



## Board of Alderman Request for Action

**MEETING DATE:** 6/7/2022

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1074 – Camp Host Services Bid Award

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**REQUESTED BOARD ACTION:**

A motion to approve Resolution 1074, awarding Bid #22-18 to Doug Elliott for Camp Host Services.

**SUMMARY:**

Staff had to put the bid out for Camp Host Services due to the previous camp host breaking the contract. Part time employee, Doug Elliot began providing camp host services on May 6, 2022. He has resigned his part time position at this time.

In accordance with the City's Municipal Code, Chapter 150 - Purchasing Policy, a Request for Proposal (RFP) for Camp Host Services was issued on May 18, 2022. One (1) response was received.

Bidder #1- Doug Elliot

\$3,500 per month (\$17,500 annually for the five remaining months the campground is open)

Staff recommends award of the lowest bid submitted by Doug Elliott in an annual amount of

**PREVIOUS ACTION:**

NA

**POLICY OBJECTIVE:**

NA

**FINANCIAL CONSIDERATIONS:**

FY22 Budget includes funds for camp host services

**ATTACHMENTS:**

- |                                                                |                                   |
|----------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ordinance                             | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution                 | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                          | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Bid Submission, RFP |                                   |

## **RESOLUTION 1074**

### **A RESOLUTION AWARDING A BID/CONTRACT IN RESPONSE TO BID NO. 22-18 FOR CAMP HOST SERVICES**

**WHEREAS**, The Board of Aldermen of the City of Smithville, Missouri desires to provide the citizens of Smithville and campground patrons with a full-time camp host at Smith's Fork Campground;

**WHEREAS**, staff has conducted a Request for Proposals for Camp Host Services as outlined in the City Purchasing Policy; and

**WHEREAS**, after a bid process, staff has made the recommendation to accept the lowest bid received from Doug Elliot.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF  
THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT** Bid No.22-18 is hereby awarded to Doug Elliot and the Mayor is hereby authorized to execute a contract for services in an annual amount of \$17,500.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 7<sup>th</sup> day of June 2022.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

## EXHIBIT 1

STATE OF MISSOURI )

ss COUNTY OF slay )

### AFFIDAVIT

(As required by Section 285.530, Revised Statutes of Missouri) As used in this Affidavit, the following terms shall have the following meanings:

#### EMPLOYEE:

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

#### FEDERAL WORK AUTHORIZATION PROGRAM:

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

#### KNOWINGLY:

A person acts knowingly or with knowledge,

(a) With respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or

(b) With respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

#### UNAUTHORIZED ALIEN:

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

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

1. My name is Doug Elliott and I am currently President of \_\_\_\_\_ (hereinafter "Contractor"), whose business address is 18616 Primrose St Smithville MO, and I am authorized to make this Affidavit.
2. I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
3. 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 Smithville, Missouri.
4. Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

5. 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.

Further, Affiant saith not.

[Signature]  
[Signature]

Doug Elliott  
[Printed name]

Affiant Subscribed and sworn to before me this 25<sup>th</sup> day of May, 2022.

[Signature]  
[Notary Public]



BRANDI J SCHUERGER  
My Commission Expires  
September 16, 2022  
Clay County  
Commission #18463243

My Commission Expires 9/16/22

Commissioned in Clay County

Commission # 18463243

PLEASE NOTE:

Acceptable enrollment and participation documentation consists of the following two (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, and the Department of Homeland Security - Verification Division



## LAWS SECTION

§ 285.530. Employment of unauthorized aliens prohibited--federal work authorization program, requirements for participation in--liability of contractors and subcontractors

1. No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
2. As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis. During or immediately after an emergency, the requirements of this subsection that a business entity enroll and participate in a federal work authorization program shall be suspended for fifteen working days. As used in this subsection, "emergency" includes the following natural and manmade disasters: major snow and ice storms, floods, tornadoes, severe weather, earthquakes, hazardous material incidents, nuclear power plant accidents, other radiological hazards, and major mechanical failures of a public utility facility.
3. All public employers shall enroll and actively participate in a federal work authorization program.
4. An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section.
5. A general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of this section, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of this section and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.



(It is preferred that the Bid Response use this Form, however, the City reserves the right to accept Bids which provide the necessary information without using this form)

### RFP #22-18 CAMP HOST SERVICES

I, Doug Elliott, hereby representing  
(Agent Submitting RFP)

Doug Elliott, have read and reviewed the attached specifications.  
(Firm or Company)

I state the hereby offer meets or exceeds all requirements. Please note that Exhibit 1 and all other required information must be attached.

