

# RAYMORE PARKS AND RECREATION BOARD

## **AGENDA**

**Tuesday, May 28, 2019**

**7:00PM - City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances - None**
- 5. 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.*
  - A. Park Board Minutes April 23, 2019
  - B. Park Board Minutes - Special Meeting April 30, 2019
- 6. Staff Reports**  
Recreation Superintendent  
Parks Superintendent  
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business**
  - A. TB Hanna Improvements - Station House Renovation Action Item  
  
Staff is presenting a contract with RL Phillips Construction, INC. for the renovation of the former post office building as part of the TB Hanna Station Improvement Projects.
  - B. Alcohol in the Park request Action Item  
  
The Hawk's Nest Fundraising Committee would like to host an adult softball tournament in July. The committee would like to sell beer during the tournament.

9. **Public Comment**
10. **Board Member Comment**
11. **Adjournment**

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***Items provided under "Miscellaneous" in the Park Board Packet:***

- *April 25 - Tree Board Notes*
- *May 21 - Tree Board Notes*
- *Status of Capital Improvements*  
*(Provided to the Council the 1st meeting of each month)*
- *Financials - As of April 30, 2019*

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**EXECUTIVE SESSION (CLOSED MEETING)**

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

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

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

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, APRIL 23, 2019, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Trautman; Members Bartow, Eastwood, Harris, Heath, Houdyshell, and Supple. Member Cipolla is absent. Member Seimears has resigned her position.

**STAFF PRESENT:** Director Musteen, Superintendent McLain, Superintendent Rulo, Office Assistant Naab.

**1. Call to Order:** Chairman Trautman called the meeting to order at 7:01pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearances**

**5. Consent Agenda**

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

**A. Park Board Minutes**

**March 26, 2019**

**Motion:** Member Harris moved to accept the Park Board minutes of March 26, 2019. Member Supple seconded.

**Discussion:**

<b>Vote:</b>	4 Aye	Member Bartow	Abstain
	3 Abstain	Member Cipolla	Absent
	1 Absent	Member Eastwood	Abstain
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Abstain
		Member Seimears	Resigned
		Member Supple	Aye
		Member Trautman	Aye

**6. Staff Reports**

Recreation Superintendent McLain highlighted his written report. The Easter Festival this weekend had a great attendance. Various organizations such as the Boy Scouts and Foxwood Springs stuffed 15,000-17,000 eggs. Summer camp staff has been hired with staff training to start in May. Office assistant Naab attended a retrack training. Coordinator Brennon has been having baseball games for the competitive league. The recreation league had their coach meeting today with practices starting soon. Baseball scheduling has begun. Superintendent Rulo and Superintendent McLain met with KC Sports and USSSA to discuss baseball tournaments.

Parks Superintendent Rulo highlighted his written report. The Maintenance staff has begun the routine mowing of all parks. All the restrooms are now open. Flower gardens are being prepped. The pond project has begun. Lights at the tennis courts are fixed. Member Eastwood asked "Why is the pond project starting this week? Why was there a delay since we voted in January?" Director Musteen replied, "The project went to council in February, with 2 readings, Once the Mayor signed the contract, it takes about 10 days to get things in motion followed by a notice to proceed, which was April 5."

Parks & Recreation Director Musteen highlighted his written report. Monday, April 22, the City Council had the second reading on the screen print and beverage contracts. Thanks to Michelle Seimears for her time on the Board. We will miss her and John Seimears both. Member Supple asked "Why have summer camp ages changed?" Superintendent McLain responded, "During meetings after the summer was over, one thing noted was multiple issues with the oldest age group of 12-13. As this group is close in age to the counselors, they have a harder time listening and being engaged in the camp."

**7. Old Business - None**

**8. New Business**

**A. Memorial Park - Playground Replacement**

**Action Item**

Staff presented a proposal for the playground replacement just North of the West Shelter in the Arboretum at Memorial Park.

Director Musteen indicated that staff was interested in applying for a grant to offset costs of the surfacing. Member Houdyshell asked "When do we find out about grant?" Director Musteen responded, "The grant is due at the end of the month and will need a quote from Fry and Associates. The grant has a quick turn around. "The poured in place surface, what will happen to the current surface?" Director Musteen responded, "The rubber tire mulch will be removed and the new surfaced poured in that location." Member Houdyshell asked "What is the discount on the ropes course?" Director Musteen responded "We are getting the course at \$20,000. The original quote is \$25,000 with installations at an additional cost."

**Motion:** Member Harris moved to accept the proposal to replace the playground at the West Shelter as written.  
Member Houdyshell seconded.

**Discussion:**

<b>Vote:</b>	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Absent
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Resigned
		Member Supple	Aye
		Member Trautman	Aye



**B. Festival in the Park - MOU**

**Action Item**

Staff presented an updated memorandum of understanding between the Festival in the Park LLC. and the City of Raymore for the 2019 fall event.

**Motion:** Member Harris moved to accept the 2019 MOU with the Festival in the Park as presented.  
Member Houdyshell seconded.

**Discussion:**

<b>Vote:</b>	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Absent
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Resigned
		Member Supple	Aye
		Member Trautman	Aye

**C. Festival in the Park - Alcohol Request**

**Action Item**

A request by the Festival in the Park Committee to serve alcohol during the annual Festival in the Park at Memorial Park on September 20 and 21, 2019.

**Motion:** Member Harris moved to accept the application to serve alcohol at Festival in the Park 2019.  
Member Cipolla seconded.

**Discussion:**

<b>Vote:</b>	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Absent
	0 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Resigned
		Member Supple	Aye
		Member Trautman	Aye

**9. Public Comment**

**10. Board Member Comment**

- Member Harris gives thanks to Michelle and John Seimears for their work and passion for the City and boards
- Member Supple commented that the Easter Festival had a great turnout. He enjoyed being at Centerview for a luncheon hosted by the Belton and Raymore Chamber of Commerce. He did get to listen to compliments about the facility. Hawk Ridge Park looks great.
- Member Houdyshell likes the look of Hawk Ridge Park. Thanks to Michelle and John.
- Member Eastwood is excited to see Hawk Ridge Park almost complete. Went to Recreation Park to see the pond. It is smelly but is going to look nice.

- Member Bartow commented that it is nice to see the parks active now, Coordinator Brennon is doing a great job. The Parks crew is doing a good job keeping the parks nice.
- Member Heath hears a lot of excitement for the amphitheater, It looks great and can't wait to see it used.
- Member Trautman stated that Michelle and John Seimears will be missed by the city.

**11. Adjournment**

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

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Absent
	0 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Resigned
		Member Supple	Aye
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 7:32 pm.

Respectfully submitted,  
Greta Naab  
Office Assistant

**THE RAYMORE PARKS AND RECREATION BOARD MET IN SPECIAL SESSION TUESDAY, APRIL 30, 2019, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Trautman; Members Bartow, Cipolla, Eastwood, Houdyshell and Supple. Members Harris and Heath were absent.

**STAFF PRESENT:** Director Musteen, Superintendent McLain, Superintendent Rulo, City Manager Jim Feuerborn and City Attorney Jonathan Zerr.

**1. Call to Order:** Chairman Trautman called the meeting to order at 6:05pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. New Business**

**A. Park Land Dedication**

**Action Item**

Director Musteen introduced City Manager Feuerborn to present a park land dedication proposal from the Dean Family Farms in association with the relocated Kentucky Road Project.

Mr. Feuerborn updated the Park Board on the project to relocate Kentucky Road to line-up at the stoplight between China Star and Firestone, across 58 Hwy from Lowes. This project was voter approved in 2016. Right of Way acquisition is necessary and Park land dedication is required from the property owners as they sell adjacent property for the project and future commercial development.

Dean Family Farms has made an offer to sell the right-of-way property to the City and satisfy the requirements of park land dedication at one time. A proposal for 2 tracts of land totalling 1 acre was presented to the Park Board.

Discussion ensued.

City Attorney Zerr reminded the Park Board that the property is given to the Park Board and that the Board could develop the property or sell it in the future.

**Motion:** Member Houdyshell moved to accept the proposed park land dedication. Member Cipolla seconded.

**Discussion:**

<b>Vote:</b>	6 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Absent
		Member Heath	Absent
		Member Houdyshell	Aye
		Member Supple	Aye
		Member Trautman	Aye

**9. Public Comment**

**10. Board Member Comment**

No Comments

**11. Adjournment**

**Motion:** Member Houdyshell moved to adjourn the special meeting.  
Member Cipolla seconded.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Absent
		Member Heath	Absent
		Member Houdyshell	Aye
		Member Supple	Aye
		Member Trautman	Aye

The special meeting of the Raymore Park Board adjourned at 6:16pm.

