

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

**Tuesday, September 13, 2022
6:00pm**

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

1. Open Discussion

Members of the Board will have the opportunity to ask questions or discuss topics with staff.

2. Mountain Bike / BMX Trail system

Staff will present ideas on a future bike park. Board Member Scott will brief the Board on progress at the Ridge Mountain Bike trails at Hawk Ridge Park and future plans for the trail system.

3. Ribbon Cutting Ceremonies

Staff will discuss upcoming ribbon cutting ceremonies regarding the Skatepark, West Hawk Ridge Park improvements and the Hawk's Nest All-Inclusive Playground.

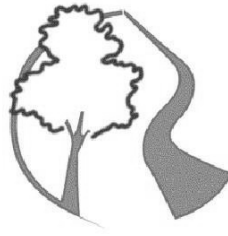
4. Park Maintenance Standards

Staff will review the current Park Maintenance plan with the Board.

5. Centerview Rental Policy Review

Staff will review the current Centerview rental policy with the Board.

6. Adjournment



RAYMORE PARKS AND RECREATION PARK MAINTENANCE MANAGEMENT PLAN

The objectives of Raymore’s Groundskeeping Operation are similar to most public parks and recreation departments. Budget and staffing constraints, weather, and special event operations make it impossible to satisfactorily achieve grounds maintenance objectives every day of the year. However, by identifying priorities and setting maintenance standards appropriate to the property’s use, the division can measure its success and strive to perform its mission as efficiently as possible.

The mission:

PRIDE...
Parks and Recreation – Ideas, Dreams, and Excellence
And getting better everyday

1. Provide a clean, safe, and healthy environment to maximize visitor experience.
2. Manage public areas with positive environmental ethics that include preserving flora and fauna and an esthetically pleasing landscape.
3. Provide safe facilities for visitors and staff and minimize potential liability to the City.
4. Promote positive City public relations and enhance cost recovery potential for the City.
5. Provide for a continual tracking of park resources to ensure fiscal responsibility.

Five basic maintenance levels (A, B, C, D, and E) have been prescribed based on the property’s level of public use, visibility to the general public, and revenue production. No service level standard assignment should be interpreted to indicate that a park or public property is of lesser value to the system, but rather, assignments are intended to manage the properties at their highest and best use. Further, service level standard assignments for a property or area may change over the course of the year as activities and events go in and out of season.

Definitions

Park area types:

Type A – High Visibility Areas

Requiring the highest level of care, *High Visibility Areas* are those areas that are most frequently visited, higher in prominence based on the activities held on the grounds, or those areas that need more attention due to the drive-by quality of the property. State of the Art maintenance is applied to a high quality, diverse landscape often associated with City-owned buildings.

Type B – Activity Areas

Activity Areas are those areas currently being used for programs and services such as baseball fields during the baseball season, the soccer venue during soccer season, playgrounds, and picnic shelters during the picnic season. This high level of maintenance is associated with well-developed park areas with reasonably high visitation rates.

Type C – Other Areas

Included in the *Other Areas* category are those activity areas that are not in season, areas surrounding activity areas, and non-native areas of neighborhood and community parks. This moderate level of maintenance is associated less active areas in community parks as well as neighborhood parks and areas of moderate to low levels of visitation.

Type D – Native/Natural Areas

Linear parks, trail easement areas, and stream buffer areas in active park properties require special care to create a treatment train for storm water flowing across the ground and into streams. Care for *Native/Natural Areas* designated by the Board shall strive to meet or exceed the best management practices prescribed by APWA pursuant to the Clean Water Act while balancing the aesthetic desires of neighboring homeowners.

Type E - Undeveloped Properties

Not yet in service for the public use, those park properties purchased but not yet developed or in use are included in this category. This category of property receives minimal maintenance, geared toward hazard mitigation. Some areas may be used for cultivation, varying the level of service from that prescribed herein.

Service definitions:

Aerating – a maintenance practice by which the ground is loosened or softened through the removal of dirt plugs using a special piece of equipment

Amenities – any of a group of features added to a park property in order to enhance the patron experience. Examples of amenities are rest room, shelters, drinking fountains, trails, and the like.

Chemical application

Fertilizing – the application of certain chemicals prescribed to enhance the growth of trees, flowers, and grasses

Herbicide application – the application of certain chemicals prescribed to inhibit the growth of certain types of vegetation; also pre-emergents

Pesticide application – the application of certain chemicals prescribed to inhibit the infestation of certain insects

Community Park – a park greater than 25 acres in size with a service radius of 2 miles

Edging – a maintenance practice by which turf is trimmed along a sidewalk or landscape bed

Facilities – any of a group of amenities constructed to enhance the patron experience while visiting a public property.

Grounds – a general term describing the outdoor portion of a property

Growing Season – a phrase referring to the time period during which turf and other vegetation will actively grow. Generally, that season is from April through October.

Inspections – any of a group of ...