Doug Elliott  
Company Name

1866 Primrose St  
Address

Smithville MO  
City/State/Zip 64089

618 339 8160  
Telephone

Tax ID No.

Authorized Person (Print)

Signature

Title

Date

dougelliott12@gmail.com  
E-Mail Address

State the name, address and telephone number of not less than three (3) customers for whom the Contractor has performed similar Service within the last two (2) years:

Smith's Fork Campground Intrm

for month of May

Broad experience in property management Florida, Iowa  
Kansas & Missouri

The above said Company shall provide the materials and services clean up requested for the goods and services of RFP #22-18 for a cost to the City of Smithville as follows:

Item Description	Bid Price
Monthly Camp Host Services	\$3,500 per month (June, July, August September & October '23)

plus the use of a campsite  
(other than host site) at no  
charge for 15 nights thru  
October 30, 2022



## EXHIBIT 2

### SCOPE OF SERVICES

The City of Smithville and Camp Host agree that the following is a list of the services required to be provided for the 2022 Camp Season. The Camp Host is responsible to complete each service in accordance with any written policies or procedures. In determining what constitutes compliance with any of the General Duties, past practice/standards shall be met. The Camp Host understands that they are a contractor, and not an employee of the City of Smithville. The Camp Host also understands that they are responsible for maintaining insurance on all of their personal property (including their camper or RV) and shall not make claims against the City for any damages to such personal property that occurs during the performance of their duties. Contractor shall keep in mind that they are a representative of the City and that any communication via online social media or otherwise shall not reflect negatively on the City or its representatives.

The Camp Host shall provide the following services, and any additional services necessary to provide a clean, safe, and comfortable environment for the public at the Park:

1. Remove all litter and debris from the campground, shelters and day use areas on a daily basis and place all such litter and debris in a proper receptacle.
- ~~2. Clean and sanitize the shower house and restrooms not less than once each day, or more frequently as needed during high usage periods.~~ *jj*
3. Perform general grounds maintenance in assigned areas that include, but are not limited to: trimming around trees, posts, culverts and buildings, mowing the campground and day use areas, tree and landscaping maintenance and care; general facility care and maintenance. See Exhibit 4 for Map of areas to be mowed.
4. Perform routine maintenance and minor repairs to camp sites, plumbing, sewer and electrical systems, as well as assigned equipment.
5. Collect all fees for camping or other services offered. Each day's cash collections shall be transmitted to the City ~~by the end of business of the next day.~~ *these are cash* Maintain records of each transaction for inspection by the City upon request. Provide not less than weekly reports that account for all monies taken and rentals in a format that is easily understood and is capable of passing an audit when compared with the records of each transaction.
6. Provide all check-in and check-out services to camp patrons as requested.
7. Operate firewood and ice concessions, which include maintaining supplies in the inventory sufficient to handle the anticipated demand from patrons.
8. Monitor vending and laundry concessions and coordinate vendor service requests as needed.
9. Provide information and initial enforcement of park regulations; provide other non-specific visitor services sufficient enough to provide campground patrons and the general public with a positive outdoor recreational experience.
10. Such services as identified herein shall be provided by Camp Host at all days and times throughout the entire season. The only exceptions to this responsibility will be during any time(s) that the entire park has been leased for special events. The City will coordinate with the Camp Host the dates and times of any such special events to give the Host sufficient notice, which shall not be less than one week prior to such event(s).
11. Tour the campground and day use areas no less than three times daily (morning, afternoon, and evening) looking for litter, vandalism, equipment malfunction, and cleanliness.
12. Prepare and deliver children's activities on holiday weekends, Memorial Day, Fourth of July, and Labor Day, including but not limited to bicycle parades, crafts, and contests. Activities must be pre-approved by the City.



13. Any substitute or assistant host must be approved by the City before working on site. Background checks may be performed at the discretion of the City.
14. Provide an accounting of all work performed by contractor and any additional assistants.
15. Facilitate any online reservations or platforms.
16. Perform marketing duties as it relates to camping including but not limited to social media and photography.

In order to perform these duties, the City shall provide the following materials, equipment and supplies:

1. One **campsite**, with full utility hookups. Such campsite will include a shelter, a picnic table, one phone land line and answering machine. The phone and answering machine are for official duties only.
2. One golf cart for use in the park only. The use of the cart includes fuel for the cart.
3. One **spot light**, miscellaneous hand tools, one string trimmer and string and fuel to operate.
4. A mower and fuel to operate within the park
- ~~5. Trash bags, toiletries, and cleaning supplies for the shower and restroom facilities.~~ *de*
6. Maps, brochures and other notices for dissemination to the patrons and public.
7. Keys to all facilities and equipment.
8. All authorized forms for rentals and any other necessary office supplies required to complete such forms.
9. Any electronic equipment necessary to carryout assigned tasks

In order to perform these duties, it is expected that the Camp Host provide the following:

1. A mobile trailer, motor home or approved equal that contains sanitary facilities and all equipment necessary for habitation. Such trailer or home must be on jacks or blocks for the duration of the contract and should not be used for transportation.
2. A vehicle, other than the one provided above to be used for all local and off-site transportation.