Respectfully submitted,  
Nathan Musteen  
Parks and Recreation Director

# **STAFF REPORT**

**To: Park Board**  
**From: John McLain, CPRP/AFO**  
**Recreation Superintendent**  
**Date: May 2019**  
**Subject: Recreation Report**

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## **Administrative Operations**

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Provided customer service via the phone, email, and walk ups.
- Staff gave Centerview tours and rental quotes to interested parties.
- Staff worked with renters to finalize their events: graduation parties, weddings, trainings, celebration of life, and baby showers.
- Staff continued taking registration for Summer programs.
- Staff supervised RAC
- Worked with IT on software updates and communications of off site systems.
- Staff set up/ran/tore down Intro to Archery
- Staff finalized Summer Camp hires
- Staff prepared RAC for Summer Camp

## **Meetings/Trainings Attended**

- Office Assistant Naab
  - N/A
- Athletic Coordinator Brennon
  - South Metro Sports Coordinator Meeting May 28
- Recreation Coordinator VanKeulen
  - May 1 - Spirit of America Initial Parking Meeting with Superintendents McLain and Rulo and Park Crew Leader Schmill
  - May 6 - Summer Camp Parent Information meeting
  - May 13 - Summer Camp Assistant Coordinator Training
  - May 16 - Make Up Camp Counselor Training
  - May 20 - Mini Mud Run Course Planning meeting with Superintendents McLain and Rulo and Park Crew Leader Schmill.
  - May 21 - Summer Camp Staff Training
  - May 23 - Summer Camp CPR Training
- Recreation Superintendent McLain
  - May 1 - TB Hanna construction meeting
  - May 1 - Facility maintenance software meeting
  - May 1 - Spirit of America prep meeting
  - May 2, 14, 23 & 30 - One on one with Coordinator Brennon
  - May 2 & 16 - Marketing meeting with Communications Specialist Harmer
  - May 2 - TB Hanna site work construction meeting
  - May 3 - MPRA Executive Forum planning meeting
  - May 14, 21 & 28 - One on one with Coordinator VanKeulen

- May 14 - Raymore United Coach meeting
- May 17 - KC area facility managers meeting
- May 20 - Mini Mud Run planning meeting
- May 20 - Seasonal part time interview
- May 20 - City Council work session
- May 23 - Hawk Ridge playground committee meeting
- May 23 - Hawk Ridge construction update meeting
- May 28 - Park Board meeting

### **Programs**

- Preparations made for Summer Camp

### **Rentals/Events/Concessions**

- Rentals/Usage
  - Ball Fields
    - 3 Grand Slam Tournaments
    - 1 KC Sports USSSA Tournament
    - 1 MSP Fastpitch Tournament
  - Centerview
    - Rental Usage
      - 20 paid rental bookings
    - Program Usage
      - 16 time slots
    - Special Events
      - N/A
    - City Internal Usage
      - 14 bookings
  - RAC
    - Youth Volleyball games
    - Birthday Party rentals
    - Fitness classes
    - Martial Arts classes
    - Summer Camp Staff Training
- Events
  - Held during the Month
    - MAD Dash 5K (host for Raymore Peculiar Public School Foundation)
  - Upcoming
    - June 8 - Walter Buck Memorial Fishing Derby (Moved to Sept. Due to Weather and Construction at Hawk Ridge)
    - June 21 - Movie in the Park: Mary Poppins Returns
    - June 29 - Spirit of America
- Concessions
  - Scheduled staff to operate concessions for Raymore Activity Center.
  - Put in weekly concession orders for Recreation Park and Memorial Park.
  - Recreation Park and Memorial Park concessions are fully operational for youth Baseball and Softball games.

### **Sports (Adult)**

- Softball

- Summer Registration is open.
- Open Play Adult Basketball
  - Registration is currently open with a start date of June 3.
- Open Play Adult Volleyball
  - Registration is currently open with a start date of June 4.

### **Sports (Youth)**

- Spring
  - Soccer
    - Recreation Season ended this month
    - Recreational Soccer tournament held May 4
  - Raymore United
    - Pre-Tryout clinic June 3 - 6
    - 2019-2020 soccer tryouts begin June 7 at Recreation Park
  - Volleyball
    - Volleyball Season ended on May 18 with end of season tournament.
  - Baseball/Softball
    - Baseball/Softball games scheduled to begin May 20.
    - Total Registration number for baseball/softball/tee ball at 538
    - Competitive Baseball season is in session.

### **Sports (Tiny)**

- Spring
  - Tee Ball
    - Tiny Tee ball scheduled to begin Thursday May 30 and Saturday June 1.
    - 81 kids registered for tiny tee ball

# **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo**  
**Parks Superintendent**  
**Date: May 28, 2019**  
**Subject: Parks and Maintenance Report**

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## **Park Operations**

- Staff has been trying to do routine mowing.
- The Hawk Ridge Park project is moving along, the weather is keeping this project from being completed.
- The Bridge replacement project is complete except for the landscaping.
- Staff prepped, and worked for tournaments every weekend.
- The light project for fields 1&2 at Recreation Park is complete except for a concrete pad under the electric panel.
- Staff has started planting flower beds around town.
- Staff has fixed irrigation problems at City Hall and pressurized most systems.
- The Superintendent Rulo and Director Musteen attended a Tree Board meeting on May 21. Arbor Day was celebrated May 28th.
- Park staff planted a "Yellowwood" tree in the Arboretum for Arbor Day.
- Staff has met to talk about changes to the Mud Run.
- A few trees have been purchased for replacement of 3 we lost at the RAC.
- Superintendent Rulo met with a contractor about replanting 2 beds at City Hall.
- Garden Club held their plant sale under the Depot at T.B. Hanna Station on May 18.
- All 3 seasonal positions have been hired and are working for the Parks.
- All auction items from the Parks have been sold and picked up.
- The grasses and shrubs have been replaced at Centerview that were under warranty.



# Centerview

## Types of Usage

Internal Bookings	Facility Rentals	P&R / Art Programs	City Events
Boards / Commission Meetings and Work Sessions	School District Trainings (Ray-Pec & Belton)	Arts Commission sponsored programs	Elections
City Department Meetings	Chamber of Commerce Events	Aging Mastery Program	Community Conversations
ERC Events	HOA meetings (4 different HOA's)	Art Days and Art Shows	Blood Drives
South Metro Sports Group Meetings	PTA meetings	Bridge Club	Valentines Ball
Civic Groups ( <i>Rotary Club, Garden Club, Pins &amp; Needles</i> )	Weddings and Receptions	Retirement Benefit Course	Coffee with Mayor
Council Ward Town Hall Meetings	Tri-City Art Council Meetings	Yoga Classes	Coffee with a Cop
Police & Emergency Management Trainings / Meetings	Military Formals		Shop with a Cop
Organizations or groups that staff members are affiliated with, i.e.: <i>KC Metro P&amp;R Area Directors Group</i> <i>APWA Accreditation Dinner</i> <i>Missouri Municipal League</i> <i>MPRA Executive Forum</i>	Birthday Parties, Retirement Parties, Family Reunions Graduation Parties Baby Showers Baby Reveal Parties		
Construction Progress Meetings	Celebration of Life / Funerals		
Consultant Interviews	South Metro Fire Trainings and events		
	Special Holiday Church Services		
	Insurance and Financial planning meetings		
	Holiday parties, appreciation events and socials		
	Ray-Pec Sports awards banquets		
	Boy Scout leadership meetings		
	Gala's and Fundraisers for different organizations		

## **Centerview Usage Details**

### **Year 1: June 2017 - May 2018**

Internal Bookings: 126 (no fees collected)  
Facility Rentals: 79 (first year fees collected \$23,492)  
Program and Events Time Slots: 47 (fees collected \$2,520)

#### Year 1

Total of these Revenues: \$26,012  
Total of these Expenses: \$27,758  
Over/Under: (\$1,746)

*Expenses: Maintenance contracts, supplies, utilities. Part-time payroll not included.*

### **Year 2: June 2018 - May 2019**

Internal: 141 (no fees collected)  
Facility Rentals: 174 (second year fees collected \$36,626)  
Program Time Slots: 141 (fees collected \$ 2,595)  
Events: 8 (fees collected \$ 1,597)

#### Year 2

Total of these Revenues: \$40,818  
Total of these Expenses: \$28,473  
Over/Under: \$12,345

*Expenses: Maintenance contracts, supplies, utilities. Part-time payroll not included.*

# Raymore Activity Center

## Types of Usage

Open Use (6am - 5pm, Mon-Fri)	Facility Rentals	P&R	City Events
Morning track users	Boy Scout Pinewood Derby	Youth Volleyball Games,	Elections
Youth walk-ins for basketball on snow days or days off of school	Studio Plus Dance rehearsal	Youth Basketball overflow games	Spring Break Camp
Family walk-ins on snow days or days off of school	Ray-Pec Prowlers practice	Jr./Kindergarten Basketball	
	Birthday Parties	Tiny Basketball	
	Youth Sports End of Season Parties	Youth Volleyball and Basketball practices	
	Church Youth Groups	Yoga	
		Martial Arts, Kickboxing,	
		Women's Self Defence	
		Spring Break Camp	
		Futsal	
		Fit Mom's	

## 2019 Summer Day Camp:- Summer

The RAC will be the home of the Raymore Summer Day Camp for ages 5-11 years old.

will be full of indoor activities at the RAC, outside fun and Recreation Park exploration, pool days at the Harrisonville pool and field trips.

- Camp starts June 3
- Hours of Operation: 6:30am - 6:00pm
- Camp closed on July 4

## Programs open for registration:

Drop-in play adult volleyball on Monday evenings and drop-in play adult basketball on Tuesday evenings. The six-week sessions allow for as many games as possible during a two-hour period. Attend the sessions that fit your schedule.

