

RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, October 22, 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

August 27, 2019

6. Staff Reports

Recreation Superintendent
Parks Superintendent
Parks & Recreation Director

7. Unfinished Business - None

8. New Business

A. Recreation Park Playground

Action Item

Staff is presenting two options for the Recreation Park playground replacement to the Park Board for selection and recommendation.

B. Johnston Lake (CAPS Agreement)

Action Item

Staff has provided a draft of the updated Missouri Department of Conservation Community Assistance Program Agreement (CAPS Agreement) for Johnston Lake at Hawk Ridge Park.

C. Recreation Park Pond (CAPS Agreement)

Action Item

The Missouri Department of Conservation has agreed to enter a Community Assistance Program Agreement for the pond at Recreation Park. This agreement will ensure public access to recreational fishing and an annual stocking program.

D. Contract - T.B. Hanna Site Improvements Action Item

Staff is recommending to enter a contract with R.L. Phillips for site work and general contractor services for improvements at T.B. Hanna Station.

9. Public Comment

10. Board Member Comment

11. Adjournment

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

- *September 10 - WS Notes*
- *September 24 - Park Board Retreat Notes*
- *October 8 - WS Notes*
- *Status of Capital Improvements*
(Provided to the Council the 1st meeting of each month)

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, AUGUST 27, 2019, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Bartow, Collier, Harris, Manson, Supple and Williamson. Member Eastwood is absent.

STAFF PRESENT: Director Musteen, Superintendent McLain, Superintendent Rulo were present.

1. Call to Order: Chairman Trautman called the meeting to order at 7:00pm.

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 | June 25, 2019 |
| B. Park Board Minutes | August 13, 2019 |

Motion: Member Harris moved to accept the Park Board minutes of June 25 and August 13, 2019.
Member Houdyshell seconded the motion.

Discussion:

Vote:	8 Aye	Member Bartow	Aye
	0 Nay	Member Collier	Aye
	1 Absent	Member Eastwood	Absent
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

6. Staff Reports

Recreation Superintendent McLain highlighted his written report. Highlighted staff has been working with Finance and IT to support the software for the upcoming sessions of sports at the RAC. Pay to play programs are upcoming as well as day passes. Todd has had prep meetings for the fall sports. In August he has game scheduling meetings. Games will be started after Labor Day. Coordinator Vankeulen operated the Mini Mud Run event. Things went well with some adjustments made from previous years and the help of Superintendent Rulo and his staffs hard work. We had a good summer with the Camp and expect more growth next summer. Farmer's Market vendor numbers have declined.

Member Bartow asked "What is the daily use fee and will there be a family pass?" Superintendent McLain replied that we are not having membership. The day use fee is \$3.00. Times for free facility use are posted online and in the guide, which will be in mailboxes the first week of September. We will have wrist bands or stamps so you can come back later in the day.

Parks Superintendent Rulo highlighted his written report. TB Hanna has work ongoing with the Station House. Scheduled the week of September 3 will be the removal of the north playground pieces at Memorial Park West Shelter. The seasonal workers have left for the year.

Parks & Recreation Director Musteen highlighted his written report. TB Hanna projects have been bidded separately and are moving along. The site plan has some work done on it. Memorial Day 2020 is the projected opening date for the spray ground, the playground during the winter, and the ice rink in the winter. Thanks to those who came to the ribbon cutting at Hawk Ridge Park. Thanks to Greg Rokos and Paschal Smith for their day to day management on the project.

7. Old Business - None

8. New Business

A. Hawk Ridge Park Facility Fees Presentation Item

Staff is presenting the proposed rental fees for the north shelter and amphitheater at Hawk Ridge.

Member Bartow asked "What is the difference between Event Rental and Private Rental?" Superintendent McLain explained the difference.

Member Manson Is the Shelter rate hourly or daily?" Superintendent McLain replied "It is daily".

Member Harris has reservations about the shelter rate based on the difference from other shelters. Superintendent McLain explained that the rates were based on the number of people that can use the shelter area. Director Musteen explained that there are not very many amenities near the shelter.

Member Houdyshell asked "If the Arts Council brings in a large group, how will that affect the rental, security fee?" Superintendent McLain responded that "If it is within the city or a city department, there will be no rental fees charged. Security fees will be charged and paid for by that department. The alcohol permit can be waived." Member Houdyshell "Will the vendor fee stay the same?" Superintendent McLain "Yes."

Member Collier wants to know "Are there noise and time ordinances, are they already on the books?" Superintendent McLain replied "Yes."

9. Board Elections

A. Call for Nominees-Board Chair

Member Manson nominates Steve Trautman for Board Chair.

Chairman Trautman accepts the nomination.

Motion: Member Manson motions to close nominations for the Park Board chair.
Ryan Supple seconds the motion.

Discussion: None

Vote:

7 Aye	Member Bartow	Aye
0 Nay	Member Cipolla	Aye
1 Absent	Member Eastwood	Absent

1 Abstain	Member Harris	Aye
	Member Houdyshell	Aye
	Member Manson	Aye
	Member Supple	Aye
	Member Trautman	Abstain
	Member Williamson	Aye

B. Call for Nominees-Board Vice Chair

Chairman Trautman nominates William Manson for Board Vice Chair.
Member Manson accepts the nomination.

Motion: Member Supple motions to close nominations for Board Vice Chair.
Member Harris seconds the motion.

Discussion: None

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Absent
	1 Abstain	Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Abstain
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

10. Board Member Comment

Member Collier attended the Min Mud Run and brought his nieces and nephews who are looking forward to next year. He attended the ribbon cutting at Hawk Ridge Park as well.

Member Williamson said the ribbon cutting was great and the park looks great.

Member Manson also attended the ribbon cutting and the park looks great. He is looking forward to the new playground.

Member Houdyshell walked around Hawk Ridge Park and it was very peaceful. It is lovely. She did notice about the lighting at Memorial Park. Is there going to be lighting at the Arboretum. Director Musteen noted that the lights will be removed and replaced November 1. The bidding process will begin shortly after that. We hope that the lights are replaced by Spring.

Member Supple loved Summer Camp. It had good organization this year and ran smoothly. The mud run was a blast and ran flawlessly. Thanks to the staff.

Member Trautman thanks the staff and all those behind the scenes to make things great. The mud run was great with a 10% increase. The ribbon cutting was amazing.

11. Adjournment

Motion: Member Harris moved to adjourn the regular meeting.
Member Supple seconds the motion.

Discussion: None

Vote:	7 Aye	Member Bartow	Absent
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

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

Respectfully submitted,
Greta Naab
Office Assistant

STAFF REPORT

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

Administrative Operations

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Provided customer service via phone, email, and walk ups.
- Staff gave Centerview tours and rental quotes to interested parties.
- Staff collected information and provided it to communications for fall program and event advertising.
- Staff trained new front desk staff.

Meetings/Trainings Attended

- Office Assistant Naab
 - October 21-25 -Rec Trac Symposium
 - October 14 - City of Raymore all employee training
 - October 15 - Lee's Summit staff visit and tutorial on software systems
- Athletic Coordinator Brennon
 - September 25 - South Metro Soccer meeting
 - October 14 - City of Raymore all employee training
- Recreation Coordinator VanKeulen
 - September 11 - CPRP Exam
 - September 12 - Employee Town Hall Meeting
 - October 2 - Meeting with the Horse Academy
 - October 14 - City of Raymore all employee training
- Recreation Superintendent McLain
 - September 3, 17, & 30 - One on one with Coordinator VanKeulen
 - September 3, 10, & 17 - One on one with Office Assistant Naab
 - September 4 - Legacy program meeting
 - September 5, 19, & 30 - One on one with Coordinator Brennon
 - September 10 & 18 - Interviews for Part Time Recreation Attendants
 - September 10 - Park Board Work Session
 - September 12 - Budget meeting
 - September 19 - Marketing meeting with Communications Specialist Harmer
 - September 23-27 - National Recreation and Parks Association Conference
 - September 30 - Gala Ticket Sales
 - October 8 - Park Board Work Session
 - October 10 & 31 - Marketing meeting with Communications Specialist Harmer
 - October 10, 15, & 24 - One on one with Coordinator Brennon
 - October 10, 15, & 29 - One on one with Office Assistant Naab
 - October 15 & 23 - One on one with Coordinator VanKeulen

- October 14 - City of Raymore all employee training
- October 15 - Management Team meeting
- October 15 - Meetings at City Hall
- October 15 - MPRA/KRPA Executive Forum
- October 22 - Park Board meeting
- October 23 - Farmers Market meeting

Programs

- Farmers Market
 - Average of 15 vendors and more adding every week (slowed because of school starting)
 - Entertainment:
 - Sept. 3 - Brad Allen
 - Sept. 10 - Emma Jo
 - Sept. 17 - Wade Brown
 - Sept. 24 - Harris/Hernandez

Rentals/Events/Concessions

- Rentals/Usage
 - Ball Fields
 - N/A
 - Centerview
 - Rental Usage
 - 15 September / 18 October paid rental bookings
 - Program Usage
 - 5 September / 11 October time slots
 - Special Events
 - 1 Hawks Nest Gala
 - City Internal Usage
 - 4 September / 12 October bookings
 - RAC
 - Fitness classes
 - Martial Arts classes
 - Adult Pick Up Volleyball
 - Birthday Party Rental
 - Volleyball league games
- Events
 - Held during the Month
 - September 14 - Fishing Derby
 - October 1 - Trucktoberfest
 - October 19 - 80's/90's Dance Party
 - Upcoming
 - November 8 - Veterans Celebration
 - November 23 - Holiday Craft Show
- Concessions
 - Concessions is in full operation at Recreation Park and Raymore Activity Center until the conclusion of the fall sports season.

