removal, and utilities as applicable. For outdoor ballfield facilities, re-lining of fields during the day is the responsibility of the organization hosting the event or the renter may request for department staff to maintain the facility during the rental at the charge for service per fees listed in contract. Ground trash & dugout trash should be picked up and placed in trash receptacles nightly for morning removal. Failure to place ground trash in provided receptacles will result in forfeiture of damage deposit.
- g) Renter accepts the premises in its present condition at the beginning of the rental period and covenants that the premises will be in as good a condition at the end of the rental period. If during the rental period, damage is done to the premises, facility, or equipment, as a result of the act or neglect of any person using said premises, facility or equipment under Renter, Renter shall be responsible to the City for the reasonable cost of repairing the same.
- h) This rental agreement is made subject to the rules and regulations concerning use of the described facilities as stated by the Parks and Recreation Department, which are made a part of the Agreement by reference.
- i) The renter may not sell any food or beverages in any Raymore Park and its facilities.
- j) No Metal Spikes are allowed on Pitching Mounds. Any damage will result in forfeiture of the deposit and renter will be charged for replacement of damaged mounds.
- k) This rental agreement may be terminated by either party upon giving immediate notice to the other. Should the Renter carry on or permit the carrying on of any activity in or on the rented premises other than that provided for in this agreement, or should Renter or any person using the premises during the Renter's rental period violate any of the aforesaid rules and regulations, the City may immediately terminate this agreement.

- l) The Agreement shall require that the Renter covenants and agrees to release the City from any and all liabilities of any kind or nature in which the right, cause of action or claim of any kind or nature whatsoever may hereafter accrue to the Renter, its employees or agents, by virtue of the Agreement between the Vendor and the City. Renter further covenants and agrees to indemnify and hold the City harmless from any and all claims, rights or causes of actions or damages of every kind and nature whatsoever which may arise as a result of the rental of City property and Renter shall defend or pay the cost of defense of the City arising by virtue of any claim or cause of action for damages.

6.0 Alcohol

- a. General use of alcohol is not permitted at any Raymore Parks and Recreation Facilities or parks.

7.0 Public Safety

- a) Public Safety Officer(s) may be required at the event based on the type of event and estimated attendance.
- b) Parks and Recreation staff will work with the Renter(s) to schedule Public Safety Officer(s) for the reservation date.

See Appendix A for rates.

8.0 Staff Fees

- a. Additional staff fees may be charged based on the type of event, estimated attendance and for rentals that occur when regularly scheduled activities are occurring at the facilities.

See Appendix A for rates.

9.0 Payment of Fees and Deposits

- a. A reservation will be considered firm only when an Activity Facility Use Agreement has been received and accepted by Parks and Recreation staff, and the deposit has been turned in at the Parks and Recreation office.
- b. All fees must be paid in full and all other required documents must be submitted a minimum of (14) days prior to the reservation.
- c. For each Athletic Facility Use Agreement the Renter(s) will be required to submit a security deposit made payable to the Raymore Parks and Recreation at the Parks and Recreation Office prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City's bank account and be applied towards the rental (provided the condition of the facility is in the same order it was before the event).
- d. For a recurring event done by the same renter in the same location, one deposit

may be put down for all recurrences within a 90 day period. At the end of the 90 day period, the deposit will be returned in accordance with this policy.

10.0 Facility Use Agreement Procedure

- a. An Activity Facility Use Agreements can be obtained at the City of Raymore Parks and Recreation Office. If the date of the event is available, a form will be executed upon receipt of the facility deposit.