While performing the duties under this scope of services, the contracting Camp Host shall abide by all federal, state and local laws, including, but not limited to those pertaining to discrimination based upon any protected class. The Camp Host shall provide all services in a professional, courteous manner and shall treat all patrons and the general public with respect. If a dispute arises, the Camp Host is expected to be able to effectively handle the dispute in a professional manner. In the event the patron or member of the public will not comply with any camp rule, the Camp Host may contact the Clay County Sherriff for assistance with unruly patrons or members of the public.



## EXHIBIT 3

### CAMP HOST HANDBOOK

#### Smithville Parks and Recreation Department

**Service:** Campground Host (Facility Maintenance and Visitor Services)

**Location of work:** Smith's Fork Park, 1610 DD Highway, Smithville, MO 64089

**Term of contract:** June 1, 2022, to October 31, 2022

**Contract Summary:** The campground host shall have the primary responsibilities of facility maintenance and oversight at the Smith's Fork Campground and day use areas at Smith's Fork Park.

**Training and Experience:** In order to properly perform the duties and responsibilities of this agreement the successful bidder shall possess the following attributes:

- Strong interpersonal communication and problem solving skills.
- Willingness to work flexible hours.
- Knowledge and ability to perform routine maintenance and minor repairs on plumbing and electrical systems, facilities, grounds, and other equipment utilized and associated with campground and day use areas.
- Knowledge and ability to apply accepted bookkeeping and business management practices to campground operations.
- Ability to perform without supervision.

**General Duties and Responsibilities:** The Director of Park and Recreation or his or her designee will oversee execution of the contract on a daily basis. At their direction the campground host shall have the following responsibilities at Smith's Fork Campground and day use area:

- Remove all litter and debris from the campground, shelters and day use area on a daily basis.
- ~~• Clean the shower house and restrooms at least once per day; high usage periods may require more frequent cleaning.~~
- Perform grounds maintenance duties in assigned areas that include, but are not limited to trimming around trees, posts, culverts and buildings, mowing, tree and landscape care and general facility appearance.
- Perform routine maintenance and minor repairs to camp sites, plumbing, sewer and electrical systems as well as assigned equipment.
- Collect camping fees and accurately complete cash management reports on a daily basis.
- Provide check-in/check-out services to campground patrons as requested.
- Operate firewood and ice concessions; reorder concession supplies when needed.
- Monitor vending/laundry concessions and coordinate vendor service requests as needed.
- Provide information and initial enforcement of park regulations, as well as a variety of non-specific visitor services, to provide campground patrons and the general public with a positive outdoor recreational experience.
- Tour the campground and day use areas no less than three times daily, morning, afternoon and evening looking for litter, vandalism, equipment malfunction, and cleanliness.
- Prepare and deliver children's activities on holiday weekends, Memorial Day, Fourth of July, and Labor Day, including but not limited to bicycle parades, crafts, and contests. Activities must be pre-approved by the City.
- Any substitute, or assistant host must be approved by the City before working on site. Background checks may be performed at the discretion of the City.
- Provide an accounting of all work performed by contractor and any additional assistants.
- Facilitate any online reservations or platforms.



- Perform marketing duties as it relates to camping including but not limited to social media and photography.

## **PERFORMANCE WORK STATEMENT:**

**Background:** Smith's Fork Park is located approximately one mile east of 169 Highway on Highway DD in Smithville, Missouri. The park is leased to the City of Smithville from the United States Army Corps of Engineers. Recreational development includes three baseball/softball fields, one football field, a soccer field, walking trails, two reservable group shelters, one playground, a shower house, two restroom facilities, tennis courts, a basketball court, fishing on the spillway and at Lake Remote Nature area, and an 80 site campground.

**Scope of work:** The successful bidder shall provide labor, material and equipment as specified to perform camp host duties at Smith's Fork Park. The successful bidder shall perform the specific tasks listed in this agreement. Acceptable performance standards and current regulations are provided for each task.

**Period of Performance:** The contract shall begin June 1 or date of award and continue through October 31. The contractor shall move onto the site location a minimum of one (1) but not more than three (3) days prior to the start of the service period. The contractor shall remove his or her trailer and all personal property from government furnished campsite not later than two (2) days after the end of the service period.