Sports (Adult)

- Softball (Men's League)

- Fall Season currently in session with five teams registered
- Final tournament scheduled for Sunday October 27

Sports (Youth)

- Fall
 - Soccer
 - Rec Soccer is in session with 22 total teams
 - Final weekend of games currently scheduled for October 26
 - Raymore United
 - Season is in session.
 - Volleyball
 - Rec Volleyball is in session with games being held at the Raymore Activity Center, final weekend of games scheduled for October 26.
 - 113 total kids registered
 - Baseball/Softball
 - Last day of games scheduled for October 21
 - Flag Football
 - Last day of games scheduled for October 22
- Winter
 - Basketball
 - Registration is open with a deadline of November 15.
 - Kindergarten Basketball
 - Registration is open with a deadline of January 3.

Sports (Tiny)

- Fall
 - Flag Football
 - In session with 26 kids registered
- Winter
 - Tiny Basketball
 - Registration is open with a deadline of January 3

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: October 22, 2019
Subject: Parks and Maintenance Report

Park Operations

- Staff have been doing routine mowing.
- Staff prepared and attended the ribbon cutting for Hawk Ridge Park, thank you to all who attended.
- Staff dealt with graffiti at the Skate Park on several different occasions.
- Staff helped with the Food Truck Event.
- Superintendent Rulo received quotes for 3 different tree projects. The contractors have been notified of the projects they were awarded and will complete the projects soon.
- Staff has been monitoring the work on the Station House Project that R. L Phillips has been working on.
- Staff removed the Memorial Park Playground scheduled for replacement.
- Staff worked on winterizing flower beds for the season since we have had our first frost.
- Staff have been working at Hawk Ridge Park trying to keep the runoff from covering the trails. They have fixed erosion fencing and added over 50 bales of straw.
- Staff poured "T" Pad #3 of the Disc Golf Course and will pour pad #4 hopefully this week. This in preparation of the October 27th Disc Golf Tournament.
- Staff received quotes to hydroseed and sod portions of Hawk Ridge.
- Staff picked up 70 free trees from the Forest Relief, these will be planted around the trail at Hawk Ridge Park.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 22, 2019

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

Title / Issue / Request:

Recreation Park Playground - Replacement

Background / Justification:

The FY20 Capital Improvement Plan includes the replacement of the 5 -12 year old playground at Recreation Park. Staff has prepared two playground options for the Park Board to choose from. The selected design will move forward to City Council for final approval.

The playground designs were provided by GameTime play equipment utilizing their purchasing offer of 100% matching funds for select qualifying equipment.

Staff recommends the purchase utilizing a competitively solicited and publicly awarded agreement available through OMNIA Partners, Public Sector (subsidiaries National IPA and U.S. Communities). The City of Raymore is a current member of OMNIA.

Both designs feature a turn-key project which includes site preparation, purchase and installation of the entire area and are within the \$300,000 budget.

Option 1 includes 1 large modular structure, poured in place surface, drainage and is ADA compliant with inclusive features. (\$89,339.00 are applied as available matching funds)

Option 2 includes 1 smaller modular structure, 6 independent play features, poured in place surface, drainage and is ADA compliant with inclusive features. (\$60,144.00 are applied as available matching funds)

Staff requests that the Park Board select either Option 1 or Option 2 as presented and reviewed in the 6:00pm October 22, 2019 work session.

Financial Impact:

Option 1: \$299,554.30

Option 2: \$296,716.13

Project Timeline:

October 22 - Park Board
November 11 - City Council 1st Read
November 25 - City Council 2nd Read
December - Equipment Order
January - March - Installation

Staff Recommendation:

Motion #1 - The Park Board recommends option 1 for the Recreation Park Playground replacement project contingent upon approval of the FY20 Fiscal Budget of the City Council.

Motion #2 - The Park Board recommends option 2 for the Recreation Park Playground replacement project contingent upon approval of the FY20 Fiscal Budget of the City Council.

Attachments:



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 22, 2019

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

Title / Issue / Request:

Johnston Lake - Community Assistance Program

Background / Justification:

On August 9 of 2010, the City Council authorized the Mayor to execute a contract agreement between the City and the Missouri Department of Conservation through Bill 2574. This agreement is maintained through the Community Assistance Program (CAP) maximizes the recreational value of Johnston Lake within Hawk Ridge Park.

In 2016, the Department of Conservation and the City of Raymore revised the agreement to include a cost share of improvements at Hawk Ridge Park. The projects have been completed.

An amended document outlines the responsibilities of both the Missouri Department of Conservation and the City of Raymore as it applies to care of the newly constructed facilities and providing opportunities for recreational fishing to the public.

Staff is seeking approval to move forward with an amended Community Assistance Program of Johnston Lake between MDC and the City of Raymore.

Financial Impact: NA

Project Timeline:

October 22 - Park Board
City Council - date to be determined



Staff Recommendation:

Approval of the revised CAPS Agreement for Johnston Lake at Hawk Ridge Park

Attachments:

Johnston Lake CAPS Agreement - draft, October 2019

**AGREEMENT BETWEEN THE
CITY OF RAYMORE, MISSOURI
AND THE
MISSOURI DEPARTMENT OF CONSERVATION**

THIS AGREEMENT is to implement the MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY ASSISTANCE PROGRAM, and is made and entered into this _____ day of _____ 20____, by and between CITY OF RAYMORE, MISSOURI (City) and the MISSOURI DEPARTMENT OF CONSERVATION (Department).

WHEREAS, the City owns a tract of land in Cass County with a 12-acre lake known as Johnston Lake that is used by the City for general recreation and enjoyment of the outdoors, and is referred to here as the “Area” and is described in attached Exhibit A; and

WHEREAS, the Department and City realize the importance and need for close-to-home fishing and associated outdoor activities; and

WHEREAS, the Department and City wish to take advantage of the qualities of this Area and maximize the recreational values associated with its proper management and use.

NOW, THEREFORE, in consideration of the mutual covenants of the parties contained herein, the parties hereto do mutually agree as follows:

- 1. CITY RESPONSIBILITIES.** The City agrees to:
 - A. Allow free public access and full use of the Area for fishing and related recreational activities by the general public consistent with the Wildlife Code of Missouri and during hours established by mutual agreement of the City and the Department.
 - B. Provide Area maintenance as specified in attached Exhibit B.
 - C. Monitor the condition of the Area’s facilities and take actions necessary to ensure that they are clean, safe and usable, including but not limited to closing facilities to public access until any dangerous conditions that may have arisen have been corrected.
 - D. Provide adequate law enforcement and protective services, as much as City jurisdiction permits, for the safety and well-being of the Area’s users and facilities.
 - E. Give proper recognition to the Department and the Federal Aid in Sport Fish Restoration Program in all brochures, advertisements or other publications

concerning the Area.

- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. Manage its property within the watershed of Johnston Lake to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.
- H. Defend, indemnify and hold harmless the Department, the Conservation Commission, the State of Missouri and their employees and agents from any claim or suit brought by any third party in connection with the Area managed or the facilities to be constructed under this Agreement to the extent allowed by law.
- I. Reimburse the Department for 50% of the annual cost of stocking trout for winter trout fishery at Johnston lake. The City will notify the Department in writing by May 1 if it will not be able to pay its 50% share for the upcoming winter. In the event of such notification, the winter trout fishery for the upcoming season will be cancelled.
- J. Comply with all federal and state laws, and local ordinances including (but not limited to) the Americans with Disabilities Act, applicable to the maintenance of facilities constructed under the December 12, 2016 Agreement.
- K. During the term of this Agreement, maintain in good working order and repair all facilities constructed pursuant to the December 12, 2016 Agreement.

2. DEPARTMENT RESPONSIBILITIES. The Department agrees to:

- A. Prepare and provide a general management plan for the fishery resources of the lake.
- B. Provide periodic fish community surveys and analysis, and manage the fishery through proper regulations, fish stocking, manipulation of the fish population and other fisheries management actions as determined by the Department.
- C. Enact and enforce appropriate fishing rules and regulations, and assist the City in enforcing the laws of the State of Missouri and the Wildlife Code of Missouri.
- D. Provide and maintain informational and entrance signs recognizing the City and the Department for their roles in this cooperative project.
- E. Manage the winter trout fishery at Johnston Lake, contract for the trout to be stocked, and pay 50% of the annual cost of stocking trout.

