



AGENDA
City of Roeland Park, Kansas
Governing Body Meeting
City Hall, 4600 W 51st Street
March 2, 2026 6:00 PM

- Michael Poppa, Mayor
- Jan Faidley, Council Member, Ward 1
- Tom Madigan, Council Member, Ward 1
- Benjamin Dickens, Council Member, Ward 2
- Jennifer Hill, Council Member, Ward 2
- Emily Hage, Council Member, Ward 3
- Harold Morales, Council Member, Ward 3
- Matthew Lero, Council Member, Ward 4
- Debbi Schraeder, Council Member, Ward 4
- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Nielsen, City Clerk
- Cory Honas, Police Chief
- Donnie Scharff, Public Works Director

Council Standing Committees

Admin
Schraeder
Madigan

Finance
Hage
Faidley

Safety
Morales
Dickens

Public Works
Lero
Hill

I. Approval of Minutes

- A. Governing Body Workshop Meeting Minutes February 16, 2026

II. Discussion Items

- A. Review and Discuss DRAFT Enhanced Visibility Stop Sign/Marking Policy (15 min)
- B. Discuss Community Garden Orchard Idea and Funding Increase Request
- C. Review Pool Concessions Services RFP (15 min)

III. Non-Action Items

IV. Committee Minutes

V. Adjournment

Welcome to this meeting of the Governing Body Workshop.
Below are the Procedural Rules of the Committee

The governing body encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the

meeting. Please take a moment to review these rules before the meeting begins.

A. Audience Decorum. Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

B. Public Comment Request to Speak Form. The request form's purpose is to have a record for the City Clerk. Members of the public may address the Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.

C. Purpose. The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.

D. Speaker Decorum. Each person addressing the Committee of the Whole, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or be subject to removal from that meeting.

E. Time Limit. In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.

F. Speak Only Once Per Agenda Item. Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.

G. Addressing the Committee of the Whole. Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before delivering any remarks.

H. Agendas and minutes can be accessed at www.roelandpark.org or by contacting the City Clerk

Bienvenidos a esta reunión pública del Cuerpo de Gobierno de Roeland Park.

El Alcalde y el Concejo Municipal fomentan la participación pública en los procesos de gobernanza local. Con ese fin, y en cumplimiento con la Ley de Reuniones Abiertas de Kansas (KSA 45-215), se le invita a participar en esta reunión. Se han establecido las siguientes Reglas de Procedimiento para facilitar la realización de negocios durante esta reunión pública. Por favor, tome un momento para revisar estas reglas antes de que comience la reunión.

A. Decoro de los asistentes. Los miembros del público no deberán participar en conductas desordenadas o ruidosas que interrumpen, obstaculicen o de alguna manera hagan inviable el desarrollo ordenado de esta reunión pública. Cualquier miembro del público que participe en dicha conducta será, a discreción del Presidente, declarado fuera de orden y estará sujeto a reprimenda y/o expulsión de la reunión. Por favor, silencie todos los dispositivos móviles y otros dispositivos que emitan ruido antes de

que comience la reunión.

B. Comentarios públicos y formulario de solicitud para hablar. Los miembros del público pueden dirigirse al Cuerpo de Gobierno durante los comentarios públicos sobre asuntos que estén dentro de la jurisdicción de la Ciudad, pero que pueden no estar específicamente en la agenda. También se podrán aceptar comentarios públicos sobre puntos específicos de la agenda, a discreción del Presidente. Cualquier miembro del público que desee hablar durante los comentarios públicos y/o sobre cualquier punto de la agenda deberá presentar un formulario de solicitud para hablar completado al Secretario Municipal antes de que el Presidente anuncie esa sección de la agenda. El propósito del formulario de solicitud es mantener un registro público para el Secretario Municipal.

C. Propósito. El propósito de dirigirse al Cuerpo de Gobierno es comunicarse formalmente sobre asuntos relacionados con los negocios de la ciudad o preocupaciones públicas. Las personas que se dirijan al Cuerpo de Gobierno sobre un punto de la agenda deberán limitar sus comentarios al asunto en discusión.

D. Decoro del orador. Ninguna persona podrá dirigirse al Cuerpo de Gobierno sin haber sido reconocida previamente por el Presidente. Cada persona que hable deberá hacerlo de manera ordenada, respetuosa y digna, y no deberá participar en conductas o lenguaje que perturben o de alguna manera obstaculicen el desarrollo ordenado de esta reunión pública. Cualquier persona que interrumpa la reunión será, a discreción del Presidente, sujeta a expulsión de dicha reunión.

E. Límite de tiempo. En interés de la equidad hacia otras personas que deseen hablar y hacia otros individuos o grupos que tengan asuntos pendientes ante el Cuerpo de Gobierno, cada orador tendrá hasta cinco minutos en el podio. Este tiempo puede ser reducido a discreción del Presidente.

F. Hablar solo una vez. No se permitirán segundas oportunidades para que el público hable sobre el mismo tema, a menos que lo exija la ley estatal o local. No se permitirá a ningún orador ceder parte o la totalidad de su tiempo a otra persona, y no se acreditará a ningún orador el tiempo solicitado pero no utilizado por otra persona.

G. Dirigirse al Cuerpo de Gobierno. Para garantizar una participación pública ordenada, respetuosa y debidamente registrada, todos los comentarios desde el podio deben dirigirse al Presidente. Los oradores no deben entablar conversaciones directas con miembros individuales del Cuerpo de Gobierno, personal o asistentes mientras están hablando. El personal podrá dar seguimiento con respuestas a las preguntas de los oradores en una fecha y hora futura. Si los miembros del Cuerpo de Gobierno desean hacer preguntas o buscar aclaraciones, deben hacerlo a través del Presidente. Solo un orador debe estar hablando en el micrófono en cualquier momento. Los oradores deben usar el micrófono para garantizar que sus comentarios sean grabados claramente para el registro público. Antes de hablar, los oradores deben declarar su nombre completo, ciudad de residencia y afiliación de grupo (si corresponde).

H. Las agendas y actas están disponibles en www.roelandpark.org o contactando al Secretario Municipal.

El Alcalde y el Concejo Municipal agradecen su participación y aprecian su cooperación. Si desea información adicional sobre estos procedimientos, comuníquese con el Secretario Municipal al (913) 722-2600.

The governing body welcomes your participation and appreciates your cooperation. If you would like additional information about the Governing Body Workshop or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: I. Approval of Minutes



City of Roeland Park
Action Item Summary

Submitted By:

Committee/Department: Administration

Title: Governing Body Workshop Meeting Minutes February 16, 2026

Item Type: Action Item

Recommendation:

*Minutes will be uploaded when available.

Details:

Fiscal Impact	
Amount of Request:	
Budgeted item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

Diversity Equity & Inclusion Lens

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

ATTACHMENTS:

1. Workshop.2.16.26

CITY OF ROELAND PARK, KANSAS
GOVERNING BODY WORKSHOP MINUTES
ROELAND PARK CITY HALL
4600 WEST 51ST STREET, ROELAND PARK, KS 66205
February 16, 2026, 6:00 P.M.