Facility inspections – required and documented safety inspections of occupied facilities owned by the City and conducted monthly

Safety inspections – any of a number of documented inspections conducted as prescribed for amenities and facilities owned by the City

Visual inspections – any of a number of random inspections by supervisors with the purpose of identifying maintenance deficiencies

Landscape Beds – designated areas designed with flowering plants and grasses intended to enhance the aesthetic appearance of public property

Linear Park – generally, a long narrow park property often containing a trail

Mowing – a maintenance process by which turf is kept trimmed as prescribed

Finish mowing – mowing resulting in a distinctly uniform height of turf

Brush-hog mowing – mowing resulting in a rough-cut appearance often used in areas requiring higher turf heights

Bat-wing mowing – mowing accomplished using a larger pull-behind mower and resulting in a moderately uniform turf height

Neighborhood Park – a park property 5-20 acres in size with a service radius of less than ½ mile

Playground – a park amenity designed to enhance the physical activity of children often including climbing features, slides, and swings

Season – refers to the time period during which a sports activity is scheduled

Seeding – a maintenance process by which new grass is planted

Broadcast seeding – seeding accomplished by spreading seed either by hand or using a push-behind spreader

Split-seeding – seeding accomplished with a machine that drives the seed into the ground

Hydro-seeding – seeding accomplished via a sprayer which broadcasts seed, fertilizer, and water

Skate Park – a park amenity designed specifically for skateboard, scooter, or bicycle use and typically including ramps, pipes, and rails

Stream Buffer – the environmentally sensitive area on either side of a stream

Trail – a path constructed either as a park amenity or as a part of the City's pedestrian transportation system

Trimming – a maintenance process by which vegetation is cut, often in areas where mowers cannot reach or in high visibility areas to enhance the appearance of the turf areas

Turf – any of a group of vegetative plants covering the ground and not in landscape beds

Weeds – any of a group of undesired vegetation

Service Level Standards



Type A: High Visibility Areas

Quality Standards – Design and Appearance

QUALITY	STANDARD – HIGH VISIBILITY AREAS
Design	Areas should be designed with an eye toward aesthetic appearance, art, and beautification.
Turf	Turf should be dark green and lush; Free from weeds, insects, fungus, or foreign grasses; Cut to a uniform 3” height after mowing; Turf areas edged with clean lines along sidewalks; Trimmed on edges and around trees and landscape beds; Grass blown off sidewalks and parking areas.
Irrigation	Spray and drip irrigation systems should be included with each landscape bed and turf area; Automatic control system shall be used.
Chemical application	Regular chemical application shall be planned and executed to prevent weeds, limit infestation of insects and fungus, and enhance turf growth.
Landscape Beds	Shall be common in high visibility areas; Planted with seasonal color; Include shade trees, shrubs, and both native and non-native plants and grasses, and designed with landscape edging/borders; Beds shall be maintained in a weed-free, trimmed condition with fresh mulch and regular changes in seasonal planting areas.
Signs	All signage shall be professional-looking, meet the sign code, and include monuments, directional signage.
Flags/Flagpoles	A single flagpole may be used at each site; Flags flown should be tatter-free; Flags may be removed from poles during high winds.
Parking Areas	Parking areas shall be designed with shade trees, curb, guttering, highly visible markings for stalls, including accessible spaces; Well lit with appropriate fixtures to match the architecture of the facility and/or the property and set on photocell controllers.
Litter Control	Grounds shall be litter-free with no litter larger than a quarter left behind after litter removal; Receptacles for trash, cigarettes, and recyclables shall be readily available and of a quality to match the surrounding site and facilities.
Trees/Shrubs	Trees and shrubs shall be common in high visibility areas as it suits the property and any facilities on the site; Maintained with fresh mulch; Trimmed/pruned, watered, fertilized;

	Disease/insect-free; Inventoried.
Ponds/Lakes	Ponds or lakes may be used provided that they have fountains or other features to enhance the property's appearance.

Quality Standards – Maintenance

TASK	STANDARD – A – HIGH VISIBILITY AREAS
Inspections	Safety inspections – as needed or prescribed Facility inspections – monthly, or as prescribed by the City's insurance carrier Visual inspections – conducted by the supervisor at least weekly All acts of vandalism shall be reported to a supervisor who will notify both the Director and the Police Department to file a report.
Amenities	Fencing – cleaned and painted annually, weed trimmed weekly Drinking Fountains – seasonally in service, cleaned weekly Fountains – seasonally in service, inspected weekly
Mowing	Mowed weekly to a uniform height, or more often during peak growing season Clippings blown off sidewalks and parking areas immediately
Trimming	Turf areas trimmed weekly
Edging	Edged as needed
Irrigation	Controller set for best practice to conserve water (green effort) while maintaining green turf from March to November System maintained in working condition and tested as needed System winterized annually
Chemical application	Herbicide application – broad leaf preventer applied every 1-2 months, crab grass and sedge preventer applied from June through August Fertilization – turf areas fertilized 2x – 3x year, trees as needed, landscape beds upon planting and when prescribed to enhance blossom color Pesticide application – monthly to prevent infestation in facilities,