3. **JOINT RESPONSIBILITIES AND ACKNOWLEDGEMENTS.** Both parties agree that:

- A. This Agreement is for the purpose of capitalizing on the value of the Area for public fishing and related outdoor activities.
- B. The Department may fund its obligations under this Agreement with any combination of state and federal monies.
- C. The required fishing permit as defined by the Wildlife Code of Missouri and the effective regulations pertaining to the taking of fish and use of the Area will be jointly publicized whenever possible.
- D. This Agreement shall become effective upon execution by both parties. It shall expire twenty-two years from the effective date; provided, however, that it shall renew automatically for successive terms of one year each if neither party has advised the other in writing of its intention to terminate the same at least one hundred and twenty days prior to any applicable termination date.
- E. In the event of breach or default of this Agreement by the City or should this Agreement be terminated by the City for other than breach or default by the Department, the City shall reimburse the Department for that portion of the costs of improvements at the Area provided by the Department pursuant to the December 12, 2016 Agreement, minus the total amount actually expended by the City to maintain said Area as previously set out. In the event of breach or default of this Agreement by the Department prior to its expiration date, use without restriction of all improvements installed at the Area with Department funds pursuant to the December 12, 2016 Agreement shall revert to the City at no cost.
- F. This Agreement may be amended as desired by the mutual written agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**MISSOURI DEPARTMENT OF
CONSERVATION**

FISHERIES DIVISION CHIEF

Approved as to form:

General Counsel

CITY OF RAYMORE, MISSOURI

MAYOR

Attest:

City Clerk

EXHIBIT B

AREA MAINTENANCE STANDARDS

The City agrees to provide routine maintenance of the Area and facilities sufficient to keep the public use facilities in a clean, safe and usable condition. In accomplishment of this, the City agrees to:

- 1) Clean up trash and litter at least once each week from May 1st through September 15th, and as needed during the rest of the year.
- 2) Clean and deodorize restrooms at least once a week from May 1st through September 15th, and as needed during the rest of the year.
- 3) Mow grass within 10 feet of roads, parking lots, and other public use facilities often enough to ensure that it does not exceed a height of 6 inches; and mow a 20-foot semi-circle around the cantilever directional sign (if provided) often enough to ensure that vegetation does not obstruct the visibility of the sign from both directions.
- 4) Control grass on roads and parking areas and around traffic control barriers (if present).
- 5) Provide and install rock (rip rap), as needed, to maintain any protective rock slopes or banks in the vicinity of the provided facilities.
- 6) Maintain asphalt roads and parking areas according to American Association of State Highway and Transportation Officials (AASHTO) standards. Routine preventative maintenance shall include the regular application of asphalt seal-coats to prevent or delay costly corrective measures. Any cracks larger than 0.5 inches shall be filled with a crack sealer, prior to the application of a seal-coat. A slurry seal coat, which is a mixture of quick setting asphalt emulsion, fine aggregate, mineral filler, additive, and water shall be applied to the surface once every five years. In places where cracks are more severe, but limited to specific areas of pumping subgrade (resulting in potholes, tire tread lanes, etc.), the old asphalt shall be removed, and any soft pumping subgrade shall be excavated and replaced with a sufficient depth of clean aggregate to stabilize the subgrade prior to asphalt replacement.
- 7) Provide the normal, routine maintenance of Area roads, parking lots, floating fishing dock, restrooms, sidewalks and any other facilities needed to keep these items fully functional and to present a positive image of the City and Department to the public.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 22, 2019

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

Title / Issue / Request:

Recreation Park Pond - Community Assistance Program
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Background / Justification:

Recreation Park Pond is a 1 acre recreational fishing pond at the entrance of Recreation Park. Originally built in the 1990's, the pond was a popular fishing pond for the residents of Raymore. Over time, the pond filled in with silt and heavy vegetation growth in the summer months.

As part of the FY19 Capital Improvement plan, the Park Board and City Council programed the pond to be drained, dredged and back stabilization.

This project was completed in June of 2019. To maintain the water quality and control the vegetation, the City entered a maintenance agreement with Solitude Lake Solutions.

In efforts to ensure that the pond continue to remain a popular location for the public to fish, staff contacted the Missouri Department of Conservation to enter a Community Assistance Program(CAP) that will provide an annual fish stocking program and help manage the fish population over time. This is the same program as Johnston Lake at Hawk Ridge Park is governed by.

Attached is a draft document of the CAP program for Recreation Park Pond.

Staff is seeking approval to move forward with a new 25 year Community Assistance Program of Recreation Park Pond between MDC and the City of Raymore.



Financial Impact: NA

Project Timeline:

October 22 - Park Board
City Council - date to be determined

Staff Recommendation:

Approval of a CAPS Agreement for Recreation Park Pond at Recreation Park between the City of Raymore and the Missouri Department of Conservation.

Attachments:

Recreation Park Pond CAPS Agreement - draft, October 2019

**AGREEMENT BETWEEN THE
CITY OF RAYMORE, MISSOURI
AND THE
MISSOURI DEPARTMENT OF CONSERVATION**

THIS AGREEMENT is to implement the MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY ASSISTANCE PROGRAM, and is made and entered into this _____ day of _____ 20____, by and between CITY OF RAYMORE, MISSOURI (City) and the MISSOURI DEPARTMENT OF CONSERVATION (Department).

WHEREAS, the City owns a tract of land in Cass County with a 1-acre lake known as Recreation Park Pond that is used by the City for general recreation and enjoyment of the outdoors, and is referred to here as the “Area” and is described in attached Exhibit A; and

WHEREAS, the Department and City realize the importance and need for close-to-home fishing and associated outdoor activities; and

WHEREAS, the Department and City wish to take advantage of the qualities of this Area and maximize the recreational values associated with its proper management and use.

NOW, THEREFORE, in consideration of the mutual covenants of the parties contained herein, the parties hereto do mutually agree as follows:

- 1. CITY RESPONSIBILITIES.** The City agrees to:
 - A. Allow free public access and full use of the Area for fishing and related recreational activities by the general public consistent with the Wildlife Code of Missouri and during hours established by mutual agreement of the City and the Department.
 - B. Provide Area maintenance as specified in attached Exhibit B.
 - C. Monitor the condition of the Area’s facilities and take actions necessary to ensure that they are clean, safe and usable, including but not limited to closing facilities to public access until any dangerous conditions that may have arisen have been corrected.
 - D. Provide adequate law enforcement and protective services, as much as City jurisdiction permits, for the safety and well-being of the Area’s users and facilities.
 - E. Give proper recognition to the Department in all brochures, advertisements or

other publications concerning the Area.

- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. Manage its property within the watershed of Recreation Park Pond to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.
- H. Defend, indemnify and hold harmless the Department, the Conservation Commission, the State of Missouri and their employees and agents from any claim or suit brought by any third party in connection with the Area managed or the facilities to be constructed under this Agreement to the extent allowed by law.

2. DEPARTMENT RESPONSIBILITIES. The Department agrees to:

- A. Prepare and provide a general management plan for the fishery resources of the lake.
- B. Provide periodic fish community surveys and analysis, and manage the fishery through proper regulations, fish stocking, manipulation of the fish population and other fisheries management actions as determined by the Department.
- C. Enact and enforce appropriate fishing rules and regulations, and assist the City in enforcing the laws of the State of Missouri and the Wildlife Code of Missouri.
- D. Provide and maintain informational and entrance signs recognizing the City and the Department for their roles in this cooperative project.

3. JOINT RESPONSIBILITIES AND ACKNOWLEDGEMENTS. Both parties agree that:

- A. This Agreement is for the purpose of capitalizing on the value of the Area for public fishing and related outdoor activities.
- B. The Department may fund its obligations under this Agreement with any combination of state and federal monies.
- C. The required fishing permit as defined by the Wildlife Code of Missouri and the effective regulations pertaining to the taking of fish and use of the Area will be jointly publicized whenever possible.
- D. This Agreement shall become effective upon execution by both parties. It shall expire twenty-five years from the effective date; provided, however, that it shall renew automatically for successive terms of one year each if neither party has

advised the other in writing of its intention to terminate the same at least one hundred and twenty days prior to any applicable termination date.