- Adult Volleyball // 7-9 p.m., Mondays, June 3 to July 8
- Adult Basketball // 7-9 p.m. Tuesdays, June 4 to July 9

## Programs & Events Planned:

Adult volleyball and basketball leagues, Winter Break Camp, Holiday Craft Show, Holiday Movie Night, negotiating with 3 Competitive Volleyball Clubs for rental space, Additional Fitness Classes

## **RAC Usage Details**

*Usage report for the RAC are from opening day in Sept to current date*

### **Year 1: September 2018 - May 2019**

Open Use:	No Fees Collected	(5 Average daily walk-ins)
Facility Rentals:	\$1,935	
Program and Events Time Slots:	\$26,630	
Concessions Revenue:	\$7,650	

Year 1

Total of these Revenues:	\$36,215
<u>Total of these Expenses:</u>	<u>\$23,843</u>
Over/Under:	\$12,372

*Expenses: Maintenance contracts, supplies, utilities, contract staff such as officials and program staff. Part-time facility attendants, site supervisors & concession payroll is not included.*

*Savings: Annual savings of \$3,800 in rental fees to Raymore-Peculiar School District by moving youth sports programs to the RAC on the weekends.  
Annual savings of \$600 (\$50/month) in facility rental fees to Southside Fitness by moving fitness programs to the RAC.*















W. MAPLE

S. ADAMS

SPRAY GROUND

FARMER'S MARKET

RESTROOM / CONCESSIONS

PLAYGROUND

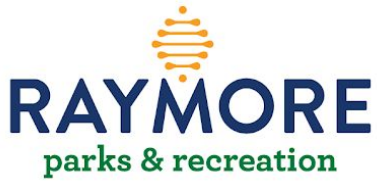
STATION HOUSE

S. WASHINGTON

W. OLIVE







## Raymore Parks and Recreation Board Agenda Item Information Form

**Department Division:** P&R Administration  
**Submitted By:** Nathan Musteen  
**Date:** May 28, 2019

_____	Discussion Item	X	Action Item
X	Council Recommendation	_____	Presentation

**Title / Issue / Request:**

<b>Bill 3457 - T.B. Hanna Station Improvements, Station House Renovation</b>
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**Background / Justification:**

T.B. Hanna Station is scheduled for several projects under a comprehensive master plan that includes both G.O. bond funding from 2016 and funding within the Capital Budget. Staff is utilizing competitive bidding and direct purchase of goods and services through cooperative purchasing contracts according to the City’s purchasing policy to complete the improvements at the park.

The attached contract outlines the remodeling of the post office building located at T.B. Hanna Station and converting the building into a storage facility designed to look like a historic train depot building.

Bids for the T.B. Hanna Station House Renovation project were received on May 16. RL Phillips Construction was determined to be the lowest and best bidder.

Staff recommends the contract for the T.B. Hanna Station House Renovation project be awarded to RL Phillips Construction Inc. in the amount of \$46,714.

<b>Financial Impact:</b>	Budget:	\$1,020,420
	Consultant Fees:	- 76,100
	Pump House:	- 327,342
	<u>Station House:</u>	<u>- 46,714</u>
	Balance:	\$ 570,264



**Project Timeline:**

Park Board: May  
City Council: June  
Construction: July - August

**Staff Recommendation:**

Staff recommends approval

**Attachments:**

Bill 3457  
Contract

**BILL 3428**

**ORDINANCE**

**“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR \$46,714 WITH RL PHILLIPS CONSTRUCTION, INC. FOR THE RENOVATION OF THE OLD POST OFFICE BUILDING AS PART OF THE T.B. HANNA STATION IMPROVEMENTS.”**

**WHEREAS**, T.B. Hanna Station is Raymore’s newest park and has funding in the amount of \$1,020,420 in GO bond and capital sales tax dollars designated for park improvements; and

**WHEREAS**, renovations and general improvements to the old post office building and surrounding area are included in the TB Hanna Station Improvements; and

**WHEREAS**, RL Phillips Construction Inc. has been determined to be the lowest and best bidder.

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

Section 1. The City Manager is directed to enter into a contract in the amount of \$46,714 with RL Phillips Construction Inc. for improvements at T.B. Hanna Station to renovate the old post office.

Section 2. The City Manager is authorized to execute the contract attached as Exhibit A for the City of Raymore.

Section 3. The City Manager is authorized to approve change orders for T.B. Hanna Station Improvements within established budget constraints.

Section 4. 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 5. 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 10TH DAY OF JUNE, 2019.**

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 24TH DAY OF JUNE, 2019, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad  
Councilmember Barber  
Councilmember Berendzen  
Councilmember Burke III  
Councilmember Circo  
Councilmember Holman  
Councilmember Jacobson  
Councilmember Townsend

ATTEST:

APPROVE:

\_\_\_\_\_  
Jean Woerner, City Clerk

\_\_\_\_\_  
Kristofer P. Turnbow, Mayor

\_\_\_\_\_  
Date of Signature



CITY OF RAYMORE  
CONTRACT FOR SERVICES

**T.B. Hanna Station House Renovation**

**AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES**

Agreement made this 24th day of June, 2019, between R.L. Phillips Construction Inc., an entity organized and existing under the laws of the State of Missouri, with its principal office located at 16109 Kentucky Road, Belton, MO 64012, 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 24, 2019 and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I  
THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal 19-276-204 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within

the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

## ARTICLE II TIME OF COMMENCEMENT AND COMPLETION

The work shall take a maximum of 60 calendar days. The date of substantial completion shall be that date when the project or portions of the project are officially accepted by the Owner through formal action of the City Council for utilization of the project for its intended purpose. The City shall be the sole determiner as to the fulfillment of the work as described.

## ARTICLE III CONTRACT SUM AND PAYMENT

The Contractor agrees to perform all work described in the Contract Documents in the amount of \$46,714.00.

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

The City Manager has the authority for change orders.

## ARTICLE IV CONTRACT PAYMENTS

The City agrees to pay the Contractor for the completed work as follows: 95% of contract shall be paid within thirty (30) days of substantial completion of each section of this proposal – inspection and remediation, walk-through and acceptance by the City; a 5% retainage will be held until acceptance of the project by the Raymore City Council, at which time final payment will be made. Any monies not paid to the Contractor when due will bear interest at the rate of one and one-half percent (1 -1/2 %) per month, from the date such payment is due. However, if any portion of the work remains to be completed or corrected at the time payment is due, the City may retain sufficient funds to cover the City Engineer's estimated value of the work not completed or twenty percent (20%) of the contract amount, whichever is greater, exempt from interest, to be paid when such listed items are corrected or completed.

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.

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

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

In the event that the Missouri Department of Labor and Industrial Relations has determined that a violation of Section 292.675, RSMo, has occurred and that a penalty as described in Section XII shall be assessed, the City shall withhold and retain all sums and amounts due and owing when making payments to Contractor under this Contract.

#### ARTICLE V INSURANCE REQUIREMENTS

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

#### ARTICLE VI DAMAGES/DELAYS/DEFECTS

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

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

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

Contractor will promptly and within 7 days of receiving notice thereof repair all damage to public and private property caused by their agents or employees. Should damages not be promptly repaired within 7 days of receiving notice thereof, the City will authorize the hiring of another Contractor to do the repairs. The

original Contractor agrees to promptly pay for the services of any such Contractor hired to do such repairs within 10 days of completion of the 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.

If the Contractor shall fail to complete the work within the contract time, or an extension of time granted by the City, the Contractor will pay to the City the amount for liquidated damages as specified in the schedule below for each calendar day that the Contractor shall be in default after the time stipulated in this contract document. The amount specified in the schedule is agreed upon, not as a penalty, but as liquidated damages for the loss to the City of Raymore and the public of the use of the facility as designated. This amount will be deducted from any money due to the Contractor. The Contractor and Contractor's surety will be liable for all liquidated damages.

SCHEDULE OF LIQUIDATED DAMAGES		
Original Contract Amount		Charge Per Calendar Day (\$)
From More Than (\$)	To and Including (\$)	
0	50,000	150
50,001	100,000	250
100,001	500,000	500
500,001	1,000,000	1,000
1,000,001	2,000,000	1,500
2,000,001	5,000,000	2,000
5,000,001	10,000,000	2,500
10,000,001	And above	3,000

#### ARTICLE VII RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and designate the City Manager, or their designee (in writing) 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 any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

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 a type and in such condition so as not to cause any damage to City property or the community at large. All equipment used on site will meet the minimum requirements of OSHA (Occupational Safety Health Administration) and related federal, state, county, and city agencies and regulations, including but not limited to EPA (Environmental Protection Agency) and the NESHAPS (National Emission Standards for Hazardous Air Pollution). All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

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

Contractor agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any subcontractors 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 subcontractors and their employees comply with all applicable laws and regulations aforementioned.

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

Contract is subject to the State of Missouri Prevailing Wage Laws (Cass County Annual Wage 25) if project is over \$75,000. The contractor shall include the provisions of this clause in all subcontracts for work to be performed by subcontractors under this contract so that provisions of this clause are binding upon subcontractors.

ARTICLE VIII  
TERMINATION OF AGREEMENT

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

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 the bid specifications.

ARTICLE IX  
ARBITRATION

In case of a dispute, the Contractor and the City shall each appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

ARTICLE X  
WARRANTY

Contractor warrants that all workmanship shall be of good quality, in conformance with bid specifications and guarantee all materials, equipment furnished, and work performed for a period of two (2) years from the date of substantial completion as noted in the 2016 City of Raymore "Standard Contract Documents and Technical Specification & Design Criteria for Utility and Street Construction."

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

ARTICLE XI  
REQUIRED SAFETY TRAINING

- A. Awarded contractors and their subcontractors must provide a 10-hour OSHA construction safety program, or a similar program approved by the Department of Labor and Industrial Relations, for their on-site employees

who have not previously completed such safety training and are directly engaged in public improvement construction;

- B. Awarded contractors and their subcontractors must require all on-site employees to complete this ten-hour program within 60 days of beginning construction work if they have not previously completed the program and have documentation of doing so. On site employees who cannot provide proper documentation of completion of required safety training when requested will be given 20 days to produce the documentation before being removed from the project and before their employers will be subject to penalties. Provide any completed certificates prior to project start.

ARTICLE XII  
NOTICE OF PENALTIES FOR FAILURE  
TO PROVIDE SAFETY TRAINING

- A. Pursuant to Section 292.675, RSMo, Contractor shall forfeit to City as a penalty two thousand five hundred dollars (\$2,500.00), plus one hundred dollars (\$100.00) for each on-site employee employed by Contractor or its Subcontractor, for each calendar day, or portion thereof, such on-site employee is employed without the construction safety training required in Section XI above.
- B. The penalty described in Subsection "A" of this Section shall not begin to accrue until the time periods described in Sections XI "B" above have elapsed.
- C. Violations of Section XI above and imposition of the penalty described in this Section shall be investigated and determined by the Missouri Department of Labor and Industrial Relations.