- Michael Poppa, Mayor
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- Jennifer Jones-Lacy, Asst. City Admin.
- Kelley Nielsen, City Clerk
- Cory Honas, Police Chief
- Donnie Scharff, Public Works Director

(Roeland Park Governing Body Workshop Meeting Called to Order at 6:48 p.m.)

I. MINUTES

1. Governing Body Workshop Meeting Minutes, February 2, 2026

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. International Trade Codes Workshop

Joe Kmetz from GBA, the City’s Building Codes Lead, said that the trade codes have the fewest changes. He noted the biggest change in the IEBC (International Existing Building Code) is that combustible exterior claddings are prohibited without sprinklers.

Mr. Kmetz also reviewed the fire code changes that addressed lithium battery manufacturing, storage, and the associated hazards. After meeting with local fire chiefs, the recommendation would be that chargers be constructed on the first floor of a building and their storage would be at an upper level.

CMBR Lero asked if there was anything in the codes about battery bank location. Mr. Kmetz said there is perspective and advice for the battery energy storage systems in the codes.

Mr. Kmetz gave an overview of the Fuel Gas Code as well as codes related to Mechanical, Plumbing, Swimming pools and spas, and the Energy code.

CMBR Faidley asked if they decided to build a new pool for Roeland Park, would they have to go with these standards now and Mr. Kmetz said they would. Ms. Jones-Lacy said that according to the Johnson County Sanitary Code, existing pools need to pass their requirements for recertification of existing pools, but that it does not apply to new construction.

CMBR Faidley asked what the plan is for disseminating information to those who need to have it. Ms. Jones-Lacy said the agenda at the next Council meeting will have a draft ordinance for the Governing Body to review. Following approval, they will take three months to do education before the codes become active. She said they will make sure they contact builders they work with, so they are aware of the updates and changes.

2. Presentation Electrical Vehicle Charging Station Information and Discuss City's Continued Payment for Energy Use

City Manager Moody said he provided a history of the EV chargers in his staff report. Currently the City pays for the power of the two electric vehicle chargers at City Hall. He said the use has really taken off and with that brings an additional expense to the City. He said the cost used to be less than \$500 a year, but in 2025, they paid \$7,770. Mr. Moody said he is glad to see the chargers being utilized, but noted it is a 21 percent price increase. He added that most cities are transitioning to users paying for the cost of charging vehicles and provided a rundown of what the other cities are doing.

City Manager Moody asked the Governing Body what their goal is in providing EV chargers. CMBR Hage said that the question before the Governing Body is whether they want to continue to provide free of charge the power to the two public chargers located at City Hall.

CMBR Faidley asked if the chargers that they have are compatible with Tesla vehicles. City Manager Moody said that most chargers have gone to the same Tesla port. CMBR Faidley stated if the City was able to purchase the chargers from Evergy, then they would have the ability to control how much they charge. She also asked about their maintenance. Ms. Faidley said she could advocate providing free power for a year for the ones to be installed at the Community Center. City Manager Moody said the county has a grant that will see a number of charging stations in the area. They will receive the one at the Community Center where it will be installed for free and the City will own that one.

CMBR Hage asked if there were any terms that dictate about their chargers are free or not. City Manager Moody said there are not. Ms. Jones-Lacy said they do have to provide free power for a year and that has been a recommended best practice.

CMBR Dickens asked on average how many cars are charging at City Hall. City Manager Moody said he does not have that number.

CMBR Hage said the City owns some electric vehicles and asked if they are driving that number up. City Manager Moody said that would not be a fair representation. The electric vehicle they have for Neighborhood Services does not go far and they charge it maybe once a week. They decided on that type of vehicle as it is a good fit for that department since it might drive ten miles in a week. If the Police Department switched to electric vehicles that would be different in terms of usage.

Mayor Poppa asked if they could subsidize the use of the ones at City Hall. Ms. Jones-Lacy said there is no mechanism to allow them to do that, but if the City owned them, then they could set the rate.

CMBR Hill asked if the cost of insurance on electric vehicles for the City has increased as she has been reading about such increases. City Manager Moody said property coverage rates have increased, but it is not driven by electric vehicles.

CMBR Faidley said they could charge rates at City Hall but keep them free at the Community Center for one year. She said it would drive more business over there and then they would be able to control the cost in the future as they will own them.

Mayor Poppa said he would be willing to charge at City Hall when they get the chargers in at the Community Center.

CMBR Hill said that feels like they're charging for one side of the city and not the other and creates inequity if they are not charging fairly around the City.

CMBR Hage said they should discuss a standard policy on how long chargers are to remain free once they are installed.

CMBR Lero said it is not a huge amount of money being paid out and it is nice to be offering this to their residents. He said it is annoying, however, for non-residents using it for free.

Mayor Poppa said that is a good point, but that non-residents may be shopping or using other facilities in the City. He was wondering what limitations the state may put on their budget authority to be able to do this.

CMBR Lero asked if they knew what value there is through their solar generation versus electricity. City Manager Moody said the amount of money offsets the costs of the electric vehicle chargers. City Manager Moody said that saving the electricity is designed to cover the cost of the solar and the contract is performing as per its requirements.

CMBR Hage said she hears the equity concerns, but they should create a more standard approach. She said it looks like usage of the charging stations really picked up after three years and suggested switching to charging after that three-year installation. She said that EV drivers expect to pay for their charging and they need to have consistency in their approach as they grow.

CMBR Faidley said it is a good approach. She said that what they have seen is that electric vehicles are here to stay. She said the growth may be slow, but it continues to be growth. She said they need to step up to the reality of the world they are living in.

CMBR Lero would like to see them transition to own the ones at City Hall.

City Manager Moody again asked what the goal of the Governing Body is in providing the EV charging stations.

CMBR Lero said it is a draw to the Community Center and an offering to users of that facility. He said they can set the rate to be less expensive than the standard rate.

CMBR Hill said their goal is a commitment to Climate Action KC and their ongoing work to go net zero. It's about pushing things that they know is good for the environment and giving incentives for those.

City Manager Moody said it is 144 percent more cost effective own an electric vehicle over a gas vehicle.

Mayor Poppa said they want to incentivize the use of the stations and for the City to provide that subsidy and incentivizing tool. Use of an electric vehicle will help them get to net zero. He added that he would like to see them take over the charging stations at City Hall. He said that EV owners should expect to pay for the energy that is running their car.

CMBR Hage said the goal is to be inclusive and provide options for residents and those in Roeland Park. She asked how common it is for a charging station to be completely free.

Ms. Jones-Lacy said she sat in on a conversation with Johnson County about EV stations that included Olathe, Overland Park, Roeland Park, Johnson County Community College, JCPRD and some other entities. Some of those participating offer charging stations for free, but most of them do charge. JCPRD is currently free, but they are considering moving on a fee basis as they see some people camp out there all day, someone comes and picks them up and then switches out a car. She said that some are definitely taking advantage of the free system.