E. This Agreement may be amended as desired by the mutual written agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**MISSOURI DEPARTMENT OF
CONSERVATION**

FISHERIES DIVISION CHIEF

Approved as to form:

General Counsel

CITY OF RAYMORE, MISSOURI

MAYOR

Attest:

City Clerk

EXHIBIT B

AREA MAINTENANCE STANDARDS

The City agrees to provide routine maintenance of the Area and facilities sufficient to keep the public use facilities in a clean, safe and usable condition. In accomplishment of this, the City agrees to:

- 1) Provide routine cleaning of the boat ramp.
- 2) Clean up trash and litter at least once each week from May 1st through September 15th, and as needed during the rest of the year.
- 3) Clean and deodorize privies at least once a week from May 1st through September 15th, and as needed during the rest of the year.
- 4) Pump privies when liquid levels reach 75% of pit capacity or before when conditions warrant, and to make minor repairs to Area privies as needed.
- 5) Mow grass within 10 feet of roads, parking lots, and other public use facilities often enough to ensure that it does not exceed a height of 6 inches; and mow a 20-foot semi-circle around the cantilever directional sign (if provided) often enough to ensure that vegetation does not obstruct the visibility of the sign from both directions.
- 6) Control grass on roads and parking areas and around traffic control barriers (if present).
- 7) Provide and install rock (rip rap), as needed, to maintain any protective rock slopes or banks in the vicinity of the provided facilities.
- 8) Maintain asphalt roads and parking areas according to American Association of State Highway and Transportation Officials (AASHTO) standards. Routine preventative maintenance shall include the regular application of asphalt seal-coats to prevent or delay costly corrective measures. Any cracks larger than 0.5 inches shall be filled with a crack sealer, prior to the application of a seal-coat. A slurry seal coat, which is a mixture of quick setting asphalt emulsion, fine aggregate, mineral filler, additive, and water shall be applied to the surface once every five years. In places where cracks are more severe, but limited to specific areas of pumping subgrade (resulting in potholes, tire tread lanes, etc.), the old asphalt shall be removed, and any soft pumping subgrade shall be excavated and replaced with a sufficient depth of clean aggregate to stabilize the subgrade prior to asphalt replacement.
- 9) Provide the normal, routine maintenance of Area roads, parking lots, boat ramp, floating fishing dock, privy, sidewalks and any other facilities needed to keep these items fully functional and to present a positive image of the City and Department to the public.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 22, 2019

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

Title / Issue / Request:

Bill 3495 - T.B. Hanna Station Improvements, Site Work

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 site work associated with the sprayground, playground, landscaping, installation of the pumphouse, trails and stage area.

Bids for the T.B. Hanna Station House Renovation project were received on October 8. Three bids were received. RL Phillips Construction was determined to be the lowest and best bidder.

RL Phillips -	\$234,250
Blue Moon Hauling -	\$311,567
Tasco LLC -	\$453,574

RL Phillips is current the contractor for the Station House renovation at T.B. Hanna Station.

Staff recommends the contract for the T.B. Hanna Station site work project be awarded to RL Phillips Construction Inc. in the amount of \$234,250.

Financial Impact:	Budget:	\$1,020,420
	Consultant Fees:	- 76,100
	Pump House:	- 327,342
	Station House:	- 46,714
	Custom Ice Rink:	- 74,937
	<u>Site Work</u>	<u>- \$234,250</u>
	Balance:	\$ 261,077

Project Timeline:	Park Board:	October
	City Council:	November
	Construction:	December - April

Staff Recommendation: Staff recommends approval

Attachments: Bill 3495
Contract

BILL 3495

ORDINANCE

“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR \$234,250 WITH RL PHILLIPS CONSTRUCTION, INC. FOR THE SITE WORK ASSOCIATED WITH 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, site work and general construction of amenities 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 \$234,250 with RL Phillips Construction Inc. for site work and general construction for improvements at T.B. Hanna Station.

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 28TH DAY OF OCTOBER, 2019.

BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 11TH DAY OF NOVEMBER, 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 Site Work

This Contract for the T.B. Hanna Station Site Work Project, hereafter referred to as the **Contract** is made this 25th day of November, 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 PO Box 74, Raymore, MO 64083, 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 November 25, 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 19-276-203A 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 **180** 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 \$234,250.00

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 by the Contractor 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 or vendor with the necessary and applicable qualifications to do the repairs. The original Contractor agrees to promptly pay for the services of any such Contractor or vendor 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 (but not simply frustration of performance) by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance 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 within the jurisdictional boundaries of the City 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 their 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 shall not assign its responsibilities to any subcontractor without the prior written agreement of the City which may be granted at the sole discretion of the City.

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 26) 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 CANCELLATION AND/OR 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. If the Contractor fails to correct any default(s) after notification of such default(s) are of such that they endanger the health, safety and/or welfare of the residents of Raymore, City may terminate this contract immediately and retain the services of an alternative contractor to perform the services for which Contractor may be held liable for such costs.

Without Cause – The City may cancel or terminate this agreement at any time without cause by providing sixty (60) days written notice, by certified mail, facsimile or email to the Contractor.

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

No payment made under this Contract shall be proof of satisfactory performance of the Contract, either wholly or in part, and no payment shall be construed as an acceptance of deficient or unsatisfactory services.

ARTICLE IX ARBITRATION

In case of a dispute, the Contractor and the City may each agree to 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 Park - Site Improvements

- I. **BACKGROUND:** Raymore's T.B. Hanna Station located at 214 South Washington St., Raymore, MO is Raymore's newest park with its 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.
- II. **PROJECT SUMMARY:** The project is to complete construction improvements such as earthwork, electrical, plumbing, concrete and infrastructure that scopes the redevelopment of the park. All submissions will be evaluated, and the City will select the best proposal-based budget constraints. Multiple awards may take place with this project. Contractor does not have to bid on all work, only the section of interest.

III. ANTICIPATED SCOPE OF SERVICES:

Work to be performed under this contract includes but is not limited to the following:

A. Earthwork and Concrete

- Mobilization, Bonds, and Insurance
- Title Sheet / General Information (See sheet C000)
- Site demo (See sheet C050)
- Erosion control (See sheet C300)
- Earthwork (See sheet C200 and C201)
- Compact subgrade below playground safety surfacing and sprayground to meet compaction requirements / elevations.
- Site Concrete including playground curb, walks and sprayground. Coordinate concrete with sprayground plumber of sprayground jets, structures, and drains (See sheet C100 and C101)
- Construct concrete prefab footing and concrete drain pit (See sheet C401)
- Install playground subdrainage piping to daylight (See sheet C201)
- Install culvert under walk (See sheet C200)
- Install segmented retaining wall (See sheet C400)
- Construction Staking: Provide construction and survey controls as necessary proper layout and performance of concrete and earthwork. The contractor is responsible for all restaking.
- Concrete testing: Provide 10 concrete strength tests across the entire scope including site pavement, curbs and foundation walls. Provide soil compaction testing including 5 random locations under the trail, 3 locations for

sprayground subbase compaction, 4 locations for prefab building footings, and 2 locations for prefab building foundation infill under building.

B. Site Electrical

- Mobilization, Bonds, and Insurance
- Title Sheet / General Information (See sheet C000)
- Provide underground service within conduit to meter and prefab building. Set the electric meeting and coordinate connection with KCPL. Once building is set, connect power to electrical panel within prefab building. (See sheet E100)
- Provide underground service within conduit to the backside of retaining wall. Set 2 electrical boxes on backside of retaining wall (See sheet E100)
- Electrical contractor to coordination with KCP&L. Connect to pole mounted transformers/power supply per KCPL standards. (See sheet E100)

C. Site Plumbing

- Mobilization, Bonds, and Insurance
- Title Sheet / General Information (See sheet C000)
- Install potable water line to 6' from prefab building and 6' from underground tank. Plumbing contractor shall be responsible connection from the water main, installation of water meter, and stubs to the 6' locations. After prefab building is set, contractor to make final connection to building and tank. (See sheet P100 and P200)
- Install 4" sewer drain from prefab building drain pit to sewer prior to installation of prefab building. (See sheet P100 and P200)
- Install the following sewer connection to 6' from prefab building and underground tank prior to installation. (See sheet P100 and P200)
 - Provide 6" connection to prefab building (sprayground equipment)
 - Provide 4" connection to prefab building (restrooms and sinks)
 - Provide 4" connection to underground tank

D. Landscape and Pavement Paint

- Mobilization, Bonds, and Insurance
- Title Sheet / General Information (See sheet C000)
- Seeding of disturbed areas, shrubs, trees and pavement black paint for railroad tracks (See sheet L100)

Not under contract: Installation of prefab restroom/pump house, playground safety surfacing including gravel subbase, surfacing and equipment, sprayground plumbing/jet lighting electrical, and fencing installation.

V. SPECIFICATIONS WHICH APPLY

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

VI. 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. Contractor to develop for schedule of values documenting unit prices per scope of work to be paid monthly based on percentage of work completed per unit price line item.
- E. Mobilization, Bonds, and Insurance: Within approved schedule of values, contractor to provide unit price scope of work component titled "Mobilization, Bonds and Insurance." Work for mobilization, bonds and insurance shall not exceed 5% of contractors total scope of work. Payment for this scope of work component will be established using the following payment distribution:

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

- F. Concrete Testing: Within approved schedule of values, contractor to provide unit price scope of work component titled "Concrete Testing." Work for concrete testing will be paid based on percentage of ten (10) tests approved by the City's representative. Testing shall include concrete slump, air content and compressive strength results. Tests shall be conducted as directed by the City's representative.
- G. All work performed by the Contractor will conform to specifications and details as stated in the approved site plans

VII. PROJECT MANAGER

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

VIII. 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. Contractor can provide a proposal for one or more bid items.