11.0 Cancellation Policy

- a. Individuals or groups requesting cancellation of reservations in any part of the Indoor Facility spaces must do so at least thirty (30) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department by the Renter(s). If the cancellation request is received less than thirty (30) days prior to the scheduled use date, or if the Renter(s) fails to use the facility on the scheduled use date, the Renter(s) shall forfeit a portion of the required security deposit in an amount equal to the rental fee for the scheduled use of the facility.
- b. Individuals or groups requesting cancellation of reservations in any part of the Outdoor Facility spaces must do so at least seven (7) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department by the Renter(s). Cancellations made in writing seven (7) days prior to event may be issued a refund. Cancellations made six (6) days or less forfeit fifty percent (50%) of the rental fee.
- c. No refunds for inclement weather. Exceptions to this policy may be made on a case-by-case basis in the event of very severe weather or unusual emergency. The Parks and Recreation Board will review any requests that qualify under these conditions.

12.0 Cleaning the Facility

- a. General cleanup is the renter(s) responsibility. All decorations, food, gifts and rental equipment must be removed from the facility at the end of the rental.
- b. A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be charged to the Renter(s).

Appendix A

Individual Facility Rental Fees

- I. Activity Center - 1011 South Madison (Recreation Park)
 - A. Basketball / Full Court

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$85/hr	\$85/hr	

B. Volleyball / Half Court

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$50/hr	\$50/hr	

II. Baseball/Softball Fields:

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$40/hr	\$40/hr	

B. Memorial Park - 400 Park Lane

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$40/hr	\$40/hr	

III. Soccer Fields:

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$35/hr	\$75/hr	

IV. Tennis Courts

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

B. Memorial Park - 400 Park Lane

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

V. Football Field

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$35/hr	\$70/hr	

VI. Practice Fields

A. Hawk Ridge Park -

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

VII. Outdoor Basketball Court

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

VIII. Sand Volleyball Court

A. Memorial Park - 400 Park Lane

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

IX. Horse Shoe Pit

A. Memorial Park - 400 Park Lane

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

X. Skate Park

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>

XI. Disc Golf Course

A. Recreation Park - 1011 South Madison

<i>Resident</i>	<i>Non-Resident</i>	<i>501(c)(3) Non-Profit</i>
\$320/day	\$320/day	

Organization Tournament Rentals

Facility	Sport	Tournament Rentals	Deposit
Recreation Park Fields 3, 4, 5, and 6 <i>LIGHTS AVAILABLE</i>	Softball/Baseball	\$1,200 per tournament \$25 gate fee per team \$25 per hour per field lights Addtl-\$20 each field maint	\$600 per event
Recreation Park Fields 1 & 2 Memorial Park 1 & 2 <i>NO LIGHTS</i>	Softball/Baseball	\$600 per tournament \$25 gate fee per team Addtl-\$20 each field maint	\$300 per event
Soccer Fields in Recreation Park	Soccer	\$1,200 per tournament \$25 gate fee per team	\$600 per event
Recreation Park Disc Golf	Disc Golf Tournament	\$320 per day tournament	No Deposit. Payment of Rental due at booking
Activity Center	Basketball / Volleyball	\$2000 two day tournament \$1,200 one day tournament	\$600 per event

Other Fees

<i>Staff: per staff member / per hr</i>	<i>Public Safety: per Officer / per hr</i>	
\$25	\$50	