Some entities have solar-powered charging stations and for those they do not charge. It is a trend to move towards charging, but they all provide the service for free to start. It is a great service to be able to provide. In Roeland Park, they do see the users of the chargers here to be the same on a repetitive basis.

City Manager Moody said his data includes the unique users. He also discussed the benefits of charging vehicles in the off-peak hours and that rate savings would motivate people to charge at home.

CMBR Dickens said he is loath to do anything that would prevent people from doing renewables. If they are doing it free at the Community Center, then City Hall ought to be free as he wants to see consistency.

Mayor Poppa said he liked that and asked if staff would investigate the cost of purchasing the charging stations from Evergy.

CMBR Faidley said if they own the chargers, they can charge less than Evergy.

There was consensus for staff to look into the purchase of the charging stations from Evergy and then to do a cost benefit analysis of other chargers.

III. Committee Minutes

There were no Committee minutes attached.

IV. Adjourn

CMBR Hage adjourned the meeting.

(Roeland Park Workshop Adjourned at 7:45 p.m.)

Item Number: II. Discussion
Items



City of Roeland Park
Action Item Summary

Submitted By:

Donnie Scharff, Public Works Director

Committee/Department: Public Works

Title: Review and Discuss DRAFT Enhanced Visibility Stop Sign/Marking Policy (15 min)

Item Type: Presentation

Recommendation:

Staff is looking for direction on the draft policy developed for enhanced visibility stop signs/markings per the 2026 Objective.

Details:

This is a 2026 Objective, the complete Objective is included in the Additional Information section below.

Janelle Clayton has developed a draft policy for addressing requests for enhanced visibility stop signs/markings. Staff provided input to the draft policy. There are no MUTCD standards for employing enhanced stop signs/markings. Janelle and staff felt including guidelines/warrant measures related to stop sign installation would provide objective tools when considering if enhanced visibility elements were appropriate. The technical nature of the analysis lends itself to having a traffic engineer complete the analysis. We estimate the traffic engineer cost to complete each analysis to be in the \$5k to \$7k range.

When the policy near final form, staff recommends proceeding with applying the policy to the intersections of 51st/Nall, 51st/Rosewood and 55th/Juniper. The traffic engineer's analysis applying the draft policy will provide examples of how the policy would function in practice prior to final adoption.

Fiscal Impact	
Amount of Request:	
Budgeted item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

The 2026 Objective is below:

1. Study Options and Develop a Policy for Use of High Visibility Stop Signs and Markers

Justification: Currently the City does not have a policy or deployment standard for high visibility stop signs or markers. A review of options available in concert with development of a policy on when such methods would be deployed would be an appropriate first step.

Residents have expressed concern over motorists not seeing stop signs facing east and west at the intersections of 51st and Nall, 51st and Rosewood and 55th and Juniper (all 4 way stop intersections). The impression is that these signs have a higher-than-normal frequency of being disobeyed, contributing to an unsafe condition for drivers and pedestrians going north or south. A frequent reason given to Police by the offender is that the driver did not see the stop sign. Installing solar powered stop signs with motion activated flashing lights is an example of a high visibility stop sign that has been proposed to make the intersections more visible and safer. Other options exist and should be considered along with study data concerning the impact of each option on safety and sign/marker obedience.

The cost of installation as well as ongoing maintenance and operating costs should also be considered while developing a deployment policy. For solar LED stop signs for example batteries are estimated to last 3 to 5 years with an estimated replacement cost of \$1,700 total for 3 sign locations. Solar panels require semi-annual cleaning. The cost to replace one flashing stop sign unit is \$4,800.

Cost Estimate: \$40,000 (\$11,000 for study/policy + \$29,000 for 6 LED stop signs for 3 intersections) Account 5421-300

Completion Date: 4/30/2026

Responsible Party: Public Works Director and Traffic Engineer

Submitted By: Council Person Madigan

What are the racial equity implications of this objective? None, this will benefit the entire community.

Diversity Equity & Inclusion Lens

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this

item?

- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

ATTACHMENTS:

1. Enhanced Signs & Markings Policy- DRAFT 2-23-26

Policy for the use of Enhanced-Visibility Signs and Pavement Markings
City of Roeland Park, Kansas

The Federal Highway Administration’s *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD), 11th Edition, defines the standards used by road managers nationwide to install and maintain traffic control devices on all streets, highways, pedestrian and bicycle facilities, and site roadways open to public travel. The MUTCD states “*The basic requirements of a sign are that it be legible to those for whom it is intended and that it be understandable in time to allow for a proper response. Desirable attributes include:*

- A. High visibility by day and night; and*
- B. High legibility (adequately-sized letters, symbols, or arrows, and a short legend for quick comprehension by a road user approaching a sign).”*

The MUTCD does not provide guidance on when enhancements to signs, such as flashing beacons or lights, or additional pavement markings over the standard applications are warranted. In some instances, engineering judgement may indicate that enhanced visibility may be necessary for signs and/or pavement markings.

This Policy was developed to aid City Staff in objectively reviewing requests for enhanced signing and/or pavement markings.

Evaluation

The following should be considered and evaluated when determining if enhanced signing or pavement markings should be considered:

1. Crash data and records for the previous 5-year period at the intersection should be analyzed to determine if recurring patterns are present.
2. Police violations for the previous 5-year period at the intersection should be reviewed to determine the number of violations related to the existing traffic control devices at the intersection.
3. Site conditions at the intersection should be reviewed to analyze:
 - a. Sight Distance obstructions including objects and vegetation.
 - b. Existing sign and pavement marking conditions, including retro reflectivity of the signs and conditions of pavement markings.
 - c. Presence of sun glare that inhibits a driver’s ability to see.
 - d. Approach speeds.
 - e. Presence or absence of street lighting.

4. Driver yielding behavior with regard to all modes of conflicting traffic, including bicyclists and pedestrians. Behavior can be noted during an in-filed observation and/or by reviewing police citation records.
5. Motor vehicle, bicycle, and pedestrian traffic volumes on all approaches; where the term units/day or units/hour is indicated, it should be the total of motor vehicle, bicycle, and pedestrian volume. MUTCD ALL-WAY STOP warrants can be analyzed to determine if ALL-WAY STOP control is appropriate. These warrants include:
 - a. **Warrant A – Crash Experience** (For a four-leg intersection, there are five or more reported crashes in a 12-month period or six or more reported crashes in a 36-month period that were of a type susceptible to correction by the installation of all-way stop control. For a three-leg intersection, there are four or more reported crashes in a 12-month period or five or more reported crashes in a 36-month period that were of a type susceptible to correction by the installation of all-way stop control.)
 - b. **Warrant B – Sight Distance** (All-way stop control may be installed at an intersection where an engineering study indicates that sight distance on the minor-road approaches controlled by a STOP sign is not adequate for a vehicle to turn onto or cross the major (uncontrolled) road.)
 - c. **Warrant C – Transition to Signal Control or Transition to Yield Control at a Circular Intersection** (All-way stop control may be installed at locations where all-way stop control is an interim measure that can be installed to control traffic while arrangements are being made for the installation of a traffic control signal (see Chapter 4C) at the intersection or for the installation of yield control at a circular intersection.)
 - d. **Warrant D – 8-Hour Volume** (The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the major street approaches is at least 300 units per hour for each of any 8 hours of a typical day; and the combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the minor street approaches is at least 200 units per hour for each of any of the same 8 hours. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants may be reduced to 70 percent of the values given above.)
 - e. **Warrant E – Other Factors** (The need to control left-turn conflicts, an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where all-way stop control

would improve traffic operational characteristics of the intersection, or where pedestrian and/or bicyclist movements support the installation of all-way stop control.)