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.

IX. PROJECT COMPLETION AND SCHEDULE

All work shall be completed by **April 1, 2020**.

The contractor must work with the owner to create a work schedule accommodating any programs at T.B. Hanna Park including the Mayor's tree lighting ceremony near Thanksgiving, associated holiday lighting, and ice rink activities.

X. 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 per the approved schedule of values. 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.

XI. ADDITIONAL BIDDING INFORMATION

A. Project is tax exempt.

CITY OF RAYMORE, MISSOURI
RFP # 19-276-203A

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 November, 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 Contractor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished upon 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 26 for Cass County, Missouri, USA.

G. *Invoicing and Payment*

The Contractor 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 of this contract shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. *Applicable Laws*

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

L. *Drug/Crime Free Work Place*

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

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

Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the

City of Raymore in addition to any criminal penalties that may result from such conduct.

M. *Inspection*

At the conclusion of each job order, the Bidder shall demonstrate to the 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 26). 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*

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 at any time a surety on any such bond is declared as bankrupt or loses its right to do business in the State of Missouri, 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 at any time a surety on any such bond is declared as bankrupt or loses its right to do business in the State of Missouri, 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 at any time a surety on any such bond is declared a bankrupt or loses its right to do business in the State of Missouri, 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 Section 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

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

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

PROPOSAL FORM A
RFP 19-276-203A

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

I (authorized agent) JULIE BOYER 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: 116109 KENTUCKY ROAD
Street

ADDRESS: BELTON MO 64012
City State Zip

PHONE: 816-322-6461

E-MAIL: jboyer@jboyer.rlp@gmail.com

DATE: 10/07/19 Julie A. Boyer / Office Manager
(Month-Day-Year) Signature of Officer/Title

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

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

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

PROPOSAL FORM B
RFP 19-276-203A

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 of any bankruptcy proceeding?
Yes ___ No

Legal Matters

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

___ Yes No If yes, provide details in an attachment.

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

___ Yes No If yes, provide details in an attachment.

Required Representations

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

PROPOSAL FORM C
RFP 19-276-203A

EXPERIENCE / REFERENCES

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

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

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

COMPANY NAME	T.B. HANNA STATION HOUSE RENO
ADDRESS	T.B. HANNA STATION PARK - RAYMORE
CONTACT PERSON	STEVE RULO
CONTACT EMAIL	
TELEPHONE NUMBER	
PROJECT, AMOUNT AND DATE COMPLETED	RENOVATION STILL OPEN

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

COMPANY NAME	COMMUNITY BANK OF RAYMORE
ADDRESS	801 W FOXWOOD DRIVE RAYMORE MO
CONTACT PERSON	ANDY COOPER
CONTACT EMAIL	
TELEPHONE NUMBER	816-265-6966
PROJECT, AMOUNT AND DATE COMPLETED	801 WESTCHESTER - HARRISONVILLE MARCH 2018 DEMO-CONCRETE REND

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

COMPANY NAME	CITY OF RAYMORE
ADDRESS	100 MUNICIPAL CIRCLE RAYMORE
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 19-276-203A

Proposal of R.L. PHILLIPS CONSTRUCTION, INC., organized and
(Company Name)
existing under the laws of the State of MISSOURI, doing
business as 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. 19-276-203A-T.B. Hanna - Site Work.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) 1-3, 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**REVISED* BID PROPOSAL FORM E – Project No. 19-276-203A**

T.B. Hanna Station Site Work

Base Bids

PROJECT WIDE COSTS

Bid Items	Quantiy	Units	Total
Mobilization	1	EA.	\$ 14,238
Insurance and Bonding	1	EA.	\$ 6,250
Contractor Staking	1	L.S.	\$ 3,500
Concrete Testing	10	EA.	\$ 2,500
Construction Fencing - 6ft Chain Link	1500	L.F.	\$ 12,350
Sub Total			\$ 39,838

SITE DEMOLITION & EROSION CONTROL

Bid Items	Quantiy	Units	Total
Tree Removal	10	EA.	\$ 9,500
Retaining Wall Removal	1	L.S.	\$ 750
Erosion Control	1	L.S.	\$ 3,500
Sod Removal	38275	S.F.	\$ 1,000
Sub Total			\$ 14,750

PREFAB BUILDING SITE PREPARATION

Bid Items	Quantity	Units	Total
Over-Excavation of Building Footing	62.5	C.Y.	\$ 7,000
Building Footing - Include Sleeves	282	S.F.	\$ 4,800
Concrete Drain Pit Under Prefab Building	51	S.F.	\$ 5,100
2'x6'-6" Drain Pit Floor	1	L.S.	\$ 600
Engineered Backfill	51	C.Y.	\$ 3,000
Stockpiled Sand	50	C.Y.	\$ 2,200
Building Electrical	1	L.S.	\$ 10,838
Sub Total			\$ 32,938

Sprayground Site Preparation

Bid Items	Quantity	Units	Total
Earthwork - Cut	30	C.Y.	\$ 5,500
Earthwork - Fill	100	C.Y.	\$ 2,300
Sprayground Aggregate Subbase	50	C.Y.	\$ 2,300
Sprayground Concrete	3038	S.F.	\$ 24,721
Sprayground Thickened Edge	227	L.F.	\$ 1,200
Sub Total			\$ 33,021

Playground Site Preparation

Bid Items	Quantity	Units	Total
Earthwork - Cut	120	C.Y.	\$ 4,500
Earthwork - Fill	165	C.Y.	\$ 4,200
Subdrainage Piping to Daylight	137	L.F.	\$ 400
Playground Edger	246	L.F.	\$ 2,400
Sub Total			\$ 11,500

SITE WORK

Bid Items	Quantity	Units	Total
1" Copper Water Service	30	L.F.	\$ 2,040
1" Backflow Preventer	1	EA.	\$ 3,950
1 1/2" Copper Water Service	60	L.F.	\$ 7,560
Sanitary Sewer Encasement	20	L.F.	\$ 1,110.00
6" PVC Sanitary Service	110	L.F.	15,400
Earthwork - Cut	135	C.Y.	\$ 2,000
Earthwork - Fill	165	C.Y.	\$ 2,000
Culvert at Sprayground (with 2 end sections)	1	EA.	\$ 750
6' Concrete Walk to Playground Site (4" thick)	4131	S.F.	\$ 27,536
Concrete Walk - Trail (4" thick)	5015	S.F.	\$ 35,857
Earthwork - Fill for retaining wall	30	C.Y.	500
Modular Retaining Wall	228	Face Feet	4,500
Sub Total			\$ 103,203

TOTAL ALL SECTIONS - BASE BID

Project Wide Costs	Sub Total:	\$ 38,838
Site Demolition & Erosion Control	Sub Total:	\$ 14,750
Prefab Building Site Preparation	Sub Total:	\$ 32,938
Sprayground Site Preparation	Sub Total:	\$ 33,021
Playground Site Preparation	Sub Total:	\$ 11,500
Site Work	Sub Total:	\$ 103,203
Total Base Bid:		\$ 234,250

Total Base Bid for 19-276-203A

\$ 234,250.00

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

\$ Two hundred thirty four thousand two hundred fifty dollars
In blank above write out the sum of the bid. *and zero cents*

This is a lump sum bid only!

***REVISED**REVISED* BID PROPOSAL FORM E - RFP 19-276-203A
CONTINUED**

Company Name R.L. PHILLIPS CONSTRUCTION, INC.

By Julie A. Boyer
Authorized Person's Signature

JULIE A. BOYER - OFFICE MANAGER
Print or type name and title of signer

Company Address P.O. Box 74
RAYMORE, MO 64083

Phone (816) 322-6461

Fax (816) 322-6498

Email jperry.rlp@gmail.com

Date 10/7/19

ADDENDA

Bidder acknowledges receipt of the following addendum, if any:

Addendum No. 1

Addendum No. 2

Addendum No. 3

Addendum No. _____

Addendum No. _____

Addendum No. _____

LATE BIDS CANNOT BE ACCEPTED!

CITY OF RAYMORE

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



ADDENDUM NO. 1

T.B. Hanna Station Site Work
Project #19-276-203A

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 - PRE BID MEETING DATE CHANGE

1. Date of the Pre-Bid Meeting has changed as follows:

A mandatory pre-bid meeting will be held on September 23, 2019 at 9:00 a.m. and September 24, 2019 at 10:00 a.m.. Bidders must attend one pre-bid meeting. The pre-bid meeting will be held at Raymore City Hall in the Council Chambers.