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	4,695.21	518,250.18	0.00	27,643.82	94.94
MISCELLANEOUS	0.00	0.00	0.00	30,385.00	7,983.59	17,423.72	0.00	12,961.28	57.34
FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,615.00	1,545.00	1,935.00	0.00	20,680.00	8.56
TRANSFERS - INTERFUND	0.00	0.00	0.00	850,000.00	54,166.66	470,833.30	0.00	379,166.70	55.39
TOTAL PARKS DIVISION	0.00	0.00	0.00	1,448,894.00	68,390.46	1,008,442.20	0.00	440,451.80	69.60
RECREATION DIVISION									
CONCESSION REVENUE	0.00	0.00	0.00	50,000.00	861.50	1,012.00	0.00	48,988.00	2.02
FACILITY RENTAL REVENUE	0.00	0.00	0.00	26,420.00	3,540.00	5,906.00	0.00	20,514.00	22.35
PROGRAM REVENUE	0.00	0.00	0.00	338,975.00	30,370.00	127,889.50 (	295.00)	211,380.50	37.64
TOTAL RECREATION DIVISION	0.00	0.00	0.00	415,395.00	34,771.50	134,807.50 (	295.00)	280,882.50	32.38
CENTERVIEW									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	71,175.00	10,791.23	31,773.39	0.00	39,401.61	44.64
PROGRAM REVENUE	0.00	0.00	0.00	15,250.00	280.00	3,011.00	0.00	12,239.00	19.74
TOTAL CENTERVIEW	0.00	0.00	0.00	86,425.00	11,071.23	34,784.39	0.00	51,640.61	40.25
RAYMORE ACTIVITY CENTER									
MISCELLANEOUS	0.00	0.00	0.00	6,000.00	782.00	4,405.00	0.00	1,595.00	73.42
CONCESSION REVENUE	0.00	0.00	0.00	4,400.00	203.75	2,603.25	0.00	1,796.75	59.16
FACILITY RENTAL REVENUE	0.00	0.00	0.00	43,250.00	4,437.50	16,352.50	0.00	26,897.50	37.81
PROGRAM REVENUE	0.00	0.00	0.00	262,775.00	11,502.00	44,543.50	0.00	218,231.50	16.95
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	316,425.00	16,925.25	67,904.25	0.00	248,520.75	21.46
TOTAL REVENUES	0.00	0.00	0.00	2,267,139.00	131,158.44	1,245,938.34 (	295.00)	1,021,495.66	54.94
EXPENDITURE SUMMARY									
PARKS DIVISION	4,276.00	4,276.00	0.00	1,185,067.89	70,724.67	475,035.85 (	229.22)	710,261.26	40.07
RECREATION DIVISION	0.00	0.00	0.00	402,907.50	36,348.10	129,245.15	2,726.97	270,935.38	32.75
CENTERVIEW	0.00	0.00	0.00	111,028.96	6,455.73	43,435.71	6,094.45	61,498.80	44.61
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	292,330.54	30,464.30	135,863.03	1,842.87	154,624.64	47.11
TOTAL EXPENDITURES	4,276.00	4,276.00	0.00	1,991,334.89	143,992.80	783,579.74	10,435.07	1,197,320.08	39.87
REVENUES OVER/(UNDER) EXPENDITURES	(4,276.00)	4,276.00	0.00	275,804.11	(12,834.36)	462,358.60 (	10,730.07)	(175,824.42)	163.75

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 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	1,356.35	437,008.23	0.00	17,078.77	96.24
25-4020-0000 PERSONAL PROPERTY TAX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>91,807.00</u>	<u>3,338.86</u>	<u>81,241.95</u>	<u>0.00</u>	<u>10,565.05</u>	<u>88.49</u>
TOTAL PROPERTY TAXES	0.00	0.00	0.00	545,894.00	4,695.21	518,250.18	0.00	27,643.82	94.94

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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,385.00</u>	<u>7,983.59</u>	<u>17,223.72</u>	<u>0.00</u>	<u>13,161.28</u>	<u>56.68</u>
TOTAL MISCELLANEOUS	0.00	0.00	0.00	30,385.00	7,983.59	17,423.72	0.00	12,961.28	57.34

FACILITY RENTAL REVENUE

25-4710-0000 PARK RENTAL FEES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,615.00</u>	<u>1,545.00</u>	<u>1,935.00</u>	<u>0.00</u>	<u>20,680.00</u>	<u>8.56</u>
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,615.00	1,545.00	1,935.00	0.00	20,680.00	8.56

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	41,666.65	0.00	58,333.35	41.67
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>550,000.00</u>	<u>45,833.33</u>	<u>229,166.65</u>	<u>0.00</u>	<u>320,833.35</u>	<u>41.67</u>
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	850,000.00	54,166.66	470,833.30	0.00	379,166.70	55.39