6. Where an intersection does not have any traffic control or is only YIELD controlled, the MUTCD states that stop-control for the minor-road approach can be considered when engineering judgement indicates that one or more of the following conditions exist:
 - a. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway.
 - b. Crash records indicate that:
 - i. For a four-leg intersection, there are three or more reported crashes in a 12-month period or six or more reported crashes in a 36-month period. The crashes should be susceptible to correction by installation of minor-road stop control.
 - ii. For a three-leg intersection, there are three or more reported crashes in a 12-month period or five or more reported crashes in a 36-month period. The crashes should be susceptible to correction by installation of minor-road stop control.
 - iii. The intersection is of a lower functional classification road with a higher functional classification road.
 - iv. Conditions that previously supported the installation of all-way stop control no longer exist.

Enhanced signing or pavement markings may be considered when the review and analysis of the items above determines that the driver's failure to recognize the intended intersection control could be due to the following relating factors:

1. Restricted sight distance.
2. Existing signing or pavement markings are not conspicuous in the existing surroundings.
3. Inadequate lighting or low visibility due to sun glare.
4. Crash patterns that indicate existing traffic control devices are not conspicuous.
5. Incidences of STOP sign violations that are recurring.
6. Documented incidences of vehicle conflicts with vulnerable road users such as pedestrians and bicyclists.
7. 85th Percentile Speeds that exceed the posted speed limit by 6 mph or more.

8. Costs for any identified improvements shall be estimated and considered as part of the analysis and decision making process.

City Review and Approval Process

1. A written request to the City is received from a resident to assess the need for enhanced visibility treatments.
2. City Traffic Engineer will review the intersection against the criteria listed above.
3. Findings and recommendations will be presented at City Council Workshop session.
4. Approval or Denial by City Council.

Item Number: II. Discussion
Items



City of Roeland Park
Action Item Summary

Submitted By:

Nathan Brungardt, Parks & Recreation Superintendent

Committee/Department: Parks & Recreation

Title: Discuss Community Garden Orchard Idea and Funding Increase Request

Item Type: Action Item

Recommendation:

Proceed with orchard and funding increase request.

Details:

Fiscal Impact	
Amount of Request:	
Budgeted item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

Diversity Equity & Inclusion Lens

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- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

ATTACHMENTS:

1. Community Garden Presentation

2. Proposal - Community Garden updated



Community Garden

Funding Adjustment and Orchard Proposal
3/2/26

2025 Results

- 932 pounds of produce donated (record year)
- 25 volunteers
- 330 volunteer hours
- Produce distributed to local food pantries



Why This Is Coming Forward

- Current annual stipend: \$1,000
- Program scale has increased
- Infrastructure is aging
- Equipment replacement needs





Funding Request

Increase annual stipend from \$1,000 to \$1,500

The additional \$500 annually will allow for:

- Raised bed repair and reinforcement
- Equipment replacement
- Soil amendments
- Volunteer tools

Orchard Proposal

Roeland Park Community Garden
Proposed Orchard Plan



A=Apple, 2-3 varieties, ripening from July-early Oct
AP=Asian Pear, 2-3 varieties, ripening from Late July-early Oct
EP=European Pear, 2-3 varieties, ripening from late July to early Sept
C=Sweet Cherry, 1-2 varieties, ripening from late May-early mid June
G=Veggie Garden expansion
S=Proposed sidewalk to new pedestrian entrance gate

- All trees planted about 15'-18' on center
- All trees can be field adjusted to accommodate utilities, construction and facilities maintenance
- More trees can fit the site if construction and utilities do not interfere