	as needed to prevent infestation in flower beds
Aerating	Turf areas - 2x per year
Seeding	Split-seeding performed after aeration 2x year Sodding used to repair bare spots Over-seeding by broadcast as needed in trouble areas
Landscape Beds	Weeded and raked weekly, or as needed Trimmed weekly Seasonal plantings replaced 4x year
Signs	Vandalism removed within 24 hours of occurrence Broken or damaged signs replaced within 1 week
Flags/Flagpoles	Inspected twice per year Flags lowered per City policy Tattered flags replaced within 2 days of report
Parking Areas	Restriped annually Seal coated every three years Mill and overlay maintenance at 5 years or reconstruction at 10 years or sooner if warranted
Ground trash	Removed daily
Inclement Weather	Parking areas pre-treated and plowed per PW specifications Sidewalks and entry areas pre-treated and salted with a "green" version of Ice-melt
Trees/Shrubs	Trees pruned/trimmed annually, shrubs trimmed seasonally as prescribed for the species
Ponds/Lakes	Trash removed as needed

Type B: Activity Areas

Quality Standards – Design and Appearance

QUALITY	STANDARD – B – ACTIVITY AREAS
Design	Activity Areas should be designed with safety, accessibility, and durability as priorities, while still aesthetically pleasing for patrons.
Turf	<p>Play field turf should be lush and green, 90% weed-free, and have an average turf height which is appropriate for the activity and/or season</p> <p>Surrounding spectator areas may be 50% weed-free average 3" height after mowing</p> <p>A trimmed and edged appearance at the entry to the park and to the sports complex</p>
Irrigation	Sports fields shall be constructed with irrigation systems using a manual control system
Chemical application	Regular chemical application shall be planned and executed to prevent weeds, limit infestation of insects and fungus, and enhance turf growth on sports fields.
Landscape Beds	<p>Shall be installed at the entry to the park and/or complex, Planted with low-maintenance materials, Include shade trees, shrubs, and both native and non-native plants and grasses,</p> <p>Beds shall be maintained 75% weed-free condition</p>
Signs	All signage shall be professional-looking, meet the sign code, and include monuments, directional signage
Flags/Flagpoles	<p>A single flagpole may be used at each site</p> <p>Flags may be flown during events and activities, but not left flying continuously</p> <p>If a flag is flown, it shall be in a tatter-free condition</p>
Parking Areas	Parking areas shall be designed to meet code and with shade trees, visible markings for stalls, including accessible spaces, and Lit with security level lighting
Litter Control	Grounds shall be relatively litter-free with no items larger than a quarter left behind after litter removal, receptacles for trash and recyclables shall be readily available and of a quality to match the surrounding site and facilities
Trees/Shrubs	Trees and shrubs shall be used to provide spectator and user shade where appropriate, Trimmed/pruned as needed and inventoried
Ponds/Lakes	Ponds or lakes may be used provided that they have fountains or

	other features to enhance the property's appearance
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Quality Standards – Maintenance

TASK	STANDARD – B – ACTIVITY AREAS
Inspections	<p>Safety inspections – as needed or prescribed for the amenity, play areas inspected immediately prior to use for recreation programs</p> <p>Visual inspections – conducted by the supervisor daily</p> <p>All acts of vandalism shall be reported to a supervisor who will notify both the Director and the Police Department to file a report.</p>
Amenities	<p>Fencing – weed trimmed weekly, inspected for repair weekly</p> <p>Drinking Fountains – seasonally in service, cleaned daily</p> <p>Baseball Fields – dragged and lined daily, plates/bases/batters boxes rebuilt weekly or more often as needed, foul lines painted weekly, irrigated as needed</p> <p>Football Fields – mowed and striped weekly, irrigated as needed</p> <p>Soccer Fields – mowed and striped weekly, irrigated as needed</p> <p>Playgrounds – inspected weekly and components repaired or taken out of service as required, surfacing inspected weekly and rebuilt as needed, vandalism removed within 24 hours of report, concerns reported by the public shall be investigated within 24 hours</p> <p>Picnic Shelters – inspected daily, vandalism removed within 24 hours of report, picnic tables, grills, and foundations power-washed and sanitized weekly</p> <p>Rest rooms – inspected and cleaned daily, vandalism removed within 24 hours of report, power-washed and sanitized weekly</p> <p>Tennis Courts – courts shall be blown regularly to clear dirt and other debris from the surface. Surface of the tennis courts shall be washed as needed. Nets inspected and adjusted weekly.</p> <p>Skate Park - inspected weekly and components repaired or taken out of service as required, vandalism removed within 24 hours of report, concerns reported by the public shall be investigated</p>