Any other questions regarding this proposal shall be submitted to Kim Quade, CPPB by e-mail at kquade@raymore.com or by phone at (816) 892-3045. There will be no questions allowed after September 27th, 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: Julie A. Boyer

Title: Office Manager

Address: P.O. Box 74

City, State, Zip: RAYMORE, MO 64083

Date: 10/7/19 Phone: 816-322-6461

Signature of Bidder: [Handwritten Signature]

ADDENDUM MUST BE SUBMITTED WITH BID

CITY OF RAYMORE

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



ADDENDUM NO. 2

T.B. Hanna Station Site Work

Project #19-276-203A

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 - Bid Opening Date Change, addition of non mandatory pre bid, clarification and revised forms

1. Clarification - Installer for the All Inclusive Rec portion:

Craig Sanders CPSI, RISC
Division Manager
Ideal Play and Surfacing Inc.
Mobile: 314-920-1587
Office: 314-892-9500
Fax: 314-892-6459

2. Revision - Bid Opening:

Bid opening has been changed to October 8, 2019 at 10:00 am.

3. Addition - Non Mandatory Pre-Bid:

A non-mandatory pre-bid has been scheduled for October 2, 2019 at 10:00 am. This meeting does not waive the requirement regarding attendance at the mandatory pre-bid meeting(s) previously held.

4. Revised Notice To Bidders, bid opening:

Sealed proposals will be received by the Purchasing Specialist at the City Hall, 100 Municipal Circle, Raymore, Missouri, until 10:00 a.m. on October 8, 2019. In accordance with the Missouri Sunshine Law, RSMo 610.021, the proposals for the above project will be opened on said date and time and the only items that will be read aloud are the responder's name and base bid amount, no other information will be read or shared at that time and will be maintained as a closed record until such time as a final contract is accepted and presented to the City Council for approval. On all requests and correspondence, please reference RFP Number 19-276-203A.

5. Revised Notice to Bidders:

The project is to complete construction improvements such as earthwork, concrete and infrastructure that scopes the redevelopment of the park.

6. Revised Contract for Services, Article II Time of Commencement and Completion:

All work shall be completed by April 1, 2020.

7. Revised Appendix A: See Attached

8. Revised Bid Proposal Form E: See Attached

Companies attended Pre-bids:

SJ's Power
Mega Industries

Wil-Pav, Inc.
Tasco, LLC

RL Phillips
Blue Moon Hauling

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 October 4th, 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: Julie A. Boyer

Title: Office Manager

Address: PO Box 74

City, State, Zip: Raymore, MO 64083

Date: 10/7/19 Phone: 816-322-6461

Signature of Bidder: [Signature]

ADDENDUM MUST BE SUBMITTED WITH BID

CITY OF RAYMORE

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



ADDENDUM NO. 3

T.B. Hanna Station Site Work
Project #19-276-203A

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. 3 - Revised proposal forms, Plan sheets, and Questions

1. Revised Bid Proposal Form E: See Attached

2. Revised Plan Sheets: See Attached

- C050
- C400
- C410
- C500
- C501
- C502
- E100
- P100

3. Question: On the tree removal, will the stumps need to be excavated or ground below the grade surface?

Answer: Stumps are to be ground below the surface at least 6 to 8 inches.

Any other questions regarding this proposal shall be submitted to Margie Sullivan by email at msullivan@raymore.com. There will be no questions allowed after October 4th, 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.

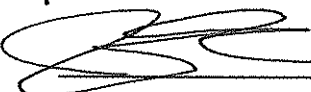
By: Julie A. Boyer

Title: Office Manager

Address: P.O. Box 74

City, State, Zip: KAYMORE, MD 64083

Date: 10/7/19 Phone: 816-322-6461

Signature of Bidder: 

ADDENDUM MUST BE SUBMITTED WITH BID

E - VERIFY AFFIDAVIT

(As required by Section 285.530,RSMo)

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

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

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

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

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

BEFORE ME, the undersigned authority personally appeared 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: P.O. Box 74, RAYMORE, MD 64083

- 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 # 19-276-203A.
- 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 MO COUNTY OF CASS

Subscribed and sworn to before me this 7th day of OCTOBER, 2019.

Notary Public: [Signature]

My Commission Expires: 10/06/22 Commission # 14630522

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.

JULIE A. BOYER
Notary Public - Notary Seal
State of Missouri
Commissioned for Cass County
My Commission Expires: October 06, 2022
Commission Number: 14630522



MISCELLANEOUS ITEMS

- *September 10 - WS Notes*
- *September 24 - Park Board Retreat Notes*
- *October 8 - WS Notes*
- *Financials - September 30*
- *Status of Capital Improvements*

**Work Session Agenda
Raymore Parks and Recreation Board**

**Tuesday, September 10, 2019
6:00pm**

**Gilmore Room at Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Park Board Members Present: Bartow, Collier, Harris, Manson, Supple, Trautman and Williamson. Members Eastwood and Houdyshell are absent.

Staff Present: Director Musteen, Parks Superintendent Rulo and Recreational Superintendent McLain.

Meeting was called to order at 6:01 pm

1. Retreat/Training Announcement

- a. Board Chairman Trautman discuss an upcoming retreat/training with City Attorney Jonathan Zerr on September 24.
- b. Review of Park Board meeting schedule from October - December 2019 was presented by Director Musteen.

2. Youth Sports Age Divisions

Recreation Superintendent McLain and Director Musteen discussed the guidelines and governing bodies by which age divisions are determined for youth sports programs offered by the department.

3. Municipal Code

Director Musteen presented the proposed revision of Chapter 250 in the Raymore Municipal Code. He highlighted the NO Smoking in the Park portion of the code and the proposed new wording being presented to City Council. Staff also discussed adding a new rule of NO Cleaning Fish on Park Property due to the new amenities at Hawk Ridge and what the maintenance staff are finding on a daily basis.

4. CIP Project Updates

Director Musteen presented updates to the Park Board all current projects.

5. Adjournment Meeting Adjourned at 6:56 pm

**Work Session Agenda
Raymore Parks and Recreation Board**

**Tuesday, October 8, 2019
6:00pm**

**Gilmore Room at Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Members Present: Bartow, Collier, Eastwood, Harris, Houdyshell, Manson, Supple, Trautman, and Williamson

Staff Present: City Attorney Zerr

The meeting was called to order at 6:01 pm.

1. City Attorney Jonathan Zerr annual presentation

- a. City Attorney Zerr discussed the statute of the commission and their authority.
- b. Discussed bylaws and highlighting the absence policy with open discussion of the board. Board did not request staff to pursue any additional changes.
- c. Presented the powers and duties of the Parks Board.
- d. Presented Sunshine Law and Roberts Rule of Order.
- e. Discussed violations that can cause removal from the Parks Board.
- f. Discussed Quorum and when to post a meeting of the Park Board.

2. Park Board open discussion

- a. Chairman Trautman open discussion for Park Board members.
- b. The following key topics were discussed.
 - i. Staff excused absences of Park Board meetings.
 - ii. RAC facility and program fees.
 - iii. Soccer program and facility space.
 - iv. Maintenance of sports complex, City property, and linear parks.
 - v. Adopt a trail program and adding parks, ponds, and other facilities.
 - vi. Maintenance program of the department.
 - vii. Signage of parks and property.
 - viii. Communication and reporting.

- ix. DISC GOLF course.
- x. Stonegate Linear Park trail and flooding issues.
- xi. Operational impacts of the amenity growth over the past three years.

3. Adjournment

8:01 pm.



**Work Session Agenda
Raymore Parks and Recreation Board**

**Tuesday, October 8, 2019
6:00pm**

**Gilmore Room at Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Members Present: Bartow, Collier, Eastwood, Harris, Houdyshell, Supple and Trautman.

Staff Present: Director Musteen, Superintendent Rulo and Superintendent McLain.

The meeting was called to order at 6:03 pm.

1. Work Session Protocol

Board Chairman Trautman addressed the Board on protocol of future work sessions. He reminded what the City Attorney discussed and how it would be beneficial to follow the same protocol as City Council.

2. Park Maintenance Management Plan

Director Musteen and Superintendent Rulo discussed with the Park Board the current Park Maintenance Management Plan. Board requested revisions and further discussion in a future work session.

3. No Tax Increase General Obligation Bond Issue - April 2020

Parks and Recreation Director Nathan Musteen update the Park Board on the City Council's discussion regarding the GO Bond and potential projects.

4. CIP Project Updates

Director Musteen updated the board on all current projects. Discussed how T.B. Hanna is the last park project of the 2016 GO Bond and the timeline of expected completion depending on the winter weather.

5. Adjournment

7:31 pm.