Conceptual Layout

Orchard Cost & Maintenance

One-Time Installation Cost

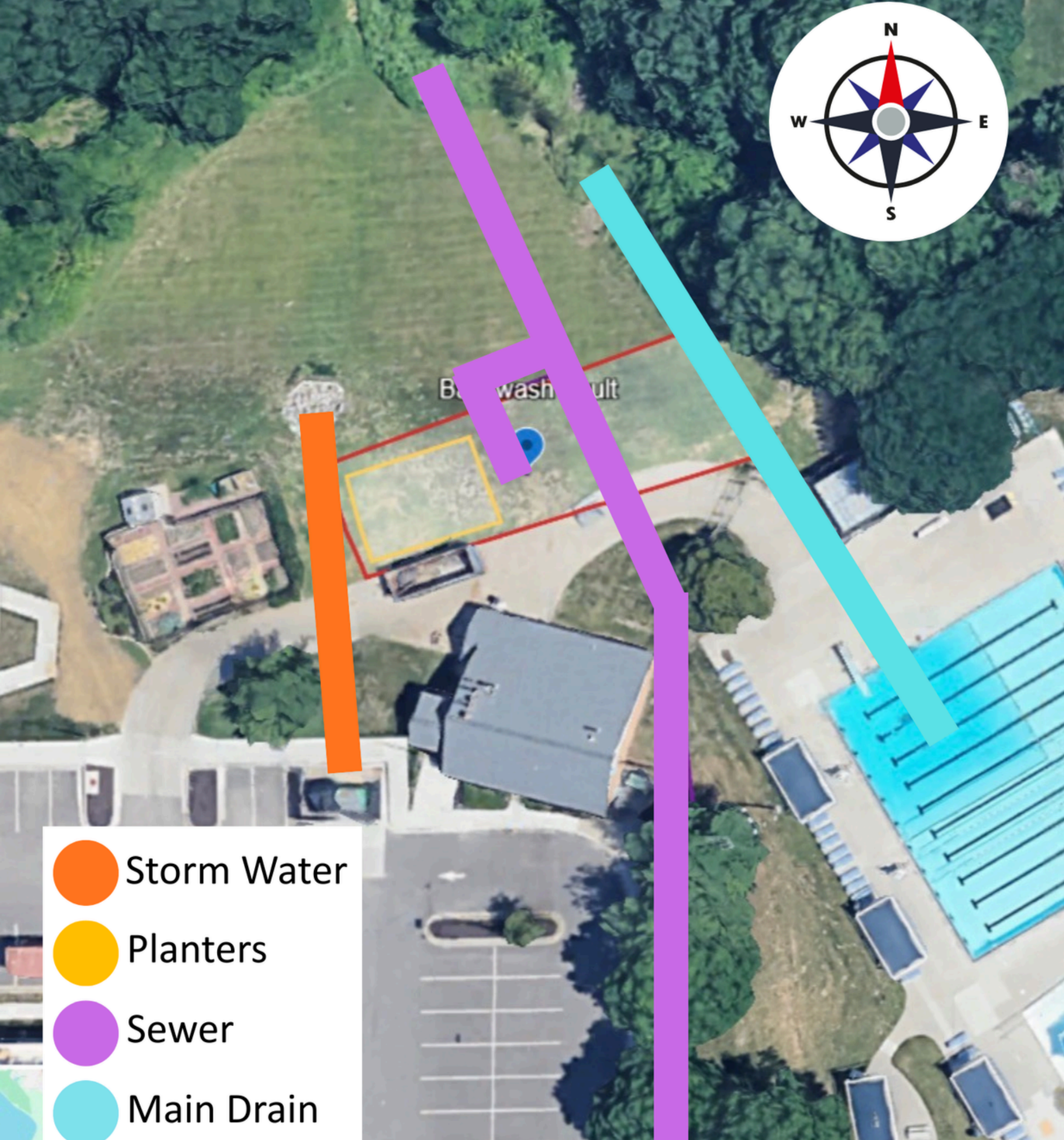
Total Project Cost: \$1,446

- KCCG Scholarship: \$600
- City Cost: \$846

Ongoing Maintenance

- Year 1: ~\$41
- Long-term: Up to ~\$176 annually
- Absorbed within \$1,500 annual stipend





- Storm Water
- Planters
- Sewer
- Main Drain

Staff Concerns

- Utilities in proposed area
- Sewer lines not fully locatable
- Final placement subject to verification
- Trees will avoid utility alignments

Why Now?

- Record production year
- Established volunteer base
- Outside scholarship secured
- Modest fiscal impact



QUESTIONS?





Purpose

To request an increase in annual funding for the Roeland Park Community Garden from \$1,000 to \$1,500 and to authorize installation of a Community Orchard in Spring 2026.

Background

The Roeland Park Community Garden completed its strongest season in over five years, producing and donating 932 pounds of fresh produce in 2025. The Garden operated with 25 volunteers contributing 330 hours of service. Produce from the garden was distributed to Shawnee Community Services and Trinity Lutheran Church Mission Pantry, supporting regional food access efforts.

The Community Garden is stable, volunteer-supported, and continues to produce measurable outcomes.

Problem Statement

The current \$1,000 annual stipend no longer supports the operational scale of the program. The garden infrastructure is aging. In 2024 and 2025, exterior fence planks were replaced, and three additional garden beds were added to the east of the existing garden.

The group has identified the need to replace the existing shed, repair and replace aging raised beds, provide adequate equipment for volunteers, and properly amend planting beds with soil improvements.

The requested increase of \$500 annually would allow the group to address equipment replacement and structural maintenance needs that are not currently supported within the existing stipend. The current stipend primarily supports seed and soil purchases and does not provide sufficient funding for capital replacement or infrastructure repair.

This adjustment is intended to right-size the annual stipend to match the current scale of the program and is not anticipated to require additional increases in the near term.

Proposal

1. Increase the Annual Garden funding to \$1,500

This increase from \$1,000 allows the program to:

- a. Maintain and reinforce raised beds
- b. Improve soil quality
- c. Continue the purchase of seeds and plants while maintaining the space
- d. Provide adequate volunteer tools and supplies



2. Approve the installation of a Community Orchard

The orchard plan was previously shared with the City Council in December of 2025. Trees are proposed to be spaced 15–18 feet on center, with final placement subject to field verification.

Initial Costs:

The orchard project has received a scholarship of \$600 from Kansas City Community Gardens (KCCG). The total cost for the orchard install would be

City Cost: \$846

Total Cost: \$1,446

Orchard Maintenance

Estimated annual orchard maintenance starts at approximately \$41 in Year 1 and increases to approximately \$176 in later years. Ongoing maintenance costs are anticipated to be absorbed within the requested stipend increase.

Why This Makes Sense Now

The Community Garden has demonstrated the ability to expand and maintain operations, resulting in a record year of production. The volunteer base is established and active. The orchard installation leverages outside funding and represents a modest one-time investment to expand the program’s capacity.

Staff Concerns:

The proposed orchard area contains multiple utilities. Sewer lines serving the pool house, pump house, and pool main drain run through the flatter area at the bottom of the hill. These sewer lines are not marked through standard utility locates due to the age of the infrastructure.

Drainage pipes associated with the Community Center parking lot are also located within the proposed orchard area. At the time of this report, not all utilities have been fully verified.

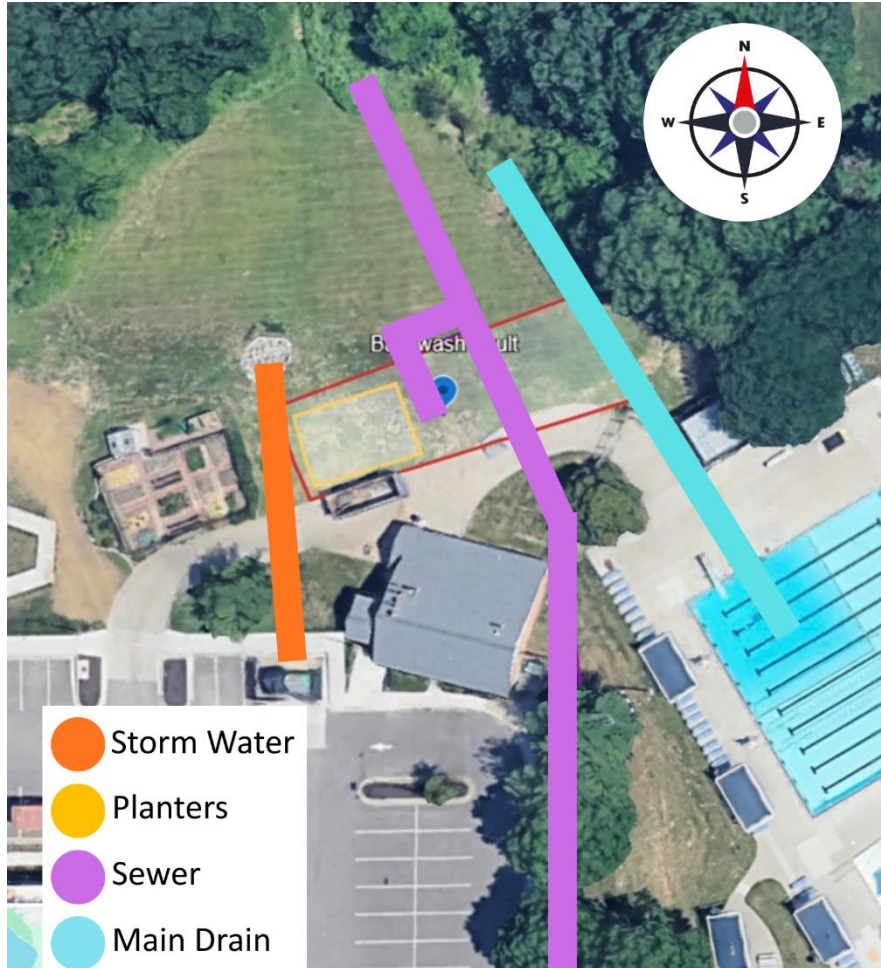
Installation will be contingent upon confirmation of all utility locations and any required field adjustments. The number and placement of trees may be modified based on available space. Tree placement will avoid all verified utility alignments.