	within 24 hours
Mowing	Play fields shall be cut to an average height appropriate for the sport weekly, or more often as needed Surrounding spectator areas shall be mowed weekly to an average height of 3"
Trimming	Trimming weekly along fences, as needed in other areas
Edging	Edged as needed
Irrigation	Manually controlled for best practice to conserve water (green effort) while maintaining turf during dry weather periods System winterized annually
Chemical application	Herbicide application – broad leaf preventer applied 2x/year, crab grass and sedge preventer applied as directed by the manufacturer Fertilization – turf areas fertilized 2x year, landscape beds upon planting Pesticide application – as needed when an infestation threatens an area
Aerating	Turf areas – 1x to 2x per year
Seeding	Split-seeding performed after aeration 2x year Broadcast seeding as needed in trouble areas Sod to repair high traffic areas
Landscape Beds	Weeded monthly Trimmed as needed
Signs	Vandalism removed within 24 hours of occurrence Broken or damaged signs replaced within 2 weeks
Flags/Flagpoles	Pole and lighting inspected once per year
Parking Areas	Restriped annually Seal coated every three years Mill and overlay maintenance as needed
Ground trash	Removed daily
Inclement Weather	Snow removal shall be performed per PW specifications if a facility is rented or an activity is in season
Trees/Shrubs	Trees pruned/trimmed annually, shrubs trimmed seasonally as prescribed for the species
Ponds/Lakes	Trash removed as needed

Type C: Other Areas

Quality Standards – Design and Appearance

QUALITY	STANDARD – C – OTHER AREAS
Design	Activity Areas should be designed with safety, durability, and efficiency as priorities.
Turf	Play field turf should remain at least 90% weed-free, average turf height shall be 3-5" after mowing to keep them ready for the next sports season Surrounding spectator areas may be 50% weed-free average 3-5" height after mowing
Irrigation	none
Chemical application	Chemical application shall be planned and executed to reduce the proliferation of weeds, limit infestation of insects and fungus, and improve turf.
Landscape Beds	Native/low maintenance beds only
Signs	All signage shall be focused on safety information, meet the sign code
Flags/Flagpoles	Not used
Parking Areas	Parking areas shall be designed to meet code and with shade trees, visible markings for stalls, including accessible spaces, and May be lit with security level lighting
Litter Control	Grounds shall be relatively litter-free with no items larger than a quarter left behind after litter removal, receptacles for trash and recyclables shall be readily available and of a quality to match the surrounding site and facilities
Trees/Shrubs	Trees and shrubs shall be allowed to grow naturally Trimmed/pruned as needed for patron safety
Ponds/Lakes	Ponds or lakes may be used provided that they have recreational benefit or exist prior to acquisition

Quality Standards – Maintenance

TASK	STANDARD – C – OTHER AREAS
Inspections	Safety inspections – as needed or prescribed for the amenity Visual inspections – conducted by a supervisor weekly All acts of vandalism shall be reported to a supervisor who will notify both the Director and the Police Department to file a report.
Amenities	Fencing – weed trimmed as needed

	<p>Drinking Fountains – seasonally in service, cleaned weekly if in service but not in an activity area</p> <p>Baseball Fields – mowed as needed</p> <p>Football Fields – mowed as needed</p> <p>Soccer Fields – mowed as needed</p> <p>Playgrounds – inspected weekly and components repaired or taken out of service as required, surfacing inspected weekly and rebuilt as needed, vandalism removed within 48 hours of report, concerns reported by the public shall be investigated within 24 hours</p> <p>Picnic Shelters – inspected weekly, vandalism removed within 48 hours of report</p> <p>Rest rooms – inspected and cleaned daily if in service, vandalism removed within 48 hours of report</p> <p>Tennis Courts – courts shall be inspected monthly and repairs made as needed. Nets inspected and adjusted monthly.</p> <p>Skate Park - inspected weekly and components repaired or taken out of service as required, vandalism removed within 48 hours of report, concerns reported by the public shall be investigated within 24 hours</p>
Mowing	All areas shall be mowed weekly during the growing season to an average height of 3”
Trimming	Trimming as needed conducive to a generally neat appearance as approved by the Park Superintendent.
Edging	Not performed
Chemical application	<p>Herbicide application – broad leaf preventer applied 2x/year, crab grass and sedge preventer applied as directed by the manufacturer</p> <p>Fertilization – turf areas fertilized 2x year, landscape beds upon planting</p> <p>Pesticide application – as needed when an infestation threatens an area</p>

Aerating	Turf areas - 2x per year
Seeding	Split-seeding performed after aeration 2x year Broadcast seeding as needed in trouble areas
Landscape Beds	Trimmed as needed
Signs	Vandalism removed within 48 hours of occurrence Broken or damaged signs replaced within 2 weeks
Parking Areas	Restriped as needed Mill and overlay maintenance as needed
Ground trash	Removed weekly or bi-weekly. Receptacles emptied weekly, or more often as needed during/after an event
Inclement Weather	Snow removal not performed
Trees/Shrubs	Trimmed/pruned as needed for patron safety
Ponds/Lakes	Trash removed as needed

Type D: Native/Natural Areas

Quality Standards – Design and Appearance

TASK	STANDARD – D – NATIVE NATURAL AREAS
Design	Areas should be designed with best environmental practices prioritized to protect the stream and water quality
Turf	Turf shall be stair-stepped with the shorter turf heights away from the stream, allowing taller vegetation to filter water before it enters streams
Chemical application	Regular chemical application shall be planned and executed to enhance the growth of native species and inhibit non-native and invasive species
Landscape Beds	none
Signs	All signage shall be professional-looking, meet the sign code, and include park name and, if appropriate, trail information
Litter Control	Litter control efforts shall be focused on environmental protection
Trees	Trees shall be maintained in a natural condition with trimming efforts focused on pedestrian safety
Ponds/Lakes	Ponds or lakes shall be left in a natural condition