Status of Park & Recreation Capital Improvements

10/222019

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
 - Project Finalized
- 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
 - Construction Complete
 - Project Finalized
- 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)*
 - Budget Amendment (June 2019) to allocate funds for Trail Improvements at Rec Park & Hawk Ridge Park.
 - Proposed for the FY20 Capital Improvement Plan.
- 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
 - Planning for Construction
 - Received a \$28,000 surface grant from MO Department of Natural Resource
 - Under Construction - began in September

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
 - Project Finalized
 - **RP Picnic Pavilion**
 - Budget Amendment (August 2019) to return funds to fund 47.
- 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**
 - **Project Finalized**

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)*
 - **Funding to be used for lights on the Boardwalk at Hawk Ridge Park**
 - **Construction Complete**

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**
 - **Project Complete - Aug 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**
 - **Project Complete - Aug 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**
 - **Project Complete - Aug 2019**

Bond Projects

- HAWK RIDGE PARK Projects
 - Construction is underway
 - Project Complete - Aug 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 under construction

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

25 -PARK FUND
 FINANCIAL SUMMARY

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>									
<u>NON-DEPARTMENTAL</u>									
MISCELLANEOUS	0.00	0.00	0.00	0.00	1,554.68	4,666.22	0.00 (4,666.22)	0.00
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	1,554.68	4,666.22	0.00 (4,666.22)	0.00
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	402,780.00	1,341.57	403,000.17	0.00 (220.17)	100.05
MISCELLANEOUS	0.00	0.00	0.00	7,967.00	382.28	17,902.14	0.00 (9,935.14)	224.70
FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	395.00	5,222.50	0.00	857.50	85.90
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	412,500.00	0.00	37,500.00	91.67
TOTAL PARKS DIVISION	0.00	0.00	0.00	866,827.00	39,618.85	838,624.81	0.00	28,202.19	96.75
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	3,850.50	51,604.24	0.00	10,395.76	83.23
FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	0.00	25,903.75	0.00 (3,703.75)	116.68
PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	1,240.00	250,930.75 (85.00)	(23,325.75)	110.25
TOTAL RECREATION DIVISION	0.00	0.00	0.00	311,720.00	5,090.50	328,438.74 (85.00)	(16,633.74)	105.34
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	2,142.50	43,579.15	0.00	6,625.85	86.80
PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	375.00	3,920.00	0.00 (1,320.00)	150.77
TOTAL CENTERVIEW	0.00	0.00	0.00	52,805.00	2,517.50	47,499.15	0.00	5,305.85	89.95
<u>RAYMORE ACTIVITY CENTER</u>									
MISCELLANEOUS	0.00	0.00	0.00	2,340.00	24.00	24.00	0.00	2,316.00	1.03
CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	311.50	2,114.00	0.00	5,536.00	27.63
FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,050.00	230.50	3,230.50	0.00	9,819.50	24.75
PROGRAM REVENUE	0.00	0.00	0.00	146,800.00	4,120.00	135,474.51 (50.00)	11,375.49	92.25
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	169,840.00	4,686.00	140,843.01 (50.00)	29,046.99	82.90
TOTAL REVENUES	0.00	0.00	0.00	1,401,192.00	53,467.53	1,360,071.93 (135.00)	41,255.07	97.06
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	732,989.00	55,158.19	641,109.58	4,912.53	86,966.89	88.14
RECREATION DIVISION	0.00	0.00	0.00	537,076.00	43,203.81	566,010.17	16,278.33 (45,212.50)	108.42
CENTERVIEW	182.79	182.79	0.00	49,255.00	2,251.17	19,648.15	763.08	28,843.77	41.44
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	4,967.79	53,491.66	1,937.05	25,743.29	68.29
TOTAL EXPENDITURES	182.79	182.79	0.00	1,400,492.00	105,580.96	1,280,259.56	23,890.99	96,341.45	93.12
REVENUES OVER/(UNDER) EXPENDITURES	(182.79)	182.79	0.00	700.00	(52,113.43)	79,812.37 (24,025.99)	(55,086.38)	7,969.48

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 =====									
<u>MISCELLANEOUS</u>									
00-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	0.00	1,554.68	4,666.22	0.00	(4,666.22)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	1,554.68	4,666.22	0.00	(4,666.22)	0.00
<u>TRANSFERS - INTERFUND</u>									
TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	1,554.68	4,666.22	0.00	(4,666.22)	0.00
PARKS DIVISION =====									
<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	336,715.00	550.49	334,219.99	0.00	2,495.01	99.26
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	66,065.00	791.08	68,780.18	0.00	(2,715.18)	104.11
TOTAL PROPERTY TAXES	0.00	0.00	0.00	402,780.00	1,341.57	403,000.17	0.00	(220.17)	100.05
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	7,967.00	382.28	14,511.14	0.00	(6,544.14)	182.14
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	1,391.00	0.00	(1,391.00)	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	382.28	17,902.14	0.00	(9,935.14)	224.70
<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	6,080.00	395.00	5,222.50	0.00	857.50	85.90
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	395.00	5,222.50	0.00	857.50	85.90
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	91,666.63	0.00	8,333.37	91.67
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	29,166.67	320,833.37	0.00	29,166.63	91.67
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	412,500.00	0.00	37,500.00	91.67
TOTAL PARKS DIVISION	0.00	0.00	0.00	866,827.00	39,618.85	838,624.81	0.00	28,202.19	96.75
RECREATION DIVISION =====									
<u>PROPERTY TAXES</u>									
<u>MISCELLANEOUS</u>									

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>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	0.00	0.00	0.00	62,000.00	3,850.50	51,604.24	0.00	10,395.76	83.23
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	3,850.50	51,604.24	0.00	10,395.76	83.23
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	22,200.00	0.00	25,903.75	0.00	(3,703.75)	116.68
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	0.00	25,903.75	0.00	(3,703.75)	116.68
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	12,250.00	(160.00)	24,742.00	0.00	(12,492.00)	201.98
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	86,600.00	0.00	84,150.99	0.00	2,449.01	97.17
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	67,900.00	0.00	97,905.75	(85.00)	(29,920.75)	144.07
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	20,250.00	0.00	13,050.01	0.00	7,199.99	64.44
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	6,300.00	0.00	940.00	0.00	5,360.00	14.92
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	11,520.00	1,350.00	11,000.00	0.00	520.00	95.49
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	50.00	19,142.00	0.00	(3,642.00)	123.50
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	1,240.00	250,930.75	(85.00)	(23,325.75)	110.25
TOTAL RECREATION DIVISION	0.00	0.00	0.00	311,720.00	5,090.50	328,438.74	(85.00)	(16,633.74)	105.34
<u>CENTERVIEW</u> =====									
<u>MISCELLANEOUS</u>									
<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	50,205.00	2,142.50	43,579.15	0.00	6,625.85	86.80
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	2,142.50	43,579.15	0.00	6,625.85	86.80
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	2,600.00	375.00	3,920.00	0.00	(1,320.00)	150.77
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	375.00	3,920.00	0.00	(1,320.00)	150.77
TOTAL CENTERVIEW	0.00	0.00	0.00	52,805.00	2,517.50	47,499.15	0.00	5,305.85	89.95
<u>RAYMORE ACTIVITY CENTER</u> =====									
<u>MISCELLANEOUS</u>									
28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	2,340.00	24.00	24.00	0.00	2,316.00	1.03
TOTAL MISCELLANEOUS	0.00	0.00	0.00	2,340.00	24.00	24.00	0.00	2,316.00	1.03
<u>CONCESSION REVENUE</u>									
28-4700-0000 CONCESSION	0.00	0.00	0.00	7,650.00	311.50	2,114.00	0.00	5,536.00	27.63
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	311.50	2,114.00	0.00	5,536.00	27.63

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
<u>PERSONNEL</u>									
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	22,786.81	298,119.91	0.00	29,599.09	90.97
25-5020-1250 FICA	0.00	0.00	0.00	25,751.00	1,720.61	23,183.88	0.00	2,567.12	90.03
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	1,011.00	25.28	339.99	0.00	671.01	33.63
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	55,986.00	4,261.17	46,874.26	0.00	9,111.74	83.72
25-5045-1250 LAGERS	0.00	0.00	0.00	50,582.00	3,749.43	45,221.45	0.00	5,360.55	89.40
25-5050-1250 OVERTIME	0.00	0.00	0.00	8,892.00	794.32	16,828.40	0.00	(7,936.40)	189.25
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	9,189.00	913.61	8,707.95	0.00	481.05	94.76
TOTAL PERSONNEL	0.00	0.00	0.00	498,363.00	34,251.23	439,275.84	0.00	59,087.16	88.14
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,900.00	0.00	1,010.95	1,348.20	4,540.85	34.19
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	10,450.00	1,719.15	10,093.55	646.65	(290.20)	102.78
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	1,500.00	0.00	370.49	80.25	1,049.26	30.05
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	1,051.69	0.00	1,448.31	42.07
25-6270-1010 UNIFORMS	0.00	0.00	0.00	162.00	0.00	178.48	0.00	(16.48)	110.17
25-6270-1250 UNIFORMS	0.00	0.00	0.00	3,825.00	0.00	3,445.09	0.00	379.91	90.07
TOTAL COMMODITIES	0.00	0.00	0.00	25,337.00	1,719.15	16,150.25	2,075.10	7,111.65	71.93
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	232.20	0.00	1,767.80	11.61
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	70.24	719.64	155.17	(374.81)	174.96
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	40,000.00	3,252.65	33,459.59	1,245.39	5,295.02	86.76
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,000.00	0.00	1,000.00	0.00	3,000.00	25.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	0.00	3,609.39	0.00	(3,609.39)	0.00
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	500.00	0.00	810.36	0.00	(310.36)	162.07
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	47,000.00	3,322.89	39,831.18	1,400.56	5,768.26	87.73
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	46,564.00	3,745.73	33,495.69	0.00	13,068.31	71.93
25-6810-1010 WATER	0.00	0.00	0.00	215.00	0.00	0.00	0.00	215.00	0.00
TOTAL UTILITIES	0.00	0.00	0.00	46,779.00	3,745.73	33,495.69	0.00	13,283.31	71.60
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	0.00	54.00	81.00	40.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,750.00	747.00	5,346.71	0.00	(2,596.71)	194.43
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	0.00	424.67	0.00	575.33	42.47
25-7180-1010 INSURANCE	0.00	0.00	0.00	12,003.00	0.00	12,606.04	0.00	(603.04)	105.02
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	1,340.95	7,725.37	163.83	(1,119.20)	116.53
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	1,800.00	0.00	(200.00)	112.50
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	110.00	0.00	127.53	0.00	(17.53)	115.94
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	324.98	2,022.95	0.00	53.05	97.44
25-7320-1250 PROFESSIONAL SERVICES	0.00	0.00	0.00	31,250.00	5,675.76	37,418.35	1,219.04	(7,387.39)	123.64
TOTAL CONTRACTUAL	0.00	0.00	0.00	59,244.00	8,088.69	68,021.12	1,436.87	(10,213.99)	117.24