Recommendation

To bring before Council at next meeting to propose:

Staff recommends approval of the increase in annual funding for the Community Garden to \$1,500 and authorization of installation of the Community Orchard in Spring 2026 for a cost not to exceed \$900

Map of Known Utilities and Markings



Storm Water Daylight



Backwash Vault

Item Number: II. Discussion
Items



City of Roeland Park
Action Item Summary

Submitted By:

Nathan Brungardt, Parks & Recreation Superintendent

Committee/Department: Parks & Recreation

Title: Review Pool Concessions Services RFP (15 min)

Item Type: Action Item

Recommendation:

Proceed with pool concession RFP.

Details:

Fiscal Impact	
Amount of Request:	
Budgeted item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

Diversity Equity & Inclusion Lens

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

ATTACHMENTS:

1. Pool Concessions RFP Presentation

2. Pool Concessions RFP Example Doc- 2.26

ROELAND PARK AQUATIC CENTER

2026 Concession RFP Review



3/2/2026







PURPOSE OF THE RFP

1. Secure a qualified concessions operator for the 2026 pool season
2. Ensure high-quality service for patrons
3. Maintain affordability for families
4. Provide financial return for the City
5. Establish a transparent and defensible selection process



SCOPE OF OPERATIONS

OPERATOR RESPONSIBILITIES INCLUDE:

-  Operate during all published pool hours
-  Provide trained staff with food safety oversight
-  Maintain cleanliness inside and adjacent to stand
-  Comply with all health regulations
-  Offer reasonable and approved pricing
-  Maintain and properly use equipment

OPERATIONS SCHEDULE

DAILY SEASON

- May 23, 2026 – August 11, 2026
- 12:00–7:00 PM
 - Historically, a one-hour opening grace period and 30-minute closing window were allowed. The same operational flexibility will remain.

SCHOOL SEASON

- August 14, 2026 – September 7, 2026
 - Friday – 4–7 PM
 - Saturdays and Sundays – 12–7 PM
 - Labor Day – 12–7 PM

FINANCIAL STRUCTURE

EQUIPMENT PROVIDED

- 3 Deep Freezers - **15 kWh/day**
- 1 GE Fridge/Freezer combo - **12 kWh/day**
- 2 Microwaves - **6 kWh/day**
- 1 Cheese Machine - **36 kWh/day**
- Ice Machine - Shared
- Water - 13,800 gallons
- Waste Water - 13,800

COST TO RUN EQUIPMENT

- Total electricity for 92 days
 - 6,348 Kwh @ 0.12 for **\$900**
- 13,800 gallons of water
 - $\$115.92 + 62.40 = \mathbf{\$180}$
- 13,800 gallons of waste water
 - $\$149.73 + \$46.42 = \mathbf{\$200}$

Total Estimated Utility Costs - **\$1,280**
Excluded lights, ice machine, and AC

PROFIT VS. SERVICE PROVIDED


The goal of outsourcing the concession stand is to immediately improve service for pool guests while allowing staff to focus on pool operations and safety.

What is the true cost of a concession stand?



2025 CONCESSIONS NUMBERS

2025 Revenue	\$ 16,921.69
- 2025 COGS	\$ 10,932.34
Profit / Loss	\$ 5,989.35

 The RPAC Concession Stand MADE \$5,989.35!

2025 Profit	\$ 5,989.35
- 2025 Staff &	\$ 8,080.00
Profit / Loss	\$ 2,090.65

Does contracting out the concession stand cost the City money?

When full operating costs are included, the City-operated model does not generate net revenue. This does not account for AC/general supplies

But that does NOT include staffing and utilities

Utility Estimate:	\$ 1,280.00
+ Staffing Cost*:	\$ 6,800.00
Staff and Utility Cost	\$ 8,080.00

*Assumes 573 hours @ \$11.00

Minimum proposal amount is \$1,500



EVALUATION PHILOSOPHY

THIS RFP PRIORITIZES:

Ability to Serve the Public

over

Highest Dollar Amount

SCORING BREAK DOWN

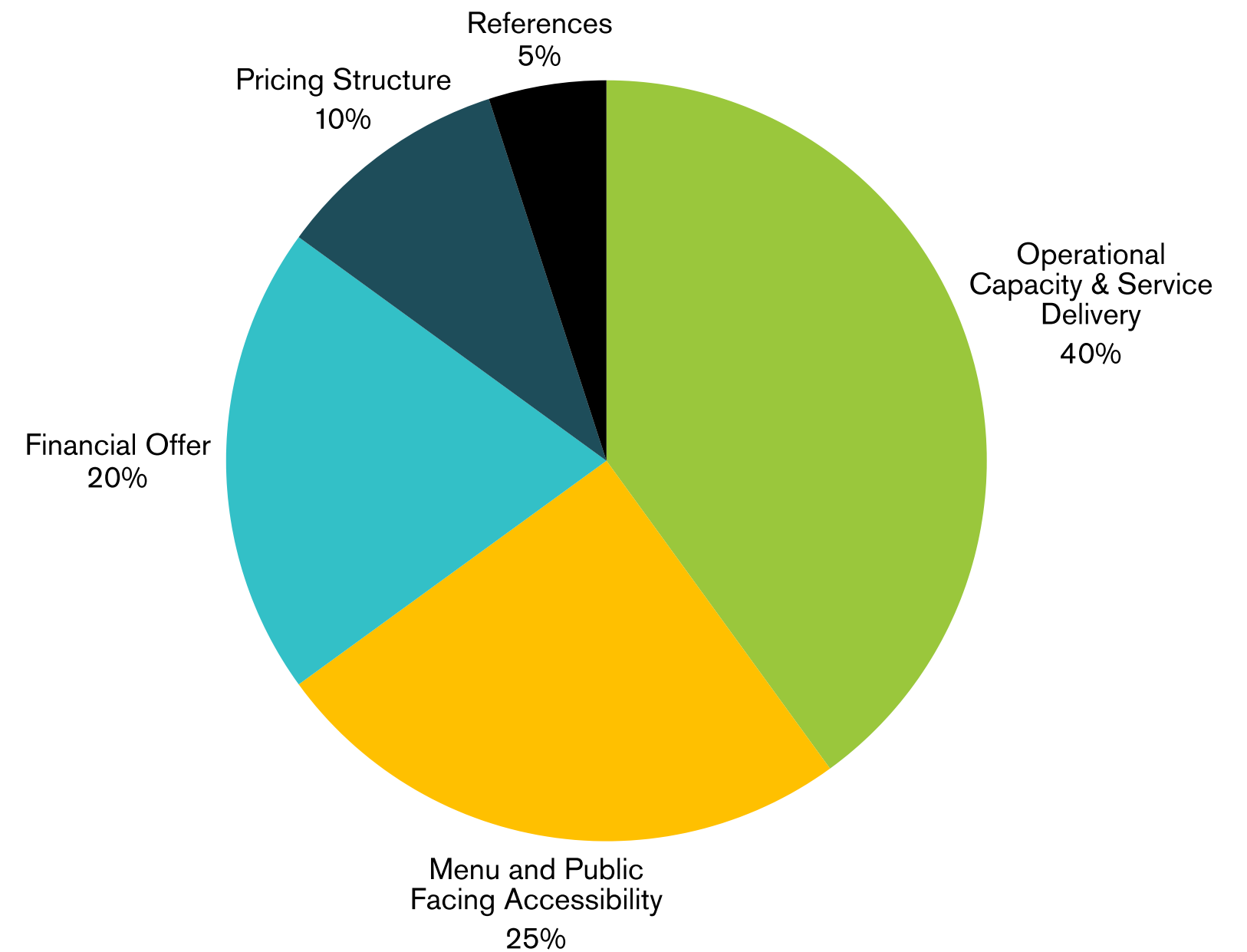
Operational Capacity & Service Delivery 40 points