ARTICLE XIII  
AFFIDAVIT of WORK AUTHORIZATION

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

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

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

ARTICLE XIV  
ENTIRE AGREEMENT

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

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

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

**THE CITY OF RAYMORE, MISSOURI**

By: \_\_\_\_\_  
Jim Feuerborn, City Manager

Attest: \_\_\_\_\_  
Jean Woerner, City Clerk

(SEAL)

**R.L. PHILLIPS CONSTRUCTION, INC.**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

**APPENDIX A**  
**SCOPE OF SERVICES AND SPECIAL PROVISIONS**

**T.B. Hanna Station House Renovation**

**ANTICIPATED SCOPE OF SERVICES:**

- 1. BACKGROUND:** Raymore's T.B. Hanna Station located at 214 South Washington St., Raymore, MO is Raymore's newest park with it's oldest historical relevance. The location in which the railroad ran through town as well as the former home of the Raymore municipal buildings, this three acre park is scheduled for many improvements including a playground, sprayground, renovation of the old post office facility, restrooms and a seasonal ice rink.
- 2. PROJECT SUMMARY:** This project is to remodel the post office building onsite into a storage building designed to look like a historic train depot building. All submissions will be evaluated and the City will select the best proposal based on budget constraints.
- 3. ANTICIPATED SCOPE OF SERVICES:**

**A. Station House Remodel projects:**

This project is a turn-key project. All details and specifics pertaining to individual sub-projects not listed below are in the architectural drawings.

- **Interior Work**
  - Demo interior woodwork, paneling and electrical outlets.
  - Demo A/C condensing unit and wall mounted heating system.
  - Demo previous shower connections to below slab and cap off.
  - Demo existing water spigot and copper pipe. Install new exterior frost proof hose bib on east elevation.
  - Install a wash bucket sink.
  - Structural Support - Install ridge beam and remove all ceiling joists to open up space.
- **Overhead Door**
  - Demo a portion of the east wall, add structural reinforcing and install overhead door.
- **Siding**
  - Remove and infill all doors and window openings on the north and south side of the building.

- West facade - Remove and infill window, maintain existing egress door.
- Install wood batten siding.
- **Lighting**
  - Install interior ceiling lights to the new ridge beam wired with a 3 way switch near both doors.
  - Install electrical outlet.
- **Deck**
  - West side deck - remove the current deck, wood storage box and surrounding debris. Grade ground beneath deck to a level surface.
- **Roof**
  - Demo asphalt shingles and install a new metal standing roof.
  - Roof should be similar to the red roof installed on the adjacent "depot" shelter.
  - Install new gutters.

Not under contract: Site work to be completed by others including demo of sidewalk, burying of overhead power supply connection, new pavement and seeding operations.

#### **4. SPECIFICATIONS WHICH APPLY**

- A. Project Special Specifications
- B. City of Raymore Standard Contract Documents and Technical Specifications for Utility and Street Construction
- C. KC Metro APWA Standards and Specifications

#### **5. GENERAL TERMS/REQUIREMENTS:**

- A. Contractor and/or its sub-contractors will continue to maintain all appropriate licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
- B. Contractor will be responsible for providing personnel, equipment, materials, sub-contractors, professional services, and other items required to provide the foregoing at his expense.
- C. Site Restoration / Protection
  - 1. Contractor will take any means necessary to protect the trails and pedestrian walkways within or near the project area. Any damage shall be repaired or replaced to equal or better condition.
- D. Mobilization, Bonds, and Insurance: Mobilization shall be included as a lump sum bid for mobilization in the contract bid documents, and to establish a uniform method of payment based on the amount of work

completed. The following table shall be used to establish the payment distribution for this item:

Payment Percentage	Percentage of Original Contract Completed
25%	5%
50%	10%
75%	25%
100%	50%

**6. PROJECT MANAGER**

The Director of Parks and Recreation or his/her designee shall be the Project Manager for this project

**7. PROJECT AWARD:**

*Project Award:* Award of the project will be made based upon the lowest best and most responsive proposal received with all qualifications as required in General Conditions. The contractor shall take special consideration of the "Information for Bidder" section of the project contract documents.

The City of Raymore reserves the right to increase, reduce or delete any bid items after award of the contract. No Adjustment will be made to the unit prices bid on the contract for any items because of increase, reduction or deletion.

**8. PROJECT COMPLETION AND SCHEDULE**

All work shall be completed within **60** Calendar Days from the date of the *Notice to Proceed*.

The contractor must work with the owner to create a work schedule accommodating any programs, leagues or tournaments held at Recreation Park. All construction/installation must work around any programs, leagues or tournaments. It is the desire of the City to have the new lighting system fully functional prior to the 2019 Youth Baseball/Softball season.

**9. MEASUREMENT**

It is the intent of the proposal that the total bid, as submitted, shall cover all work shown on the contract drawings and required by the specifications and other contract documents. All costs in connection with the work, including furnishing of all the materials, equipment, supplies, and appurtenances, and performing all necessary labor to fully complete the work, shall be included in the unit and lump sum prices named in the bid. No item or work that is required by the contract documents for the proper and successful completion of the contract will be paid for outside of or in addition to the prices submitted in the bid. All work not specially set forth in the proposal as a pay



item shall be considered a subsidiary obligation of the Contractor and all costs in connection therewith shall be included in the prices named in the bid.

This is a unit price contract. Partial payment will be made at monthly intervals based on the work completed during the period. A 5% retainage will be held per invoice submitted and will be paid in whole upon City Council acceptance of the project.

Vendors are encouraged to measure all work and job site areas to ensure accuracy and totals. Measurements listed within the scope are approximate and provided only for reference.

10. **ADDITIONAL BIDDING INFORMATION**

10.1 Project is tax exempt.

**CITY OF RAYMORE, MISSOURI**  
**RFP # 19-276-204**

**Appendix B**  
**General Terms and Conditions**

A. *Procedures*

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

B. *Contract Period*

Award of this contract is anticipated prior to the end of July, 2019.

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 vendor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

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

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

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

in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

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

Contractor agrees to pay all employees involved in this contract the required wages as listed in the prevailing Wage Order 25 for Cass County, Missouri, USA.

**G. *Invoicing and Payment***

The Bidder shall submit invoices, in duplicate, for services outlined above in the scope of services. Certified payroll shall be submitted with each pay request or invoice.

Invoices shall be based on the following schedule:

At completion of work – 95% of the contract amount with 5% held for retainage – the 5% retainage will be held until acceptance of the project by the Raymore City council, at which time final payment will be made. Payment will be based on actual services rendered and actual costs. All such invoices will be paid within thirty (30) days by the City of Raymore unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Bidder/Contractor shall provide complete cooperation during any such investigation.

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

**H. *Cancellation***

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

**I. *Contractual Disputes***

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

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

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

J. *Severability*

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

K. *Applicable Laws*

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

L. *Drug/Crime Free Work Place*

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

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

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

M. *Inspection*

At the conclusion of each job order, the Bidder shall demonstrate to the Public Works Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly and permanently corrected by the 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. *Safety Training*

Bidders are informed that the Project is subject to the requirements of Section 292.675, RSMo, which requires all contractors or subcontractors doing work on the Project to provide, and require its on-site employees to complete, a ten (10) hour course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All on-site employees of a contractor or subcontractor must have certification of successful completion of Required Safety Training within 60 days of project commencing. On-site employees must provide documentation that they have successfully completed the Required Safety Training *within the required time period*. If they cannot do so within 20 days of a request for such documentation, they must be removed from the project and their employers will be subject to penalties as described in the Act.

P. *Prevailing Wage Requirement (Public Projects under \$75,000 are excluded)*

The contract resulting from this solicitation is subject to the State of Missouri Prevailing Wage Law (Cass County Wage Order 25). The Contractor shall include the provisions of this clause in all subcontracts for work to be performed by subcontractors under this contract so that provisions of this clause are binding upon subcontractors.

Not less than the prevailing wage included must be paid to all workers performing work under the contract (section 290.250, RSMo).

The Contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the Contractor or by any Subcontractor (section 290.250, RSMo).

Q. *Permits/Certificates*

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

Certificate copies must be submitted with the RFP, if project utilizes any of the contractors listed herein; Class A & B Contractors, Electricians, Plumbers and Mechanical Contractors.

CLASS A & B Contractors, Electricians, Plumbers and Mechanical contractors who held a 2012 Raymore Occupational License, must provide proof of at least eight (8) continuing education credits (CEU) related to the trade for which the license was issued within the last year.

CLASS A & B Contractors, Electricians, Plumbers and Mechanical contractors who did not hold a 2012 Raymore Occupational License, must provide a certificate of competency with a passing grade (70% or higher) from a nationally recognized testing institution; OR possess a Contractor's License from a reciprocating city; OR provide proof of a Bachelor's degree in Structural Engineering, Architecture or Construction Science.

R. *Mobilization, Bonds and Insurance*

Mobilization, Bonds, and Insurance will be considered a lump sum item for payment. The total lump sum price for this item shall not exceed 5% of the total base bid price.

Payment shall be made on the following schedule.

Percentage of Contract Completed	Percentage Mobilization Payment
5%	25%
10%	50%
25%	75%
50%	100%

S. *Bid Bond*

A bid bond or certified check from a surety or bank, acceptable to the City Clerk, in an amount equal to, or greater than, 5% of the maximum total bid price must accompany each proposal. Prior acceptability of the proposed surety or bank furnishing the bid security, before the bid date, is recommended. An unacceptable bid security may be cause for rejection of the proposal. No bidder may withdraw his bid for a period of thirty (60) days after the date of opening of bids.