Quality Standards – Maintenance

TASK	STANDARD – D – NATIVE/NATURAL AREAS
Inspections	Safety inspections – as needed or prescribed for trails Visual inspections – conducted by the supervisor at least monthly
Amenities	Trails – set in a capital maintenance schedule for overlay or reconstruction, potholes and drainage issues maintained within a month of report
Mowing	Stream buffer areas – mowed 1-2x month during the growing season, allowed to grow when natives drop seed, and rough cut after the first hard freeze Along trails – Mowed every 1-2 weeks during the peak growing season; the area should be mowed with a soft curved edge; areas within 150 feet of neighboring single family homes mowed to the property line
Chemical application	Herbicide application – annual application of non-native growth inhibitor
Seeding	Broadcast seeding performed 1x year with native grass and wildflower seeds appropriate for the buffer area

	Plugs installed as needed to accelerate growth
Signs	Vandalism removed within 24 hours of occurrence Broken or damaged signs replaced within 1 month
Ground trash	Removed monthly Standards for litter control for the Adopt-A-Trail Program are established through the rules and regulations of Appendix B, City of Raymore Adopt-A-Trail Program
Trees	Trees pruned/trimmed as needed
Ponds/Lakes	Trash removed as needed
Streams	Man-made trash removed annually, or more often if a blockage occurs Natural debris not removed unless a structure is in danger of flooding

Type E: Undeveloped Properties

Quality Standards – Design and Appearance

TASK	STANDARD – E – UNDEVELOPED PROPERTIES
Design	Undeveloped areas shall remain as natural as the City Code will allow until a development plan has been determined or until construction of improvements has begun
Turf	Turf should be natural vegetation
Chemical application	Chemical use shall be limited to applications that inhibit the growth of invasive or noxious species
Litter Control	Litter control efforts shall be focused on environmental protection

Quality Standards – Maintenance

TASK	STANDARD – E – UNDEVELOPED PROPERTIES
Inspections	Visual inspections – conducted by the supervisor monthly
Mowing	Mowed per city code along streets and near abutting single family properties Remainder of turf rough-cut 1x year, or harvested as a crop
Chemical application	None, except to spot treat noxious weeds
Ground trash	Removed monthly

Level of Service Summary Chart

ALTERNATIVE LEVELS OF SERVICE					
TASK	Mode A Visibility	Mode B Activity	Mode C Other	Mode D Native	Mode E Undev.
<i>Turf Care</i>					
Mowing	Weekly	Weekly	Weekly	Prescribed	2x/year
Aerate	2x/year	2x/year	1-2x/year	NA	NA
Fertilize	2x/year	2x/year	1-2x/year	Prescribed	NA
Edge	As needed	As needed	NA	NA	NA
Trim	Weekly	Weekly	As needed	NA	NA
Apply herbicide	Monthly	Prescribed	As needed	Prescribed	NA
Apply pesticide	As needed	As needed	NA	NA	NA
<i>Litter Control</i>					
Ground trash	Daily	Daily	Weekly	As needed	Annually
Empty receptacles	Daily	Daily	Weekly	As needed	NA
<i>Tree/Shrub Care</i>					
Prune/trim trees	1x/year	1x/year	1x/year	As needed	NA
Prune shrubs	2x/year	1x/year	As needed	NA	NA
Irrigate	As needed	As needed	NA	NA	NA
Fertilize	2x/year	As needed	As needed	NA	NA
Inventory	Annually	Annually	As needed	As needed	NA
<i>Landscape Beds</i>					
Replace seasonal beds	4x/year	2x/year	annually	NA	NA
Weeding	Weekly	Weekly	Monthly	NA	NA
Pruning	Weekly	Monthly	Annually	NA	NA
Mulching	4x/year	Pre-season	NA	NA	NA
<i>Rest Rooms</i>					
Cleaned/supplied	Daily	Daily	Weekly	NA	NA
Power-washed	Weekly	Weekly	NA	NA	NA
<i>Picnic Areas</i>					
Shelters swept/cleaned	Daily	Daily	Weekly	NA	NA
Power-washed	Weekly	Weekly	Monthly	NA	NA
Painted/refurbished	As needed	As needed	Annually	NA	NA
<i>Inspections</i>					
Safety	NA	Daily	Weekly	NA	NA
Facility	Monthly	Monthly	NA	NA	NA
Visual	Daily	Daily	Weekly	Weekly	Monthly
<i>Athletic Facilities</i>					
Drag/line fields	NA	Daily	NA	NA	NA
Paint fields	NA	Weekly	As needed	NA	NA
Level infields	NA	4x/year	NA	NA	NA