Menu and Public Facing Accessibility 25 points

Financial Offer 20 points

Pricing Structure 10 points

References 5 points



FORMULA-BASED SCORING

FINANCIAL OFFER

$$\text{(Proposed Fee} \div \text{Highest Fee)} \times 20$$

This formula awards full points to the highest responsive and responsible proposal and scores all others proportionally to ensure transparent, objective financial comparison.

PRICING BENCHMARK

$$\text{(Lowest Total} \div \text{Proposed Total)} \times 10$$

This formula awards full points to the lowest total benchmark pricing and scores all others proportionally to encourage affordability while maintaining mathematical fairness. Benchmark = specific common items.

NOTES

ENSURES

- Clear Numeric Winner
- No Arbitrary Scoring
- No Insider Advantage
- Transparent Methodology

PROTECTIONS FOR THE CITY

- Right to reject any or all proposals
- Right to negotiate final terms
- Insurance requirement
- Health and safety requirements

What If No One Bites?



Sysco



or

Evco



Both companies are ready to work with the City on providing quality items for the concession stand. City would provide staffing



THANK
YOU!!!

CITY OF ROELAND PARK, KANSAS

NOTICE

REQUEST FOR PROPOSALS



The City of Roeland Park seeks proposals to run concession operations for the Roeland Park Aquatic Center for the **2026** Pool Season.

Concessions Operations

Sealed Proposals Must Be Received No Later Than:

Month Date, Year

3:00 p.m.

Please mark on the outside envelope "Concessions Operations" and submit to:

City Clerk
City of Roeland Park
"Concessions Operations"
4600 W 51st St # 200
Roeland Park, KS 66205

I. Purpose.

The City of Roeland Park is soliciting proposals from qualified individuals or firms to operate concession services at the Roeland Park Aquatic Center for the 2026 pool season. The City seeks a vendor that can provide quality food and beverage offerings, maintain high standards of cleanliness and customer service, and operate in a professional and financially responsible manner.

II. Estimated Time Table For Selection / Implementation.

Day of Week, Month Date, Year	Notice to Proposers published
Day of Week, Month Date, Year	Pre-Proposal Walk Through Date
Day of Week, Month Date, Year	Proposals due at City Clerk’s office and closed evaluation
Day of Week, Month Date, Year	City Council Awards Contract
On or About Day of Week, Month Date, Year	City Issues Notice of Award to Proposer

III. Concession Scope of Work:

The Contractor shall provide high-quality food and beverage service to patrons of the Roeland Park Aquatic Center. The Contractor shall operate during published facility hours and designated events, maintain professional service standards, and ensure the concession area and adjacent spaces remain clean and sanitary at all times. The following requirements and expectations shall govern operations:

1. Equipment Maintenance
The Contractor shall maintain all concession equipment in good working order, including routine cleaning, preventative maintenance, and necessary repairs. The Contractor shall promptly notify the City of any equipment failure affecting operations.
2. Equipment Use and Installation
The Contractor shall use existing concession equipment provided by the City. The Contractor may supply additional equipment as needed to support operations. Any permanently affixed equipment must receive prior written approval from the Parks and Recreation Superintendent and shall become the property of the City upon installation unless otherwise agreed in writing.
3. Staffing and Supervision
The Contractor shall employ properly trained staff in food handling and customer service. At least one responsible manager or supervisor trained in food safety shall be present during all hours of operation. The Contractor is solely responsible for staffing, payroll, training, and compliance with all employment laws.
4. Cleanliness and Sanitation
The Contractor shall maintain the concession interior, service counters, and immediately adjacent dining and seating areas (including tables, ground surfaces, and trash receptacles) in a clean and sanitary condition at all times. Trash generated by concession operations shall be removed daily and disposed of in coordination with City procedures.
5. Pricing
The Contractor shall offer concession items at reasonable and competitive prices appropriate for a municipal aquatic facility. Proposed menu items and pricing shall be submitted with the proposal and are subject to City approval. Mid-season price adjustments require prior written approval from the City.

6. Customer Service Standards

The Contractor shall provide courteous, prompt, and professional customer service. Staff shall conduct themselves in a manner consistent with a family-oriented public facility environment.

7. Regulatory Compliance

The Contractor shall obtain and maintain all required permits and licenses and shall comply with all applicable federal, state, and local regulations. The Contractor shall successfully pass all required inspections by Johnson County Environmental Health and any applicable state agencies.

8. Operating Schedule

The Contractor shall operate the concession stand during all published Roeland Park Aquatic Center public operating hours for the 2026 pool season unless otherwise approved in writing by the Parks and Recreation Superintendent.

a. Regular Operations:

The Concession Stand shall be open during scheduled "Open Swim" hours

b. Special Events:

The City may schedule events throughout the season. The Contractor will receive a minimum of seven (7) days' notice for events not identified at the time of contract execution and shall make reasonable efforts to operate during such events.

Regular Operations

Location: Roeland Park Aquatic Center
4843 Rosewood Drive
Roeland Park, KS 66205

A contract between Contractor and City detailing Scope of Work, expectations of service, separation procedures, and other legal topics is to be reviewed and signed by Contractor and City.

IV. Proposal Requirements.

Proposers should inspect the location prior to submission of a proposal (See Walk Through Date). Proposals must be submitted on the attached Proposal Form and must be enclosed in a sealed envelope marked "**Concessions Operations**". Proposals received will remain subject to acceptance for sixty (60) days after the Proposal date.

The City reserves the right to select a company/organization/individual in the Proposal based upon Proposal dollar amount, experience, items offered for sale, price of items for sale and references.

The successful proposer must obtain an occupational license from the City Clerk's office, and provide a copy of their state sales tax license before an agreement is signed.