T. *Performance Bond*

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

or loses its right to do business in the state in which the work is to be performed, the Contractor shall within ten (10) days after notice from the City to do so, substitute an acceptable bond in such form and sum and signed by such other surety or sureties as may be satisfactory to the City. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the City.

*U. Payment Bond*

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

*V. Maintenance Bond*

Prior to acceptance of the project by the Raymore City Council, the Contractor shall furnish the Owner with a Maintenance Bond in penal sum equal to an amount of one half (50%) of the contract price and that shall remain in full force and effect for a period of two (2) years from the date of project acceptance by the Raymore City Council. The Maintenance Bond shall guarantee all materials and equipment furnished and work performed shall be free of defects due to faulty materials or workmanship and that the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repair of any damage to the parts of the system resulting from such defects. The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other work that may be made necessary by such defects, the Owner may do so with all costs, including administration fees, going against the Maintenance Bond. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the state in which the work is to be performed. The expense of this bond shall be borne by the Contractor. If any time a surety on any such bond is declared a bankrupt or loses its right to do business in the state in which the work is to be performed, the Contractor shall within ten (10) days after notice from the Owner to do so, substitute an acceptable bond in such form and sum and signed by such other surety or



sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the Owner.

*W. 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.

*X. Release of Information*

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

*Y. American Products*

Pursuant to RSMo 34.353 for Contracts over \$25,000 any manufactured goods or commodities used or supplied in the performance of the Contract or subcontract shall be manufactured or produced in the United States, unless determined to be exempt as provided in the statute.

1. Contractor agrees that any manufactured goods or commodities that are used or supplied in the performance of this Contract or any subcontract hereto shall be manufactured or produced in the United States, unless;
  - a. The manufactured good or commodity used or supplied involves an expenditure of less than twenty-five thousand dollars (\$25,000), or
  - b. The contractor shall provide evidence sufficient for the City to certify in writing that:
    - i. The specified products are not manufactured or produced in the United States in sufficient quantities to meet the agency's requirements, or
    - ii. The specified products cannot be manufactured or produced in the United States within the necessary time in sufficient quantities to meet the agency's requirements.
2. The written certification contemplated by Subsection 1(b) of this Section Y shall;
  - a. Specify the nature of the contract,
  - b. Specify the product being purchased or leased,
  - c. Specify the names and addresses of the United States manufacturers and producers contacted by the City or the project architect or engineer,
  - d. Provide an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten (10) percent, and
  - e. Such other requirements as may be imposed by Section 34.353 of the revised Statutes of Missouri, as amended.

3. The written certification contemplated by Subsection 1(b) of this Section Y shall be maintained by the City for a period of at least three (3) years.

*Z. Affidavit of Work Authorization and Documentation*

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

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

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

























PROPOSAL FORM A  
RFP 19-276-204

**PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS**

I (authorized agent) JAYSON PERRY having authority to act on behalf of (Company name) R.L. PHILLIPS CONSTRUCTION, INC. do hereby acknowledge that (Company name) R.L. PHILLIPS CONSTRUCTION, INC. 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: R.L. PHILLIPS CONSTRUCTION, INC.

ADDRESS: 16109 KENTUCKY ROAD  
Street

ADDRESS: BELTON MO 64012  
City State Zip

PHONE: 816-322-6461

E-MAIL: jperry.rlp@gmail.com

DATE: 5-15-19  
(Month-Day-Year)

[Signature]  
Signature of Officer/Title PROJECT MANAGER

DATE: \_\_\_\_\_  
(Month-Day-Year)

\_\_\_\_\_  
Signature of Officer/Title

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

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

**PROPOSAL FORM B**  
RFP 19-276-204

**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 X
  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 X
  3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes \_\_\_ No X
  4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes \_\_\_ No X
  5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes \_\_\_ No X
  6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes \_\_\_ No X
  7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes \_\_\_ No X
  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 X
- \*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 X

10. Has the Firm been the subject to any bankruptcy proceeding?  
Yes \_\_\_ No X

### **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 X 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 X 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 same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in 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 19-276-204

**EXPERIENCE / REFERENCES**

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

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

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

<b>COMPANY NAME</b>	MENARDS
<b>ADDRESS</b>	800 MARKEY PKWY, BELTON MO
<b>CONTACT PERSON</b>	MATT
<b>CONTACT EMAIL</b>	
<b>TELEPHONE NUMBER</b>	816-318-9459
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	REMODEL MARCH 2019

<b>COMPANY NAME</b>	COMMUNITY BANK OF RAYMORE
<b>ADDRESS</b>	801 <sup>W</sup> FOXWOOD DRIVE RAYMORE, MO.
<b>CONTACT PERSON</b>	ANDY COOPER
<b>CONTACT EMAIL</b>	ACOOPER@CBONLINE.NET
<b>TELEPHONE NUMBER</b>	816-265-6966
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	801 WESTCHESTER - HARRISONVILLE MARCH 2018 DEMO-CONCRETE-REDO

COMPANY NAME	COMMUNITY BANK OF PLEASANT HILL
ADDRESS	PO BOX 30, PLEASANT HILL, MO 64080
CONTACT PERSON	LISA NICHOLSON
CONTACT EMAIL	
TELEPHONE NUMBER	816-540-2525
PROJECT, AMOUNT AND DATE COMPLETED	PATIO - REMODEL OCT. 2018

COMPANY NAME	COMMUNITY BANK OF RAYMORE
ADDRESS	801 W FOXWOOD DRIVE, RAYMORE, MO
CONTACT PERSON	ANDY COOPER
CONTACT EMAIL	ACOOPER@CBONLINE.NET
TELEPHONE NUMBER	816-265-6966
PROJECT, AMOUNT AND DATE COMPLETED	801 WESTCHESTER - TENANT FINISH

COMPANY NAME	CITY OF RAYMORE
ADDRESS	100 MUNICIPAL CIRCLE RAYMORE, MO.
CONTACT PERSON	CHIEF JAN ZIMMERMAN
CONTACT EMAIL	
TELEPHONE NUMBER	
PROJECT, AMOUNT AND DATE COMPLETED	PD SQUAD ROOM REMODEL JUNE 2018

State the number of Years in Business: 24

State the current number of personnel on staff: 5



**PROPOSAL FORM D**

RFP 19-276-204

Proposal of R.L. PHILLIPS CONSTRUCTION, INC., organized and  
(Company Name)  
existing under the laws of the State of MISSOURI, doing business  
as A CORPORATION (\*)

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 19-276-204 - T.B. Hanna Station House Renovation.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) 2, 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.

**\*REVISED\* BID PROPOSAL FORM E - Project No. 19-276-204**

**T.B. Hanna Station House Renovation**

**Base Bid**

Bid Items	Total
Mobilization, Bonds and Insurance - not to exceed 5%	\$ 1,475.00
Interior Work	\$ 24,539.00
Overhead Door	\$ 3,200.00
Siding	\$ 7,900.00
Electrical/Lighting	\$ 3,000.00
Roof	\$ 6,600.00
<b>TOTAL BASE BID</b>	<b>\$46,714.00</b>

**Total Base Bid for Project Number: 19-276-204**

\$ 46,714.00

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

*(\$ Forty-six thousand seven hundred fourteen dollars and zero cents*

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

**\*REVISED\* BID PROPOSAL FORM E - RFP 19-276-204  
CONTINUED**

Company Name R.L. PHILLIPS CONSTRUCTION, INC.

By [Signature]  
Authorized Person's Signature

JAYSON PERRY - PROJECT MANAGER  
Print or type name and title of signer

**ADDENDA**

Bidder acknowledges receipt of the following addendum:

Addendum No. 1

Addendum No. 2

Addendum No.     

Addendum No.     

Addendum No.     

Addendum No.     

Company Address     

PO Box 74  
RAYMORE, MO 64083

Phone 816-322-6461

Fax 816-322-6498

Email jperry.rlp@gmail.com

Date 5/15/19

**LATE BIDS CANNOT BE ACCEPTED!**

**CITY OF RAYMORE**

100 Municipal Circle · Raymore, MO. 64083  
Phone · 816-892-3045 · Fax · 816-892-3093

**RAYMORE**  
come home to

**ADDENDUM NO. 1**

T.B. Hanna Station House Reno  
Project #19-276-204

All plan holders are hereby notified and agree by signature below, that the proposal includes consideration of the following changes, amendments, and/or clarifications and costs associated with these changes and are included in the proposal.

**Addendum No. 1 - Clarification.**

**1. Drawings (Refer to attached drawings for revised language):**

1. (Revised) Occupancy Type is S2.  
(Revised) G00 - Project Overview - Delete 'STAINING EXTERIOR DECK'  
(Revised) D100 - Note 14 - EXISTING DECK - NO WORK  
(Revised) A100 - Note 11 - EXISTING DECK - NO WORK
2. (Revised) D100 - Note 7
3. (Revised) D100 - Note 23
4. (Revised) A100 - Note 3
5. (Revised) A100 - Note 4
6. (Revised) A100 - Note 15
7. (Revised) A100 - Note 16
8. (Revised) A100 - Note 18
9. (Revised) A100 - Note 20
10. (ADD) S100 - Note 9 - INSTALL SIMPSON SDWC SCREWS BETWEEN ALL ROOF FRAMING MEMBERS (RAFTERS TO TOP PLATE AND RAFTERS TO BEAM).
11. (ADD) S100 - PROVIDE FULL SISTER OR REPLACEMENT OF DAMAGED RAFTER, IN KIND.
12. (ADD) Sheets PE001, PE002, PE100

**2. (Remove): Appendix A; Anticipated Scope of Services, Section 3 Anticipated Scope of Services; Deck.**

"West side deck - remove the current deck, wood storage box and surrounding debris. Grade ground beneath deck to a level surface."