TOTAL PARKS DIVISION

RECREATION DIVISION

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PROPERTY TAXES

MISCELLANEOUS

CONCESSION REVENUE

26-4700-0000 CONCESSION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>861.50</u>	<u>1,012.00</u>	<u>0.00</u>	<u>48,988.00</u>	<u>2.02</u>
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	50,000.00	861.50	1,012.00	0.00	48,988.00	2.02

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 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
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	26,420.00	3,540.00	5,906.00	0.00	20,514.00	22.35
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	26,420.00	3,540.00	5,906.00	0.00	20,514.00	22.35
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	64,800.00	1,935.00	27,543.00 (	220.00)	37,477.00	42.17
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	110,350.00	21,070.00	42,646.00	0.00	67,704.00	38.65
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	87,125.00	1,865.00	41,284.00 (	75.00)	45,916.00	47.30
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	16,100.00	1,350.00	1,900.00	0.00	14,200.00	11.80
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	2,150.00	9,970.00	0.00	10,780.00	48.05
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	31,075.00	2,000.00	4,546.50	0.00	26,528.50	14.63
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	338,975.00	30,370.00	127,889.50 (	295.00)	211,380.50	37.64
TOTAL RECREATION DIVISION	0.00	0.00	0.00	415,395.00	34,771.50	134,807.50 (	295.00)	280,882.50	32.38

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	10,791.23	31,773.39	0.00	39,401.61	44.64
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	71,175.00	10,791.23	31,773.39	0.00	39,401.61	44.64
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	15,250.00	280.00	3,011.00	0.00	12,239.00	19.74
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	15,250.00	280.00	3,011.00	0.00	12,239.00	19.74
TOTAL CENTERVIEW	0.00	0.00	0.00	86,425.00	11,071.23	34,784.39	0.00	51,640.61	40.25

RAYMORE ACTIVITY CENTER

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<u>MISCELLANEOUS</u>									
28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	6,000.00	782.00	4,405.00	0.00	1,595.00	73.42
TOTAL MISCELLANEOUS	0.00	0.00	0.00	6,000.00	782.00	4,405.00	0.00	1,595.00	73.42
<u>CONCESSION REVENUE</u>									
28-4700-0000 CONCESSION	0.00	0.00	0.00	4,400.00	203.75	2,603.25	0.00	1,796.75	59.16
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	4,400.00	203.75	2,603.25	0.00	1,796.75	59.16
<u>FACILITY RENTAL REVENUE</u>									
28-4710-0000 RENTAL FEES	0.00	0.00	0.00	43,250.00	4,437.50	16,352.50	0.00	26,897.50	37.81
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	43,250.00	4,437.50	16,352.50	0.00	26,897.50	37.81

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 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	25.00	22,715.50	0.00	19,959.50	53.23
28-4715-1605 PROGRAM - DAY CAMPS	0.00	0.00	0.00	137,400.00	7,610.00	7,740.00	0.00	129,660.00	5.63
28-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	52,100.00	2,109.00	6,069.00	0.00	46,031.00	11.65
28-4715-1630 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	4,800.00	70.00	3,565.00	0.00	1,235.00	74.27
28-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	20,400.00	1,113.00	3,010.00	0.00	17,390.00	14.75
28-4715-1650 PROGRAM - ADULT VOLLEYBAL	0.00	0.00	0.00	3,000.00	435.00	1,304.00	0.00	1,696.00	43.47
28-4715-1655 PROGRAM - ADULT BASKETBAL	0.00	0.00	0.00	2,400.00	140.00	140.00	0.00	2,260.00	5.83
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	262,775.00	11,502.00	44,543.50	0.00	218,231.50	16.95
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	316,425.00	16,925.25	67,904.25	0.00	248,520.75	21.46
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25 -PARK FUND
PARKS DIVISION