**Post Award Conference /Training:** The contractor shall attend the post-award conference and computer/credit card training sessions. The meetings will be used to discuss and develop an understanding of all contract requirements.

**QUALITY ASSURANCE:** The Director of Parks and Recreation or his or her designee will monitor the contractor's performance under this contract using quality assurance procedures developed by the Director of Parks and Recreation or his or her designee. Typical procedures might include random sampling, checklists and customer complaints. This should not be considered an exhaustive list. A primary objective of the City's Quality Assurance will be to determine the effectiveness of the contractor's quality control system.

The City reserves the right to inspect and test all services called for by the contract to the extent practicable at all times and places during the term of the contract. The City will perform inspections and tests in a manner that will not unduly delay the work.

If any of the services do not conform to contract requirements, the City will request the contractor to perform the services again, where appropriate, in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the government may (1) require the contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.

If the contractor fails to promptly re-perform the services or to take the necessary action to ensure future performance in conformity with contract requirements, the City may by contract, or otherwise: (1) perform the services and charge to the contractor any cost incurred by the City that is directly related to the performance of such service or (2) terminate the contract in whole or in part.

**PERSONNEL:** The contractors present a neat appearance and shall exercise tact, diplomacy, and courtesy when dealing with the public. The contractor shall assist the visiting public in reclaiming lost articles by turning in to project personnel all property left by visitors and found during performance of this contract. Contractor shall keep in mind that they are a representative of the



City and that any communication, online social media or otherwise shall not reflect negatively on the City or its representatives.

**OTHER CONTRACTORS:** The City may undertake or award other contracts for additional work, and the contractor shall fully cooperate with such contractors and City employees. All work shall be carefully planned and fitted so as not to interfere with such other work. The contractor shall not commit or permit any act that will interfere with the performance of work by other contractors or by City employees.

**SAFETY:** The contractor shall immediately report any situation that could affect the health or safety of visitors to City Staff or law enforcement, including maintenance needs, utility problems, accidents, or violations of laws and regulations. The contractor shall report all disturbances that cannot be diplomatically resolved to the Clay County Sherrieff or other local law enforcement as needed.

**CITY-FURNISHED MATERIALS AND SUPPLIES:** City-Furnished materials and supplies are provided to the contractor only for use in performing work specified in this contract. The City will provide a campsite with full utility hookups. In addition, the campsite will include a shelter, a picnic table, phone land line for official use only. The contractor shall maintain these facilities in accordance with park rules.

City-Furnished Property - The City will furnish to the contractor the following identified property to be used in performing the contract. When the property is delivered, the contractor must verify its quantity and condition in writing to the Director of Parks and Recreation or his or her designee. Damage or loss while in the contractor's possessions shall be reported in writing, within 24 hours, to the Director of Parks and Recreation or his or her designee.

<u>Item (description)</u>	<u>Quantity</u>
(1) Golf Cart and gas for cart	1 each
(2) Spot Light	1 each
(3) Telephone (official use only)	1 each
(4) Answering machine	1 each
(5) Misc Hand Tools	1 set
(6) String trimmer and line	1 each
(7) Mower	1 each

City-Furnished Consumable Items - The following consumable items, will be furnished to the Contractor by the City. The City will retain control of expendables, to be dispensed on an as-needed basis for use in performance of the Contract.

- ~~(1) Trash bags, toiletries, cleaning supplies for restrooms~~
- (2) Campground maps/rules
- (3) Brochures
- (4) Keys
- (5) Stamp for envelopes and ink
- (6) Authorized forms
- (7) Fuel for mower and string trimmer



**CONTRACTOR FURNISHED EQUIPMENT AND SUPPLIES:** The contractor shall furnish all equipment and supplies not identified in the previous section of this agreement, as City-Furnished supplies and equipment. Specifically, the contractor shall furnish:

- A mobile travel trailer, motor home or approved equal, containing sanitary facilities and all equipment necessary for habitation. Tents or 'pop-up' style type campers are not permitted. If self-propelled units are used, they must remain on jacks or be blocked up for the duration of the contract and not be used for transportation.
- A vehicle, other than the one above, to be used for local transportation.

**SPECIFIC TASKS:** The contractor shall perform park attendant duties 7-days per week, including weekends and federal holidays at Smith's Fork Park as described in this section and elsewhere in the contract. The contractor or approved designee shall remain in the park at all times unless the Director of Parks and Recreation has been notified of such absence. The contractor shall retain a qualified substitute camp host to cover any absences during regular duty hours. The substitute shall be approved by the Director of Parks and Recreation or his or her designee. Background checks may be performed at the discretion of the City.