**3. Revised Bid Proposal Form E: Attached.**

**4. Companies attending Pre-Bids:**

Infinity Group LLC  
Haren Contracting  
RL Phillips

Any other questions regarding this proposal shall be submitted to Kim Quade, CPPB by email at [kquade@raymore.com](mailto:kquade@raymore.com) or by phone at (816) 892-3045. There will be no questions allowed after May 13th, 2019 at 5 p.m.

I hereby certify that the above have been considered and associated costs have been included in this bid.

Company Name: R. L. PHILLIPS CONSTRUCTION, INC.

By: 

Title: PROJECT MANAGER

Address: PO Box 71

City, State, Zip: KAYMORE, MD 64083

Date: 5/15/19 Phone: 816-322-6461

Signature of Bidder: 

**ADDENDUM MUST BE SUBMITTED WITH BID**

**CITY OF RAYMORE**

100 Municipal Circle · Raymore, MO. 64083  
Phone · 816-892-3045 · Fax · 816-892-3093

**RAYMORE**  
come home to

**ADDENDUM NO. 2**

T.B. Hanna Station House Reno  
Project #19-276-204

All plan holders are hereby notified and agree by signature below, that the proposal includes consideration of the following changes, amendments, and/or clarifications and costs associated with these changes and are included in the proposal.

**Addendum No. 2 - Question**

1. On Page 14 of the RFP it says; Not Under Contract: Site work to be completed by others including demo of sidewalk, burying of overhead power supply connection, new pavement, and seeding. And then on the drawings D100 Keynote: 13. Existing overhead service lateral to be replaced with underground lateral. Provide 3 #1, 1 1/4" c to existing utility pole. So will another contractor remove and bury power service or is this part of the scope of work?

**Answer: DELETE Note 13 on D100. This scope is under site work contractors scope**

Any other questions regarding this proposal shall be submitted to Kim Quade, CPPB by email at kquade@raymore.com or by phone at (816) 892-3045. There will be no questions allowed after May 13th, 2019 at 5 p.m.

I hereby certify that the above have been considered and associated costs have been included in this bid.

Company Name: R. L. PHILLIPS CONSTRUCTION

By: [Signature]

Title: PROJECT MANAGER

Address: PO Box 71

City, State, Zip: RAYMORE, MO 64083

Date: 5/15/19 Phone: 816-322-6461

Signature of Bidder: [Signature]

**ADDENDUM MUST BE SUBMITTED WITH BID**

**AFFIDAVIT**

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

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

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

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

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

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

BEFORE ME, the undersigned authority personally appeared JAYSON PERRY, who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: JAYSON PERRY - PROJECT MANAGER

Company: R.L. PHILLIPS CONSTRUCTION, INC.

Address: 16109 KENTUCKY ROAD, BELTON, MO 64012

- 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 # 19-276-204.
- 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.

R.L. PHILLIPS CONSTRUCTION, INC.  
Company Name

[Signature]  
Signature

Name: JAYSON PERRY

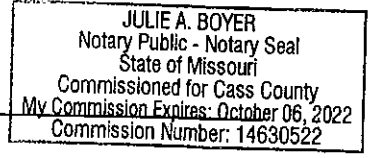
Title: PROJECT MANAGER

STATE OF MISSOURI COUNTY OF CASS

Subscribed and sworn to before me this 15<sup>th</sup> day of MAY, 2019.

Notary Public: Julie A. Boyer

My Commission Expires: 10/6/22 Commission # \_\_\_\_\_



**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: 327854

## THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

### ARTICLE I

#### PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and R.L. Phillips Construction, Inc. (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



Company ID Number: 327854

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

Employer: R.L. Phillips Construction, Inc.

**Randy Phillips**

Name (Please Type or Print)

Title

*Electronically Signed*

05/17/2010

Signature

Date

Department of Homeland Security -- Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

05/17/2010

Signature

Date



## Raymore Parks and Recreation Board Agenda Item Information Form

**Department Division:** P&R Administration  
**Submitted By:** Nathan Musteen  
**Date:** May 28, 2019

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

**Title / Issue / Request:**

<b>Alcohol in the Park Permit</b>
-----------------------------------

**Background / Justification:**

The Hawk's Nest Fundraising Committee would like to host an adult softball tournament in July. The tournament would be co-sponsored by J's Southland Tow and all proceeds would go to the Raymore Community Foundation and be designated towards the fundraising efforts for the all-inclusive playground at Hawk Ridge Park. This adult softball tournament will be the 1st of several City sponsored fundraising events benefiting the playground. The committee would like to sell beer onsite during the tournament.

According to SECTION 250.030: - ALCOHOLIC BEVERAGES IN CITY PARK AND FACILITIES

*No person shall possess any alcoholic beverage in any City of Raymore Park or facility nor carry, transport or otherwise bring alcoholic beverages into any City of Raymore Park or park facility unless approved by staff through the Parks and Recreation Board's permitting process.*

Attached is the application. Staff will utilize Embrace the Grape Catering to sell and serve during the tournament. Embrace the Grape Catering has worked with city staff on other programs in the parks and at Centerview.

**Financial Impact:** No Financial Impact  
**Project Timeline:** Weekend of July 13 & 14  
**Staff Recommendation:** Staff recommends approval  
**Attachments:** Alcohol Permit



Alcohol Permit - Outdoor Facilities
(Beer, Wine & Liquor)

Event Name: Hawk's Nest - Adult Softball Tournament
Renter Name: Raymore Parks & Recreation
Address: 100 Municipal Circle
Renter Phone: 816-322-2791
Renter Email: nmusteen@raymore.com

Location Request: [ ] T.B. Hanna Station [ ] Memorial Park (Lion's Shelter)
[X] Recreation Park (Optimist Shelter) [ ] Moon Valley Park
Baseball Complex

Date of Reservation: July 13 & 14
Event Start Time: 8:00am Event End Time: 11:00pm
Alcohol Serving Start Time: 8:00am Last Call Time\*: 8:00pm
Security Start Time: 8:00am Security End Time: 11:00pm

Times could vary based upon tournament schedule and number of teams.

Number of officers needed ( ) x hourly fee (\$40/hr) x hours needed ( ) = \$

Number of Officers will be specified based on number of teams

The Applicant understands and agrees as follows:

- Payment for security is due at the time of reservation - Additional charges will apply if the estimated hours and attendants are increased.
• Alcohol can only be served and consumed during the designated serving times and not prior to the officer's arrival.
• Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay for each scheduled officer if cancellation is made less than 2 business days prior to the event.
• The \$75 alcohol permit fee is due 60 days prior to rental date.
• Renter is personally responsible for the conduct of guest, vendors and all aspects of the event.
• All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
• No alcohol is permitted outside the designated area or as indicated on the operation map of activity areas
• This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the state of Missouri and the City of Raymore.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules, regulations and policies of the City of Raymore and Raymore Parks and Recreation Department.

Signature of Applicant

Date 5/23/19



## MISCELLANEOUS ITEMS

- Tree Board Notes
  - April 25, 2019
  - May 21, 2019
- Status of Capital Improvements  
(Provided to the Council the 1st meeting of each month)
- Financials - As of April 2019



## Raymore Tree Board Meeting

Centerview  
227 Municipal Dr.  
Thursday April 25, 2018  
6:00pm

THE RAYMORE TREE BOARD MET ON THURSDAY APRIL 25, 2019 IN THE CONFERENCE ROOM AT 227 MUNICIPAL DR., RAYMORE, MISSOURI.

PRESENT WERE MEMBERS DIAZ AND RIGGS, DIRECTOR MUSTEEN and PARKS SUPERINTENDENT RULO. MEMBER RUST WAS ABSENT.

Call to Order - 6:00pm

### OLD BUSINESS

#### 1. Tree Identification Markers -

The Tree Identification Markers at the Arboretum are not holding up and the squirrels in the park are eating the plastic signs. Member Diaz suggested looking into Lark Labels for options, she has used them before with good results.

Staff will look into Lark Labels.

### NEW BUSINESS

#### 1. Arbor Day Celebration

Plans for the upcoming Arbor Day Celebration will be:

May 23, 2019

6:00pm (maybe 5:30pm - depending on the Park Board Meeting)

West Shelter

Invite Park Board to attend

#### 2. Community Trees

Member Riggs and Diaz are interested in starting a program where citizens can receive a free tree if they remove a Bradford Pear or any variety of the Bradford Pear tree from their property. Several communities across Missouri and in neighboring states have similar programs.

Staff will research other programs.

### ADJOURNMENT

1. Next Meeting Date - May 21, 2018
2. Meeting adjourned at 6:45pm



## Raymore Tree Board Meeting

Centerview  
227 Municipal Dr.  
Thursday April 25, 2018  
6:00pm

THE RAYMORE TREE BOARD MET ON TUESDAY, MAY 21, 2019 AT CENTERVIEW, 227 MUNICIPAL DR., RAYMORE, MISSOURI.

PRESENT WERE MEMBERS DIAZ, RIGGS AND RUST, DIRECTOR MUSTEEN and PARKS SUPERINTENDENT RULO.

Call to Order - 6:00pm

### OLD BUSINESS

#### 1. Tree Identification Markers -

- The Board reviewed options for new identification signs. Staff will quote and order accordingly.
- Discussion ensued regarding QR codes on the signs. Staff discussed the inventory program, Facility Dude, and it's capabilities for tree inventory. Further discussion will be held at a future meeting.

#### 2. Arbor Day Celebration

Plans for the upcoming Arbor Day Celebration will be:

- May 28, 2019
- 5:30pm
- West Shelter in Memorial Park
- Staff will have all the details ready and the tree planted. This year's tree is a Yellowwood.
- Notice will be posted on Friday
- The Arborday Proclamation is scheduled for June 10th.

#### 3. Community Trees

No updates since the last meeting.