DEPARTMENTAL EXPENDITURES	REMAINING			CURRENT	CURRENT	YEAR TO DATE	TOTAL	BUDGET	% OF
	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR						
	ENDING PO BAL.	PO ADJUST.	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	42,593.59	239,348.52	0.00	347,152.48	40.81
25-5020-0000 FICA	0.00	0.00	0.00	46,487.00	3,126.27	18,204.63	0.00	28,282.37	39.16
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	9,343.85	46,706.43	0.00	79,957.57	36.87
25-5045-0000 LAGERS	0.00	0.00	0.00	81,190.00	5,745.76	33,756.53	0.00	47,433.47	41.58
25-5050-0000 OVERTIME	0.00	0.00	0.00	21,172.00	223.37	7,086.25	0.00	14,085.75	33.47
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	61,032.84	345,110.29	0.00	525,998.71	39.62
<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	618.18	2,023.89	0.00	11,936.11	14.50
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	300.00	0.00	162.88	56.98	80.14	73.29
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	750.00	43.47	43.47	0.00	706.53	5.80
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>509.96</u>	<u>3,603.85</u>	<u>0.00</u>	<u>1,618.65</u>	<u>69.01</u>
TOTAL COMMODITIES	0.00	0.00	0.00	31,502.50	1,171.61	5,834.09	56.98	25,611.43	18.70
<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	20.60	160.97	0.00	839.03	16.10
25-6430-1025 GROUNDS MAINT-VANDALISM	4,276.00	4,276.00	0.00	0.00	4,276.00	4,276.00 (	4,276.00)	0.00	0.00
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	45,500.00	5,221.36	17,836.19	1,768.70	25,895.11	43.09
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	5,000.00	0.00	3,995.00	0.00	1,005.00	79.90
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	4,276.00	0.00	53,650.00	9,517.96	27,165.07 (	2,507.30)	28,992.23	45.96
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	51,425.00	5,360.00	20,026.51	0.00	31,398.49	38.94
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>0.00</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	5,360.00	21,596.54	0.00	34,298.46	38.64
<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	0.00	513.00	0.00	727.00	41.37
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	2,937.47	15,344.54	0.00	22,471.46	40.58
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	33.18	522.57	0.00	6,247.43	7.72
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	900.00	0.00	266.03	0.00	633.97	29.56
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,950.00	0.00	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	255.21	1,369.60	10.63	549.77	71.51
25-7320-1250 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>55,000.00</u>	<u>2,629.37</u>	<u>24,280.09</u>	<u>2,210.47</u>	<u>28,509.44</u>	<u>48.16</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	132,966.39	5,855.23	58,686.11	2,221.10	72,059.18	45.81

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	BUDGET	PERIOD	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
			PO BALANCE						
CAPITAL PROJECTS									
TRANSFERS/MISCELLANEOUS									
25-9803-0000 TRANSFER TO VERP	0.00	0.00	0.00	39,945.00	(12,212.97)	16,643.75	0.00	23,301.25	41.67
TOTAL TRANSFERS/MISCELLANEOUS	0.00	0.00	0.00	39,945.00	(12,212.97)	16,643.75	0.00	23,301.25	41.67
TOTAL PARKS DIVISION	4,276.00	4,276.00	0.00	1,185,067.89	70,724.67	475,035.85	(229.22)	710,261.26	40.07
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25 -PARK FUND
RECREATION DIVISION