Rebuild mounds/boxes	NA	Weekly	NA	NA	NA
Aerate/Seed	NA	2x/year	NA	NA	NA
Fertilize	NA	2x/year	As needed	NA	NA
Herbicide	NA	Monthly	As needed	NA	NA
Irrigate	NA	As needed	As needed	NA	NA
Inspect/repair fencing	NA	Weekly	monthly	NA	NA
Playgrounds					
Inspect/repair	NA	Daily	Weekly	NA	NA
Skate Park					
Inspect/repair	NA	Daily	Weekly	NA	NA
Tennis Courts					
Sweep/clear debris	NA	Daily	Weekly	NA	NA
Inspect/adjust nets	NA	Weekly	Weekly	NA	NA
Trails/Pathways					
Inspect/repair	Monthly	Monthly	Annually	Annually	NA
Overlay/Reconstruct	As needed	As needed	As needed	NA	NA
Parking Areas					
Inspect/clean	Daily	Daily	Weekly	NA	NA
Restripe	Annually	Annually	As needed	NA	NA
Seal coat	Every 3 yrs	Every 3 yrs	NA	NA	NA
Overlay/Reconstruct	Every 5 yrs	Every 5 yrs	As needed	NA	NA

Service Level Standard Assignments – Proposed

Property	Proposed Assignment	Comments
City Hall – north side	A	Main entry for City business
City Hall – south side	B	Secondary entry for City business
City Hall – detention basin	D	Goal - to convert to natives
South Madison Roundabout	A	
Recreation Park – Sports Fields	B	Seasonal activities
Recreation Park – playgrounds/shelters	B	Seasonal activities; rental facilities; special events would receive extra care
Recreation Park – venue entry areas	B+	
Recreation Park – other areas	C	
Recreation Park – east field	D	Scouting natural area; east shelter is managed as other shelters
Recreation Park – Park House	B	Rental facility
Recreation Park – Maintenance Facility Area	C+	
Memorial Park – Sports Fields	B	Seasonal activities
Memorial Park – playgrounds/shelters	B	Seasonal activities; rental facilities; special events would get extra care
Memorial Park – entry areas	B+	
Memorial Park – west stream areas	D	
Memorial Park – Other Areas	C	
Ward Park – playground/walking path	B	Seasonal activities

Ward Park – other areas	C	
Original Town Neighborhood Property	C-	Designation is for current state – as property is developed it may change
Good Parkway, Eagle Glen Linear Park, greenway easements in LeMor, Timber Trails, Brookside	D	
Public Works Facility	B-	Flag kept in an “A” condition
Hawk Ridge Park	D/E	Area around the lake kept as a D for fishing use; remainder cultivated by contract
Eagle Park	B+	Flag kept in an “A” condition



Centerview Rental Policy

This document sets forth the policies and rules that govern the rental and usage of Centerview, 227 Municipal Circle, as approved by the Raymore Parks and Recreation Board.

Purpose

The Centerview policy serves to guide the usage of the facility, its amenities and surrounding property of Centerview. This policy supersedes existing Parks and Recreation policies and only pertains to events, activities and gatherings at 227 Municipal Circle.

Requesting and Reserving Use of Centerview

- a) Use of the facility is subject to its availability. All reservations for use will be made on a first come, first serve basis.
- b) No one under twenty-one (21) years of age may rent Centerview.
- c) The Parks and Recreation Department reserves the right to deny any rental, including denying use based upon past performance of renter(s) and/or rentals for similar purposes.
- d) Reservations for the use of Centerview shall be made with the Parks and Recreation Department.
- e) Reservations may be made up to 18 months in advance.
- f) Multiple or recurring rentals will be allowed from a single renter only if the facility is available, proper rental procedures are followed and appropriate deposits paid.
- g) Centerview reservations held on holidays as listed in the approved schedule of fees will be subject to the holiday rate. Centerview reservations are not available on the following days: Easter Day, Thanksgiving Day, and Christmas Day.
- h) Indoor Facilities are available for reservations in non-prime and prime time blocks depending on the time of day of the reservation.
- i) All forms must be completed and fees must be paid in full. A reservation will be considered firm only when a Centerview Facility Use Agreement has been received with the appropriate fees and accepted by Parks and Recreation staff. A security deposit will be required at the time of registration.
- j) Depending on the time and type of event, an additional staff fee or public safety fee may be charged.

Categories of Use

There will be four categories of use by which the rental rate to use Centerview is determined: Resident, Government/Civic, Non-Resident, and Commercial.

Each category shall be defined as follows:

- a) Resident: An individual who maintains a permanent residence within the City and who is using the facility for a non-commercial purpose. A current utility bill (water/sewer, natural gas, or electricity) will be accepted as proof of residency.
- b) Non-resident: An individual who has not provided approved documentation of residency within the city and is using the facility for a non-commercial purpose.
- c) Commercial: Any business or individual using the facility for a business-related purpose.
- d) Government/Civic organizations will be charged 50% of the Residential rate if they are renting in Non-Prime Times and meet the following guidelines of: any state, county or local governmental entity or agency utilizing the facility for the conduct of official business of such entity or agency. The Parks and Recreation Director may waive the applicable fees at their discretion.
 - 1) Government/Civic organizations will be charged the full Commercial rate if holding an event in a prime time slot or the event is categorized as a fundraising activity, awards dinner or any other gathering that is primarily social in nature.
 - 2) Qualifications for Civic rates include meeting the Internal Revenue Service qualifications for 501(c)(3) status and provide proof of good standing as a valid registered non-profit entity with the Missouri Secretary of State. Proof of such organization's civic status shall be provided by the applicant with the application.