CITY OF RAYMORE
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: SEPTEMBER 30TH, 2019

25 -PARK FUND

RECREATION 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
PERSONNEL									
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	254,927.00	20,698.46	303,350.51	0.00	(48,423.51)	119.00
26-5020-1310 FICA	0.00	0.00	0.00	19,740.00	1,610.34	23,318.52	0.00	(3,578.52)	118.13
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	787.00	18.86	253.58	0.00	533.42	32.22
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	25,269.00	2,632.28	28,952.44	0.00	(3,683.44)	114.58
26-5045-1310 LAGERS	0.00	0.00	0.00	33,881.00	2,648.07	31,370.98	0.00	2,510.02	92.59
26-5050-1310 OVERTIME	0.00	0.00	0.00	3,115.00	709.23	5,364.83	0.00	(2,249.83)	172.23
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	5,712.00	564.66	5,381.98	0.00	330.02	94.22
TOTAL PERSONNEL	0.00	0.00	0.00	343,431.00	28,881.90	397,992.84	0.00	(54,561.84)	115.89
COMMODITIES									
26-6190-1010 POSTAGE	0.00	0.00	0.00	288.00	31.50	126.22	0.00	161.78	43.83
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,350.00	0.00	0.00	0.00	1,350.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	300.00	0.00	642.33	0.00	(342.33)	214.11
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	750.00	0.00	491.40	0.00	258.60	65.52
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	4,000.00	40.00	2,171.65	0.00	1,828.35	54.29
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,500.00	478.19	1,564.78	0.00	935.22	62.59
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	625.00	0.00	321.28	316.20	(12.48)	102.00
26-6270-1010 UNIFORMS	0.00	0.00	0.00	546.00	0.00	534.00	0.00	12.00	97.80
TOTAL COMMODITIES	0.00	0.00	0.00	10,359.00	549.69	5,851.66	316.20	4,191.14	59.54
UTILITIES									
CONTRACTUAL									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	30,000.00	1,315.08	24,523.63	1,114.44	4,361.93	85.46
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,980.00	0.00	2,874.00	0.00	106.00	96.44
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,570.00	307.00	4,432.15	30.00	107.85	97.64
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	7,500.00	1,135.02	8,811.77	0.00	(1,311.77)	117.49
26-7315-1010 PRINTING	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	5,145.00	4,307.48	8,346.13	1,110.50	(4,311.63)	183.80
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	34,706.00	2,303.98	26,266.09	6,007.40	2,432.51	92.99
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	38,000.00	1,652.50	43,660.54	5,091.18	(10,751.72)	128.29
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	9,000.00	451.15	5,434.46	145.00	3,420.54	61.99
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	4,750.00	0.00	1,022.00	0.00	3,728.00	21.52
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	1,800.00	66.47	1,579.00	316.20	(95.20)	105.29
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	4,550.00	1,050.00	2,653.00	1,155.00	742.00	83.69
26-7340-1600 RENT	0.00	0.00	0.00	5,000.00	270.00	4,667.00	270.00	63.00	98.74
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	28,250.00	913.54	27,895.90	722.41	(368.31)	101.30
TOTAL CONTRACTUAL	0.00	0.00	0.00	183,286.00	13,772.22	162,165.67	15,962.13	5,158.20	97.19
CAPITAL PROJECTS									
TOTAL RECREATION DIVISION	0.00	0.00	0.00	537,076.00	43,203.81	566,010.17	16,278.33	(45,212.50)	108.42

25 -PARK FUND

CENTERVIEW

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>									
27-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	500.00	145.40	145.40	0.00	354.60	29.08
27-6150-1010 SUPPLIES	0.00	0.00	0.00	5,000.00	204.56	1,322.17	148.81	3,529.02	29.42
27-6190-1010 POSTAGE	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6245-1010 SOFTWARE	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-6260-1600 TOOLS/EQUIP - MISC	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	173.00	0.00	7.00	96.11
TOTAL COMMODITIES	0.00	0.00	0.00	7,180.00	349.96	1,640.57	148.81	5,390.62	24.92
<u>MAINTENANCE & REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,600.00	0.00	83.20	17.70	1,499.10	6.31
27-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	750.00	0.00	217.83	0.00	532.17	29.04
27-6430-1010 GROUNDS MAINTENANCE	114.79	114.79	0.00	1,500.00	0.00	114.79	(114.79)	1,500.00	0.00
TOTAL MAINTENANCE & REPAIRS	114.79	114.79	0.00	3,850.00	0.00	415.82	(97.09)	3,531.27	8.28
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	926.70	5,948.34	0.00	3,651.66	61.96
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	35.15	2,541.99	0.00	1,658.01	60.52
27-6850-1010 TRASH	0.00	0.00	0.00	882.00	80.00	834.60	0.00	47.40	94.63
TOTAL UTILITIES	0.00	0.00	0.00	14,682.00	1,041.85	9,324.93	0.00	5,357.07	63.51
<u>CONTRACTUAL</u>									
27-7020-1010 ADVERTISING	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-7280-1010 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,280.00	0.00	80.00	0.00	1,200.00	6.25
27-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	58.87	1,525.14	266.16	284.70	86.29
27-7315-1010 PRINTING	0.00	0.00	0.00	5,000.00	0.00	274.00	0.00	4,726.00	5.48
27-7320-1010 PROFESSIONAL SERVICES	68.00	68.00	0.00	10,987.00	800.49	4,320.94	445.20	6,220.86	43.38
27-7330-1600 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	1,200.00	0.00	2,066.75	0.00	(866.75)	172.23
27-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL	68.00	68.00	0.00	23,543.00	859.36	8,266.83	711.36	14,564.81	38.14
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	182.79	182.79	0.00	49,255.00	2,251.17	19,648.15	763.08	28,843.77	41.44

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	32.11	1,165.17	0.00	334.83	77.68
28-6150-1010 SUPPLIES	0.00	0.00	0.00	1,000.00	96.96	694.17	58.97	246.86	75.31
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	1,835.42	0.00	264.58	87.40
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	180.00	0.00	0.00	100.00
TOTAL COMMODITIES	0.00	0.00	0.00	10,120.00	129.07	4,626.00	58.97	5,435.03	46.29
<u>MAINTENANCE & REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,500.00	0.00	383.27	0.00	1,116.73	25.55
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	383.27	0.00	3,616.73	9.58
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	1,371.31	9,597.49	0.00	2.51	99.97
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	44.17	4,103.75	0.00	96.25	97.71
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	1,415.48	13,701.24	0.00	980.76	93.32
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	4,000.00	1,042.10	1,659.68	0.00	2,340.32	41.49
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	199.33	2,179.08	215.25	(204.33)	109.33
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	6,205.00	799.04	3,418.95	1,662.83	1,123.22	81.90
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	16,400.00	1,382.77	16,948.96	0.00	(548.96)	103.35
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	10,900.00	0.00	7,844.48	0.00	3,055.52	71.97
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	4,725.00	0.00	2,730.00	0.00	1,995.00	57.78
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	3,423.24	34,781.15	1,878.08	15,710.77	70.00
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	4,967.79	53,491.66	1,937.05	25,743.29	68.29
TOTAL EXPENDITURES	182.79	182.79	0.00	1,400,492.00	105,580.96	1,280,259.56	23,890.99	96,341.45	93.12
REVENUES OVER/(UNDER) EXPENDITURES	(182.79)	182.79	0.00	(1,400,492.00)	(105,580.96)	(1,280,259.56)	(23,890.99)	(96,341.45)	93.12

*** END OF REPORT ***