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>									
26-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	159,208.00	13,415.43	71,210.83	0.00	87,997.17	44.73
26-5020-0000 FICA	0.00	0.00	0.00	12,853.00	1,069.75	5,676.91	0.00	7,176.09	44.17
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	893.33	3,979.65	0.00	1,486.35	72.81
26-5045-0000 LAGERS	0.00	0.00	0.00	19,812.00	1,534.46	8,495.77	0.00	11,316.23	42.88
26-5050-0000 OVERTIME	0.00	0.00	0.00	8,809.00	627.73	3,314.88	0.00	5,494.12	37.63
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	17,540.70	92,680.06	0.00	122,210.94	43.13
<u>COMMODITIES</u>									
26-6190-1010 POSTAGE	0.00	0.00	0.00	50.00	9.66	12.42	0.00	37.58	24.84
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	494.55	494.55	240.00 (	234.55)	146.91
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	135.48	135.48	0.00	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	639.69	1,421.20	240.00	3,613.80	31.49
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	16,450.00	1,772.50	2,345.32	0.00	14,104.68	14.26
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,490.00	0.00	450.00	0.00	2,040.00	18.07
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	3,250.00	1,138.39	2,048.37	0.00	1,201.63	63.03
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	3,122.22	10,161.02	0.00	5,270.98	65.84
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	24,770.00	4,071.02	4,208.16	623.00	19,938.84	19.50
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	38,532.50	37.00	44.64	0.00	38,487.86	0.12
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	29,325.00	6,922.27	7,151.91	981.00	21,192.09	27.73
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	0.00	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	1,364.00	341.00	2,387.00	41.67
26-7370-1600 SPECIAL EVENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,050.00</u>	<u>763.31</u>	<u>6,113.81</u>	<u>541.97</u>	<u>30,394.22</u>	<u>17.96</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	182,741.50	18,167.71	35,143.89	2,486.97	145,110.64	20.59
<u>CAPITAL PROJECTS</u>									
TOTAL RECREATION DIVISION	0.00	0.00	0.00	402,907.50	36,348.10	129,245.15	2,726.97	270,935.38	32.75
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DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: MARCH 31ST, 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	2,745.96	16,239.55	0.00	37,625.45	30.15
27-5020-0000 FICA	0.00	0.00	0.00	4,185.00	218.24	1,339.69	0.00	2,845.31	32.01
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	180.33	900.35	0.00	1,638.65	35.46
27-5045-0000 LAGERS	0.00	0.00	0.00	4,717.00	378.14	2,174.54	0.00	2,542.46	46.10
27-5050-0000 OVERTIME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>841.00</u>	<u>111.69</u>	<u>1,292.99</u>	<u>0.00</u>	<u>(451.99)</u>	<u>153.74</u>
TOTAL PERSONNEL	0.00	0.00	0.00	66,179.00	3,634.36	21,947.97	0.00	44,231.03	33.16
<u>COMMODITIES</u>									
27-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	150.00	85.83	314.40	259.54	(423.94)	382.63
27-6150-1010 SUPPLIES	0.00	0.00	0.00	2,000.00	53.88	671.15	182.86	1,145.99	42.70
27-6260-1600 TOOLS/EQUIP - MISC	0.00	0.00	0.00	100.00	55.32	85.29	0.00	14.71	85.29
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	195.03	1,205.34	442.40	882.26	65.13
<u>MAINTENANCE & REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,500.00	173.36	711.76	39.29	748.95	50.07
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	173.36	711.76	39.29	1,298.95	36.64
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	7,800.00	660.64	2,199.05	0.00	5,600.95	28.19
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	3,999.96	742.94	2,253.16	0.00	1,746.80	56.33
27-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>960.00</u>	<u>0.00</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	1,403.58	6,216.33	0.00	6,543.63	48.72
<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	6.30	160.88	10.62	1,758.50	8.89
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	528.60	10,920.43	5,602.14	3,677.43	81.79
27-7330-1600 PROGRAM - MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,100.00</u>	<u>514.50</u>	<u>2,273.00</u>	<u>0.00</u>	<u>2,827.00</u>	<u>44.57</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	27,510.00	1,049.40	13,354.31	5,612.76	8,542.93	68.95
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	0.00	0.00	0.00	111,028.96	6,455.73	43,435.71	6,094.45	61,498.80	44.61
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25 -PARK FUND
RAYMORE ACTIVITY CENTER
DEPARTMENTAL EXPENDITURES