### NEW BUSINESS

No new business

### ADJOURNMENT

1. Next Meeting Date - To Be Determined
2. Meeting adjourned at 6:40pm

# Status of Park & Recreation Capital Improvements

5/28/2019

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## 2019 Projects

- Recreation Park Ballfield Lights: Installation of lighting on fields 1 and 2 at Recreation Park. *Park Sales Tax Fund, \$90,000 (NM)*
  - RFP is posted
    - Pre-Bid: November 28 & 29
    - Bid Opening: December 5
    - Park Board: January 22
    - City Council: February 11 & 25
    - Notice to Proceed: March 11
    - Construction complete
- Recreation Park Pond: This project would involve an environmental analysis in the first year. The information gathered will provide guidance for the removal of sediment in the pond and cleaning up around the area making it easier to fish and more aesthetically pleasing. *Park Sales Tax Fund, \$10,000 (NM)*
  - Study is Complete: August 2018
  - RFP is posted
    - Pre-Bid: November 29 & 30
    - Bid Opening: December 7
    - Park Board: January 22
    - City Council: February 11 & 25
    - Notice to Proceed: March 21
    - Under Construction
- Memorial Park Trail Lights: The purchase and installation of light pole replacements in the Arboretum at Memorial Park. *Park Sales Tax Fund, \$26,000 (NM)*
- Memorial Park Playground Improvements: The replacement of the old playground equipment north of the West Shelter at the Arboretum. *Park Sales Tax Fund, \$48,000 (NM)*
  - Design - March - April
  - Park Board: April 23
  - City Council: May 6 and June 10

## 2018 Projects

- Recreation Park Picnic Pavilion: This project would involve the demolition of the existing park house and site restoration and create an additional picnic pavilion with restrooms and special event storage. *Park Sales Tax Fund, \$210,000 (NM)*
  - Park House Demo
    - Pre-Bid: December 12 & 13
    - Bid Opening: December 20
    - Park Board: January 22
    - City Council: February 11 & 25



- Notice to Proceed: March 11
  - Construction Complete
- Recreation Park Pedestrian Bridge Replacement: This project would involve the replacement of the current bridge and construction of new pedestrian crossing to the east connecting Moon Valley and Recreation Park. *Park Sales Tax Fund, \$55,000 (NM)*
  - Park Board: November 27, 2018
  - City Council: January 14, 2019
  - Notice to Proceed: March 11
  - Construction Complete

## 2017 Projects

- Trail Lighting: This project involves a systematic study of costs, safety and needs assessment prioritizing the installation of lights along the trail system in the Parks and Recreation Department. *Park Sales Tax Fund, \$100,000 (NM)*
  - Project on hold

## 2016 Projects

- Hawk Ridge Park Phase (I-b) ADA Dock: This project involves the purchase and installation of an ADA dock in Johnston Lake at the park. Staff worked with CAPS (Community Assistance Program) with the Missouri Department of Conservation seeking opportunities for grants and partnerships to obtain additional funding. The Council and Park Board approved an updated agreement in which the MO Department of Conservation will provide assistance with this project and other amenities totalling 75% of total project costs with a maximum of \$178,000. In addition, a 50 ft long fishing jetty will be added to the overall fishing access portion of the project. *Parks Sales Tax Fund, \$45,000 (NM)*
  - Construction is underway
  - Completion - Spring 2019
- Hawk Ridge Park Phase (I-c) Restroom: This project would involve the installation of a restroom facility at the park. This project has been partnered with the ADA Dock listed above and is also being completed and jointly funded under the CAPS agreement. *Park Sales Tax Fund, \$90,000 (NM)*
  - Construction is underway
  - Completion - Spring 2019

## 2015 Projects

- Hawk Ridge Park Walking Trail - Lake Loop  
This trail will be a concrete path that is 4" in depth and 10' in width that loops around the perimeter of Johnston Lake. This project was initially delayed and has been partnered with the ADA Dock listed above. The loop trail is also partially funded under the CAPS agreement. *Park Sales Tax Fund, \$160,000; (NM)*
  - Construction is underway
  - Completion - Spring 2019

## Bond Projects

- HAWK RIDGE PARK Projects
  - Construction is underway
  - Completion - Spring 2019

Hawk Ridge Park - Additional Signage: The final phase of the Hawk Ridge Park Master Plan calls for park signage that includes monument entrance signs, facility signs, trail and wayfinding signage, furnishings and other features that will enhance the park experience.

Hawk Ridge Park - Amphitheater: Located on the east side of Johnston Lake in Hawk Ridge Park, the amphitheater is the focal point of the HRP Master Plan and would be the facility for theater, musical performances and other community arts programming. This project involves other

amenities that include additional parking, restrooms, trail enhancements, infrastructure and grading work.

Hawk Ridge Park - Parking lot expansion & ADA Playground: This phase of the Hawk Ridge Park improvements include an all-inclusive playground, parking and infrastructure expansion on the north-west side of Johnston Lake.

- T.B Hanna Station Park - Splash Park/Skate Rink: T.B. Hanna Station will gain a number of new amenities that would join the newly opened Depot shelter. Included in this project would be a spray water park, community ice rink and playground.
  - Design/Consultant Contract before the Park Board (1/23/18)
  - Design/Consultant Contract before the City Council (1st Read/Feb 12 - 2nd Read/Feb 26)
  - Design underway - April 2018
  - Accepted Donation from Variety KC - October
  - Redesigned playground/sprayground to be all-inclusive: December - March
  - Bidding documents and site plan development - complete
  - Projects currently being bid

### **All Inclusive Playground**

Hawk Ridge Park will be home to Cass County's first and only ALL-Inclusive Playground. Designed by Unlimited Play and funded by the Raymore Community, this playground will be a destination play area for people of all abilities and nestled in the newly updated Hawk Ridge Park.

- Fundraising is underway

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2019

25 -PARK FUND  
FINANCIAL SUMMARY

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>									
<u>NON-DEPARTMENTAL</u>									
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	402,780.00	3,107.91	394,591.89	0.00	8,188.11	97.97
MISCELLANEOUS	0.00	0.00	0.00	7,967.00	1,012.11	12,145.59	0.00	( 4,178.59)	152.45
FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	1,030.00	2,075.00	0.00	4,005.00	34.13
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	225,000.00	0.00	225,000.00	50.00
<b>TOTAL PARKS DIVISION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>866,827.00</b>	<b>42,650.02</b>	<b>633,812.48</b>	<b>0.00</b>	<b>233,014.52</b>	<b>73.12</b>
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	6,231.00	6,676.50	0.00	55,323.50	10.77
FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	4,317.50	7,246.25	0.00	14,953.75	32.64
PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	12,780.00	122,367.75	( 95.00)	105,247.25	53.74
<b>TOTAL RECREATION DIVISION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>311,720.00</b>	<b>23,328.50</b>	<b>136,290.50</b>	<b>( 95.00)</b>	<b>175,524.50</b>	<b>43.69</b>
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	3,227.50	25,482.49	0.00	24,722.51	50.76
PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	370.00	2,455.00	0.00	145.00	94.42
<b>TOTAL CENTERVIEW</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,805.00</b>	<b>3,597.50</b>	<b>27,937.49</b>	<b>0.00</b>	<b>24,867.51</b>	<b>52.91</b>
<u>RAYMORE ACTIVITY CENTER</u>									
MISCELLANEOUS	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	931.50	1,701.50	0.00	5,948.50	22.24
FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,050.00	0.00	1,660.00	0.00	11,390.00	12.72
PROGRAM REVENUE	0.00	0.00	0.00	146,800.00	1,225.00	25,000.01	0.00	121,799.99	17.03
<b>TOTAL RAYMORE ACTIVITY CENTER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>169,840.00</b>	<b>2,156.50</b>	<b>28,361.51</b>	<b>0.00</b>	<b>141,478.49</b>	<b>16.70</b>
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,401,192.00</b>	<b>71,732.52</b>	<b>826,401.98</b>	<b>( 95.00)</b>	<b>574,885.02</b>	<b>58.97</b>
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	732,989.00	51,434.82	320,449.62	12,268.45	400,270.93	45.39
RECREATION DIVISION	0.00	0.00	0.00	537,076.00	48,648.35	233,685.43	12,808.85	290,581.72	45.90
CENTERVIEW	182.79	182.79	0.00	49,255.00	1,252.55	9,312.87	971.04	38,971.09	20.88
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	1,902.99	18,917.15	1,683.51	60,571.34	25.38
<b>TOTAL EXPENDITURES</b>	<b>182.79</b>	<b>182.79</b>	<b>0.00</b>	<b>1,400,492.00</b>	<b>103,238.71</b>	<b>582,365.07</b>	<b>27,731.85</b>	<b>790,395.08</b>	<b>43.56</b>
REVENUES OVER/(UNDER) EXPENDITURES	( 182.79)	182.79	0.00	700.00	( 31,506.19)	244,036.91	( 27,826.85)	( 215,510.06)	887.15

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2019

25 -PARK FUND

REVENUES

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

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PROPERTY TAXES

25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	336,715.00	564.60	331,818.70	0.00	4,896.30	98.55
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	66,065.00	2,543.31	62,773.19	0.00	3,291.81	95.02
TOTAL PROPERTY TAXES	0.00	0.00	0.00	402,780.00	3,107.91	394,591.89	0.00	8,188.11	97.97

MISCELLANEOUS

25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	7,967.00	1,012.11	9,961.59	0.00	( 1,994.59)	125.04
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	184.00	0.00	( 184.00)	0.00
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	( 2,000.00)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	7,967.00	1,012.11	12,145.59	0.00	( 4,178.59)	152.45

FACILITY RENTAL REVENUE

25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	6,080.00	1,030.00	2,075.00	0.00	4,005.00	34.13
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	1,030.00	2,075.00	0.00	4,005.00	34.13

TRANSFERS - INTERFUND

25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	49,999.98	0.00	50,000.02	50.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	29,166.67	175,000.02	0.00	174,999.98	50.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	225,000.00	0.00	225,000.00	50.00