General Facility Use Guidelines

- a) Centerview is a smoke-free facility. If it is discovered that renters or their guests are smoking in any area designated as a non-smoking, the deposit for the rental may be forfeited. Reference: Code of Ordinance Section 270.030 and 270.050 and as defined in section 191.769, RSMo.
- b) The rental start time means the facility will be open for the renter at the time stated on the rental agreement. No renter, guests, and/or vendors are able to enter the rented area until the start time. At the start time the renter and a Parks and Recreation staff member will complete a walkthrough inspection of the facility to verify the facility is set up, cleaned, and ready for use.
- c) The rental ending time means the facility must be empty of all guests and the renters have completed their tear-down/clean up of the event. The renter(s) shall ensure that the rented rooms are cleaned and left in the same state as when renter(s) arrived. A walkthrough inspection will be conducted by a Parks and Recreation employee at the conclusion of the use of the facility. Any additional cleaning or repairs required will be deducted from the deposit and any remaining amount will be charged to the renter(s).
- d) No keys will be given out to renter(s). A Parks and Recreation staff member will

provide the necessary procedures to open and close the facility.

- e) The renter is responsible for the proper conduct of all persons present during the use of the facility. The renter will be financially responsible for any damage done by their guests. The renter or their designee, must be present at the facility at all times during the use of the facility or will risk forfeiting the deposit.
- f) Rental of Centerview shall **only** include setup and takedown of tables and chairs by Parks and Recreation Department staff as specified in the rental agreement. It is up to the renter to adjust the setup if it changes from the agreement. The renter is responsible for all other clean up and taking out of the trash.
 - 1) General cleanup is the renter's responsibility. All decorations, food, gifts and rental equipment must be removed from the facility at the end of the event.
 - 2) All cleaning supplies and trash bags will be provided. Trash must be placed in the appropriate receptacles.
 - 3) A walk through inspection will be conducted by a Parks and Recreation staff member at the conclusion of the use of the facility. Any additional cleaning or repairs required will be deducted from the security deposit and any remaining amount will be charged to the renter.
- g) Inflatables are not permitted at Centerview.
- h) Decorations may be permitted for tabletop and stand alone use only. Nothing can be affixed to the walls, windows, or rafters. The use of open flames - aside from the fire pit on the patio - must be approved by the Parks & Recreation Director.
 - 1) Approval for open flames will be granted for specific dates, times, and locations. Open flame devices must be under constant supervision and shall not be unattended while burning. An approved fire extinguisher shall be immediately available in the area and at least one person must know how it operates. Open flame devices shall only be lit during the function. Flames will be immediately extinguished at the conclusion of the function. Open flame devices must be kept in a stationary, securely supported, non-combustible holder. Open flame devices must not be placed on windowsills or other areas that are unstable: or where the flame could come in contact with curtains or other hanging objects. Open flame devices will not be permitted in areas where occupants are standing in aisles or exits. Readily combustible materials, including draperies and curtains, must be secured at least three (3) feet from an open flame. Open flame devices must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that the heat or smoke might activate the device.
 - 2) Electric (no flame) candles are recommended for use as opposed to open flame devices and are preferred by the fire marshal when a candle flame effect is desired.

Alcohol

- a) Serving and the sale of alcohol is allowed at Centerview only by approval of the Director of the Parks & Recreation Department.

- 1) **Renters** must complete the alcohol permit as part of the Centerview Facility Use Agreement and agree to all terms therein.
 - 2) **Vendors** serving alcohol must obtain all necessary City, County and State licenses, permits and show proof of compliance to the Parks and Recreation Department at least 60 days before the scheduled event. Vendors must be able to produce required permits and licenses throughout the duration of the event.
 - 3) **Guests** in attendance must comply with all City, County and State laws regulating the serving and consumption of alcohol.
- b) A \$100 alcohol permit fee is due at the time of application.
 - c) Public safety officers will be required to provide security for any event that will be serving alcohol.
 - d) Alcohol can only be served and consumed during the prime time blocks or listed holidays in the approved schedule of fees. Designated serving times must be specified in the application and approved by the Parks and Recreation Director.

Public Safety

- a) Public Safety Officers are required for any rental during prime time or holiday rentals. Hourly rates and security ratios for public safety officers are provided in the approved schedule of fees.
- b) Parks and Recreation staff will schedule Public Safety Officer(s) for the reservation date.
- c) Cancellation of a public safety officer must be made 10 business days prior to the event. Renter will be responsible for two hours of pay for each scheduled officer if cancellation is made less than 10 business days prior to the event.