	PRIOR YEAR	PRIOR YEAR	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>									
28-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	138,328.00	13,655.94	69,421.52	0.00	68,906.48	50.19
28-5020-0000 FICA	0.00	0.00	0.00	10,945.00	1,057.80	5,359.89	0.00	5,585.11	48.97
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	371.13	1,688.49	0.00	1,109.51	60.35
28-5045-0000 LAGERS	0.00	0.00	0.00	10,233.00	772.28	4,271.79	0.00	5,961.21	41.75
28-5050-0000 OVERTIME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,750.00</u>	<u>216.91</u>	<u>905.96</u>	<u>0.00</u>	<u>3,844.04</u>	<u>19.07</u>
TOTAL PERSONNEL	0.00	0.00	0.00	167,118.00	16,074.06	81,648.99	0.00	85,469.01	48.86
<u>COMMODITIES</u>									
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	12.08	419.40	90.75	989.85	34.01
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180.00</u>	<u>0.00</u>	<u>205.30</u>	<u>0.00</u>	<u>(25.30)</u>	<u>114.06</u>
TOTAL COMMODITIES	0.00	0.00	0.00	8,630.00	12.08	1,388.49	90.75	7,150.76	17.14
<u>MAINTENANCE & REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	2,040.00	262.38	845.67	119.27	1,075.06	47.30
28-6430-1010 GROUNDS MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>600.00</u>	<u>0.00</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	2,640.00	262.38	845.67	119.27	1,675.06	36.55
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	16,800.00	1,373.41	4,974.66	0.00	11,825.34	29.61
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	11,000.04	1,797.18	6,761.20	0.00	4,238.84	61.47
28-6850-1010 TRASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>960.00</u>	<u>0.00</u>	<u>169.50</u>	<u>0.00</u>	<u>790.50</u>	<u>17.66</u>
TOTAL UTILITIES	0.00	0.00	0.00	28,760.04	3,170.59	11,905.36	0.00	16,854.68	41.40
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	800.00	0.00	1,604.48	0.00	(804.48)	200.56
28-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	940.00	71.32	391.18	11.45	537.37	42.83
28-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	7,840.00	2,585.00	6,556.73	55.00	1,228.27	84.33
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	14,870.00	5,918.37	6,400.51	158.00	8,311.49	44.11
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	22,450.00	450.00	450.00	0.00	22,000.00	2.00
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	21,162.50	1,920.50	24,225.62	0.00	(3,063.12)	114.47
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,620.00</u>	<u>0.00</u>	<u>341.00</u>	<u>1,408.40</u>	<u>5,870.60</u>	<u>22.96</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	77,182.50	10,945.19	40,074.52	1,632.85	35,475.13	54.04
<u>CAPITAL PROJECTS</u>									
28-8480-0000 CAPITAL OUTLAY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL CAPITAL PROJECTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	292,330.54	30,464.30	135,863.03	1,842.87	154,624.64	47.11
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TOTAL EXPENDITURES	4,276.00	4,276.00	0.00	1,991,334.89	143,992.80	783,579.74	10,435.07	1,197,320.08	39.87
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REVENUES OVER/(UNDER) EXPENDITURES	(4,276.00)	4,276.00	0.00	(1,991,334.89)	(143,992.80)	(783,579.74)	(10,435.07)	(1,197,320.08)	39.87
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**Raymore Parks and Recreation Board
Work Session Notes**

**Tuesday, March 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, Collier, Scott, Trautman and Wilson. Member Mapes and Van Aken were absent

Director Musteen and Superintendents Rulo and Brennon were present.

Call to Order - 6:47pm

1. Open Discussion

Director Musteen provided and update on park projects and upcoming events.

2. Policy Review

The Park Board reviewed the Facility Rental Policies. Discussion included price updates. Staff is to bring the updated policies to the next meeting for approval.

PR 100.010	Facility Rentals Policy
PR 100.010a	Private Rental Policy
PR 100.010b	Special Event Rental Policy
PR 100.010c	Athletic Facility Rental Policy

3. Adjournment - 7:20pm