The contractor shall perform specific daily duties to maintain length of stay regulations according to established procedures. Duties include, but are not limited to, maintaining current records, posting reserved sites, checking site availability, processing camper registrations, and receiving daily arrival reports. The contractor shall take reservations at the campground for walk-up customers.

**RECEIVE PAYMENTS:** The contractor shall register campers and collect the required fees according to City policy. The contractor shall have on hand a sufficient change fund for this purpose.

**SAFEGUARD COLLECTIONS:** The contractor shall take all reasonable precautions to safeguard collections, permits, and other City-furnished property.

**TRANSMIT COLLECTED FEES AND REPORTS:** The contractor shall transmit all collected fees and daily cash management forms to the Director of Parks and Recreation or his or her designee *twice daily at 8:00 a.m. Monday through Friday* *a week*

**PROVIDE INFORMATION TO VISITORS:** The contractor shall hand out informational brochures, pamphlets, maps. The contractor shall explain or clarify policies and regulations (e.g. trash disposal, etc.) for park visitors.

**IMPLEMENT CAMPGROUND RULES AND POLICIES:** The contractor shall implement all campground rules and project policies in performing their duties, including quiet hours (10 p.m. to 6 a.m.), check out times, and maximum 30 day stay limitations, etc.

**TOUR PARK:** The contractor shall make a minimum of 3 daily tours of the park areas, morning afternoon and evening. Any sticks or downed tree limbs, trash, etc., shall be removed at the time of the tour. Contractor shall use City provided technology to document park tours.

**IDENTIFY CAMPERS:** The Contractor shall identify campers who may have arrived during hours when other duties were being completed. These individuals shall be contacted and advised to register with the camp host and pay required fees.

**CHECK FACILITIES:** During the morning and evening tours, the contractor shall check park facilities and amenities for vandalism, equipment malfunction, and cleanliness. *usability* ~~The contractor shall clean or repair immediately.~~ If repairs are beyond contractor's capacity, contractor shall notify Director of Parks and Recreation immediately. *needed and*



*g* ~~**CLEAN RESTROOM/SHOWER HOUSE DAILY:** The two restroom facilities located in the day use area of Smith's Fork Park and the shower house in the campground are to be cleaned and restocked daily. Floors shall be swept, toilet paper restocked, sinks wiped cleaned, toilets wiped down, any clogged toilets shall be repaired and trash emptied. Any messes on floors shall be cleaned up on a daily basis. Restrooms and shower house shall be mopped on a daily basis.~~

*g* ~~**CAMPGROUND GATE:** The campground security gate shall be closed at night and opened the next morning as directed by the Director of Parks and Recreation or his or her designee. During the restricted access hours, egress and ingress shall be permitted for campers on an emergency basis only. The camp host shall have a key and be responsible for allowing such access as necessary. A temporary overnight parking area will be provided outside the security gate for late arrivals. No fee shall be charged for temporary use of this area. When the security gate is opened the camper shall be registered and moved into the campground area.~~

**OPEN AND CLOSE FACILITIES:** The contractor shall open and close facilities (such as laundry and shower) as requested by the Director of Parks and Recreation or his or her designee.

### **INDIVIDUAL TASKS CONSIDERED NECESSARY:**

1. Check Site Availability
  - Cross-reference current campers list with sites occupied
2. Shelter Houses
  - Empty trash receptacles and clean daily
3. Receive Online Reservations
  - Respond to online inquiries
4. Post Reservable Sites
  - Complete reservation card
  - Post reservation card at campsite
5. Process Camper Registration
  - Input registration data
  - Collect payment
  - Print receipt
6. Maintain Records
  - Weekly report - Bill for Collection
  - Customer Receipts for recreation season
7. Register visitors and campers
  - Inform visitors of rules and regulations
8. Collect recreation fees
  - Camping, extra car, firewood and ice concessions
9. Transmit recreation fees daily
  - Deliver to Director of Parks and Recreation or his or her designee *twice a week*

### **Park Operations**

1. Provide Information to Visitors
2. Tour Park
  - Identify new visitors
  - Monitor facility reservations
  - Check for and report vandalism, equipment malfunction and cleanliness of facilities
3. Open and Close Facilities (as directed)
  - Shower building/restrooms
  - Laundry room
  - Open and close park security gates
4. Implement Campground Rules and Policies
  - Inform patrons of campground rules and policies and apply them fairly to all

- Contact law enforcement for any unruly patron or unsafe situation
5. Grounds Maintenance
- Mow and trim campground day use areas



EXHIBIT 4