Fees and Deposits

- a) A reservation will be considered firm only when a Centerview Facility Use Agreement has been received and accepted by Parks and Recreation staff, and the deposit has been turned in at the Parks and Recreation office.
- b) For each Facility Use Agreement for Centerview, the Renter(s) will be required to submit a refundable security deposit made payable to Raymore Parks and Recreation at the Parks and Recreation Office prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City's bank account and refunded with a City check after the function has concluded (provided the condition of the facility is in the same order it was before the event).
- c) For a recurring event done by the same renter, the renter will be required to pay a 30% deposit of the total rental. The deposit will be returned annually if all recurrences are paid in full.
- d) Additional fees may be charged based on the type of event. Security, Alcohol Permit, Audio/Video, and Holiday rates are listed in the approved schedule of fees as additional considerations based on the type and needs of the rental.

Facility Use Agreement Procedure

- a) Centerview Facility Use Agreements can be obtained at the Parks and Recreation Office or online at the City's webpage.
- b) If the date of the event is available, an authorized use agreement can only be executed in person at the Parks and Recreation Office upon receipt of the facility deposit.

Cancellations

- a) Individuals or groups requesting cancellation of reservations of the Centerview Facility spaces must do so at least sixty (60) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Parks and Recreation Department by the Renter(s). If the cancellation request is received less than sixty (60) days prior to the scheduled use date, or if the Renter(s) fails to use the facility on the scheduled use date, the Renter(s) shall forfeit the required security deposit.
- b) No refunds for inclement weather. Exceptions to this policy may be made on a case-by-case basis in the event of very severe weather or unusual emergency. The Parks and Recreation Director will review any requests that qualify under these conditions.
- c) The Parks and Recreation Department reserves the right to cancel any event due to severe inclement weather for safety reasons. In the event of Department driven cancellation, the renter will be given the option to reschedule at a reduced cost or a full refund.

Centerview**CHANGES IN RED**

- a. Non-Prime Time (2 hour minimum): Monday - Thursday, 8:00 A.M. - 10:00 P.M.
Friday, 8:00 A.M. - 4:00 P.M.
- b. Prime Time (4 hour minimum): Friday, 6:00 P.M. - 12:00 A.M.
Saturday - Sunday, 8:00 A.M. - 12:00 A.M.
Listed Holidays

Centerview - Full Facility

	<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>Holiday</i>
<i>Non-Prime Rate</i>	\$250 / HR	\$300 / HR	\$325 / HR	N/A
<i>Prime Rate</i>	\$325 / HR	\$375 / HR	\$400 / HR	\$450 / HR

Harrelson Hall - Capacity: 240 with tables - 400 seating only (Includes Catering Kitchen)

	<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>Holiday</i>
<i>Non-Prime Rate</i>	\$195 / HR	\$245 / HR	\$270 / HR	N/A
<i>Prime Rate</i>	\$270 / HR	\$320 / HR	\$345 / HR	N/A

Harrelson Hall A - Capacity: 96 with tables - 154 seating only

	<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>Holiday</i>
<i>Non-Prime Rate</i>	\$70 / HR	\$105 / HR	\$120 / HR	N/A
<i>Prime Rate</i>	\$95 / HR	\$130 / HR	\$145 / HR	N/A

Harrelson Hall B - Capacity: 144 with tables - 242 seating only (Includes Catering Kitchen)

	<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>Holiday</i>
<i>Non-Prime Rate</i>	\$130 / HR	\$165 / HR	\$180 / HR	N/A
<i>Prime Rate</i>	\$175 / HR	\$210 / HR	\$225 / HR	N/A

Gilmore Room - Capacity: 16 with tables - 18 seating only

	<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>Holiday</i>
<i>Non-Prime Rate</i>	\$35 / HR	\$60 / HR	\$85 / HR	N/A
<i>Prime Rate</i>	\$70 / HR	\$95 / HR	\$120 / HR	N/A

The Grove - Outdoor Patio and Lawn

	<i>Resident</i>	<i>Non-Resident</i>	<i>Commercial</i>	<i>Holiday</i>
<i>Non-Prime Rate</i>	\$25 / HR	\$50 / HR	\$75 / HR	N/A
<i>Prime Rate</i>	\$60 / HR	\$85 / HR	\$110 / HR	N/A

Deposits:

- Facility Deposit without serving alcohol \$150
- Facility Deposit serving alcohol \$250

Additional Rental Fees:

- | | |
|---------------------------|---------|
| ● Lobby* | \$50 |
| ● Visual | \$50 |
| ● Audio (Soundboard) | \$100 |
| ● Alcohol Permit | \$100 |
| ● Public Safety Officer** | \$40/HR |

* Exclusive Use of the Lobby during an event will have an additional fee. If the event is during regular business hours, signage for the general public and Parks and Recreation customers will be displayed. Note: The lobby is included in all full facility rentals and no additional fee will be charged

** Public Safety Officers are required for any rental during prime time or holiday rentals. Park and Recreation staff will evaluate each rental event to determine if additional security is required.

- Non-Alcohol Event - 1 officer required for events with 200 attendees or more, 1 additional officer for every 100+ attendees
- Event with Alcohol - 2 officers required, 1 additional officer for every 100+ attendees

Listed Holidays: See the Centerview policy for listed holidays