TOTAL PARKS DIVISION

TOTAL PARKS DIVISION	0.00	0.00	0.00	866,827.00	42,650.02	633,812.48	0.00	233,014.52	73.12
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RECREATION DIVISION

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PROPERTY TAXES

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MISCELLANEOUS

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CONCESSION REVENUE

26-4700-0000 CONCESSION	0.00	0.00	0.00	62,000.00	6,231.00	6,676.50	0.00	55,323.50	10.77
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	6,231.00	6,676.50	0.00	55,323.50	10.77

DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2019

25 -PARK FUND

REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	22,200.00	4,317.50	7,246.25	0.00	14,953.75	32.64
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	4,317.50	7,246.25	0.00	14,953.75	32.64
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	12,250.00	0.00	2,510.00	0.00	9,740.00	20.49
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	86,600.00	8,660.00	55,686.00	( 95.00)	31,009.00	64.19
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	67,900.00	0.00	45,714.75	0.00	22,185.25	67.33
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	20,250.00	3,150.00	4,950.00	0.00	15,300.00	24.44
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	6,300.00	0.00	640.00	0.00	5,660.00	10.16
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	11,520.00	720.00	6,860.00	0.00	4,660.00	59.55
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	7,200.00	0.00	0.00	0.00	7,200.00	0.00
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	15,500.00	250.00	6,007.00	0.00	9,493.00	38.75
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	12,780.00	122,367.75	( 95.00)	105,247.25	53.74
TOTAL RECREATION DIVISION	0.00	0.00	0.00	311,720.00	23,328.50	136,290.50	( 95.00)	175,524.50	43.69

CENTERVIEW

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MISCELLANEOUS

<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	50,205.00	3,227.50	25,482.49	0.00	24,722.51	50.76
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	3,227.50	25,482.49	0.00	24,722.51	50.76
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	2,600.00	370.00	2,455.00	0.00	145.00	94.42
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	370.00	2,455.00	0.00	145.00	94.42
TOTAL CENTERVIEW	0.00	0.00	0.00	52,805.00	3,597.50	27,937.49	0.00	24,867.51	52.91

RAYMORE ACTIVITY CENTER

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MISCELLANEOUS

28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00

CONCESSION REVENUE

28-4700-0000 CONCESSION	0.00	0.00	0.00	7,650.00	931.50	1,701.50	0.00	5,948.50	22.24
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	931.50	1,701.50	0.00	5,948.50	22.24

FACILITY RENTAL REVENUE

28-4710-0000 RENTAL FEES	0.00	0.00	0.00	13,050.00	0.00	1,660.00	0.00	11,390.00	12.72
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,050.00	0.00	1,660.00	0.00	11,390.00	12.72



DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2019

25 -PARK FUND

PARKS DIVISION

DEPARTMENTAL EXPENDITURES

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

25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	19,233.00	0.00	0.00	0.00	19,233.00	0.00
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	327,719.00	22,821.79	158,083.29	0.00	169,635.71	48.24
25-5020-1250 FICA	0.00	0.00	0.00	25,751.00	1,689.30	12,281.37	0.00	13,469.63	47.69
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	1,011.00	259.75	276.78	0.00	734.22	27.38
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	55,986.00	4,261.17	25,568.37	0.00	30,417.63	45.67
25-5045-1250 LAGERS	0.00	0.00	0.00	50,582.00	3,489.67	24,363.32	0.00	26,218.68	48.17
25-5050-1250 OVERTIME	0.00	0.00	0.00	8,892.00	349.46	8,902.35	0.00	( 10.35)	100.12
25-5060-1250 WORKERS COMP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,189.00</u>	<u>0.00</u>	<u>3,729.45</u>	<u>0.00</u>	<u>5,459.55</u>	<u>40.59</u>
TOTAL PERSONNEL	0.00	0.00	0.00	498,363.00	32,871.14	233,204.93	0.00	265,158.07	46.79

COMMODITIES

25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,900.00	875.80	875.80	69.15	5,955.05	13.69
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	10,450.00	1,530.93	3,859.21	403.61	6,187.18	40.79
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	1,500.00	177.26	280.70	0.00	1,219.30	18.71
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
25-6270-1010 UNIFORMS	0.00	0.00	0.00	162.00	0.00	0.00	0.00	162.00	0.00
25-6270-1250 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,825.00</u>	<u>0.00</u>	<u>2,951.20</u>	<u>0.00</u>	<u>873.80</u>	<u>77.16</u>
TOTAL COMMODITIES	0.00	0.00	0.00	25,337.00	2,583.99	7,966.91	472.76	16,897.33	33.31

MAINTENANCE & REPAIRS

25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	64.73	0.00	1,935.27	3.24
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	159.00	258.96	0.00	241.04	51.79
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	40,000.00	3,743.28	12,650.93	6,570.23	20,778.84	48.05
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	0.00	1,947.39	1,674.00	( 3,621.39)	0.00
25-6490-1010 VEHICLE MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>447.70</u>	<u>750.46</u>	<u>0.00</u>	<u>( 250.46)</u>	<u>150.09</u>
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	47,000.00	4,349.98	15,672.47	8,244.23	23,083.30	50.89

UTILITIES

25-6800-1010 ELECTRICITY	0.00	0.00	0.00	46,564.00	2,609.81	15,223.51	0.00	31,340.49	32.69
25-6810-1010 WATER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>215.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>215.00</u>	<u>0.00</u>
TOTAL UTILITIES	0.00	0.00	0.00	46,779.00	2,609.81	15,223.51	0.00	31,555.49	32.54

CONTRACTUAL

25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,750.00	0.00	3,349.71	0.00	( 599.71)	121.81
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	500.00	0.00	445.00	0.00	55.00	89.00
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	424.67	424.67	0.00	575.33	42.47
25-7180-1010 INSURANCE	0.00	0.00	0.00	12,003.00	0.00	0.00	0.00	12,003.00	0.00
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	6,770.00	1,204.07	2,392.28	1,585.43	2,792.29	58.75
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	250.00	0.00	104.50	0.00	145.50	41.80
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,600.00	0.00	925.00	0.00	675.00	57.81
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	110.00	100.00	127.53	0.00	( 17.53)	115.94
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	34.82	963.10	266.16	846.74	59.21
25-7320-1250 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>31,250.00</u>	<u>3,225.84</u>	<u>15,467.01</u>	<u>1,699.87</u>	<u>14,083.12</u>	<u>54.93</u>
TOTAL CONTRACTUAL	0.00	0.00	0.00	59,244.00	4,989.40	24,198.80	3,551.46	31,493.74	46.84









DEPARTMENT HEAD REPORT - UNAUDITED

AS OF: APRIL 30TH, 2019

25 -PARK FUND

RAYMORE ACTIVITY CENTER

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
<u>COMMODITIES</u>									
28-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	1,500.00	0.00	576.64	469.00	454.36	69.71
28-6150-1010 SUPPLIES	0.00	0.00	0.00	1,000.00	0.00	554.22	42.99	402.79	59.72
28-6245-1010 SOFTWARE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
28-6260-1600 TOOLS/EQUIP - LEAGUE MISC	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
28-6260-1605 TOOLS/EQUIP - DAY CAMP	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	0.00
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	1,100.00	0.00	751.24	0.00	348.76	68.29
28-6260-1650 TOOLS/EQUIP - ADULT VOLLE	0.00	0.00	0.00	1,620.00	0.00	0.00	0.00	1,620.00	0.00
28-6260-1655 TOOLS/EQUIP - ADULT BASKE	0.00	0.00	0.00	1,370.00	0.00	0.00	0.00	1,370.00	0.00
28-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	10,120.00	0.00	1,882.10	511.99	7,725.91	23.66
<u>MAINTENANCE &amp; REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,500.00	0.00	64.73	0.00	1,435.27	4.32
28-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
28-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	4,000.00	0.00	64.73	0.00	3,935.27	1.62
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	589.94	3,698.77	0.00	5,901.23	38.53
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	754.67	3,119.11	256.52	824.37	80.37
28-6850-1010 TRASH	0.00	0.00	0.00	882.00	0.00	0.00	0.00	882.00	0.00
TOTAL UTILITIES	0.00	0.00	0.00	14,682.00	1,344.61	6,817.88	256.52	7,607.60	48.18
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	4,000.00	0.00	617.58	0.00	3,382.42	15.44
28-7280-1010 MISCELLANEOUS	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
28-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	2,190.00	350.00	1,050.00	600.00	540.00	75.34
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	6,205.00	208.38	292.38	0.00	5,912.62	4.71
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	16,400.00	0.00	612.00	0.00	15,788.00	3.73
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	10,900.00	0.00	7,580.48	0.00	3,319.52	69.55
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	4,725.00	0.00	0.00	0.00	4,725.00	0.00
28-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	0.00	0.00	0.00	315.00	( 315.00)	0.00
28-7330-1650 PROGRAM - ADULT VOLLEYBAL	0.00	0.00	0.00	3,850.00	0.00	0.00	0.00	3,850.00	0.00
28-7330-1655 PROGRAM - ADULT BASKETBAL	0.00	0.00	0.00	1,900.00	0.00	0.00	0.00	1,900.00	0.00
28-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL	0.00	0.00	0.00	52,370.00	558.38	10,152.44	915.00	41,302.56	21.13
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	1,902.99	18,917.15	1,683.51	60,571.34	25.38
TOTAL EXPENDITURES	182.79	182.79	0.00	1,400,492.00	103,238.71	582,365.07	27,731.85	790,395.08	43.56
REVENUES OVER/(UNDER) EXPENDITURES	( 182.79)	182.79	0.00	( 1,400,492.00)	( 103,238.71)	( 582,365.07)	( 27,731.85)	( 790,395.08)	43.56

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