The successful proposer must also obtain (and provide a copy to the City) permit for Johnson County Environmental Health and a State Health Certificate from Kansas per County and State statutes.

V. Insurance and Bond Requirements.

The successful proposer shall provide a certificate of insurance that names the City of Roeland Park as an additional insured to the City Clerk's Office. The General Liability and Workers' Compensation limits shall be \$1,000,000 for each occurrence and \$2,000,000 for general aggregate. In addition, the insurer shall agree to give a minimum of thirty (30) days' notice prior to their decision to cancel coverage.

VI. Submission Deadline.

Interested contractors shall submit one (1) sealed copy of their Proposal Form to: City Clerk, City of Roeland Park, 4600 W 51st St, #200, Roeland Park, KS 66205. **All proposals must be marked on the outside of the envelope: "Concessions Operations". Proposals must be received no later than 3:00 p.m., Day of Week, Month Date, 2026.**

VII. Compensation to the City

The selected vendor shall pay the City a seasonal concession license fee. The minimum acceptable proposal is \$1,500 for the 2026 season. Proposers may offer a higher amount. The agreed-upon seasonal fee shall be payable in installments as defined in the final contract.

The City reserves the right to request gross sales reporting during the season for audit or performance review purposes.

VIII. Timely Delivery.

It is the responsibility of contractor to ensure that their proposal arrives at the City Clerk's office on time. Late or non-delivery due to mail or express delivery company failure are insufficient reasons to consider late proposals. Proposals received after 3:00 p.m. on Day of Week, Month Date, Year will not be considered.

IX. Uniformity.

For ease, uniformity and fairness in the evaluation of proposals, it is required that each proposal conforms in all respects outlined in this document.

X. Award Criteria.

The City of Roeland Park will evaluate proposals using a 100-point scoring system designed to prioritize the proposer's demonstrated ability to effectively operate concession services for the public while also considering financial return and affordability. Proposals will be evaluated using the following categories:

1. Operational Capacity & Service Delivery – 40 Points

Evaluation will consider:

- Relevant concessions or food service experience of comparable scale
- Experience operating in municipal or aquatic environments
- Strength and clarity of staffing plan and supervisory structure
- Demonstrated food safety training, certifications, and regulatory compliance

This category reflects the City's priority that the selected proposer demonstrate the ability to reliably and professionally serve patrons of the Roeland Park Aquatic Center.

2. **Menu & Public Accessibility** – 25 Points

Evaluation will consider:

- Variety of menu offerings appropriate for an aquatic facility
- Inclusion of balanced food and beverage options
- Operational feasibility of the proposed menu
- Accessibility and appropriateness of offerings for families and youth

3. **Financial Offer to the City** – 20 Points

The proposed seasonal concession license fee payable to the City.

The highest responsive proposal will receive the full point allocation. All other proposals will be scored proportionally based on the following formula:

$$(\text{Proposed Fee} \div \text{Highest Fee Submitted}) \times 20$$

4. **Pricing Structure** – 10 Points

Pricing of benchmark menu items (bottled water, soda, hot dog, snack item) will be evaluated using a proportional formula to encourage affordability and consistency:

$$(\text{Lowest Benchmark Total} \div \text{Proposed Benchmark Total}) \times 10$$

5. **References** – 5 Points.

Evaluation will consider quality and relevance of references provided, including demonstrated reliability, professionalism, cleanliness standards, and responsiveness.

XI. Waiver.

The City reserves the right to reject any or all proposals, waive informalities, and select the proposal determined to be in the best interest of the City.

XII. Contract Time.

The concession stand shall operate in alignment with the Roeland Park Aquatic Center’s public operating schedule for the 2026 season. The Aquatic Center will open for daily operations on Saturday, May 23, 2026 and will operate daily through Tuesday, August 11, 2026 from 12:00 PM to 7:00 PM.

Following the regular season, the facility will operate on weekends beginning Friday, August 14, 2026 through Monday, September 7, 2026 (Labor Day). Weekend hours during this period will be:

- Fridays: 4:00 PM to 7:00 PM
- Saturdays and Sundays: 12:00 PM to 7:00 PM
- Labor Day (Monday, September 7, 2026): 12:00 PM to 7:00 PM

The Contractor shall operate the concession stand during all published Aquatic Center public operating hours unless otherwise approved in writing by the Parks and Recreation Superintendent.

XIII. Rights Reserved by City.

The City of Roeland Park reserves the right to: 1) conduct in-person interviews of proposers and to negotiate the final contract fee with any qualified proposers, 2) reject any and all proposals submitted, 3) request additional information from all proposers, 4) select the proposal determined to be in the best interest of the City, 5) waive informalities.

XIV. Pre-Proposal Meeting.

Day of Week, Month Date, Year. Start Time, End time.

Location: Roeland Park Aquatic Center – 4843 Rosewood Drive, Roeland Park, KS 66205

Contact: Nathan Brungardt, nbrungardt@roelandpark.org, 913-742-7006

XV. Payment Schedule

- \$Dollar Amount due Month Date, Year
- \$Dollar Amount due Month Date, Year
- \$Dollar Amount due Month Date, Year

XVI. City Points of Contact.

Questions concerning this request are to be directed to: Nathan Brungardt, Parks & Recreation Superintendent (913-742-7006), nbrungardt@roelandpark.org

All persons/organizations awarded and/or who enter into contracts with the City of Roeland Park shall be subject to and required to comply with all applicable City, State and Federal provisions pertaining to nondiscrimination, equal employment opportunity and affirmative action on public contracts.

Attachments:

- Proposal Form
- Food List
- Scoring Sheet

PROPOSAL FORM Concessions Operations

Name of Business

Name of Contact

Business Address

City

State

Zip Code

Email

Phone

Please describe your experiences related to operating a business, handling food, and/or operating concessions.
Use back if additional space is needed.

Company name: _____ Supervisor: _____ Dates: _____

Responsibilities: _____

Company name: _____ Supervisor: _____ Dates: _____

Responsibilities: _____

Company name: _____ Supervisor: _____ Dates: _____

Responsibilities: _____

The undersigned proposer agrees that, if this proposal is accepted by the City, the proposer will operate the concession services in accordance with this Request for Proposals and the terms of the final contract. The proposer understands that a formal contract, including a detailed Scope of Work, service expectations, separation procedures, and other applicable legal provisions, must be reviewed and executed by both the Contractor and the City prior to the commencement of operations.

The undersigned proposer affirms that they are familiar with standard business practices related to food service operations and are knowledgeable of all applicable local, state, and federal laws, regulations, taxes, and requirements that may affect the sale of food and beverages and the operation of concession services.

The award of the proposal by the Governing Body and execution of a written contract shall constitute a binding agreement requiring compliance with all terms and conditions set forth in the contract.

The undersigned acknowledges that they have read, understand, and agree to all requirements, specifications, and terms contained in this Request for Proposals.

Name (Printed or Typed)

Authorized Signature

Date

\$

Proposal Total (Minimum of \$1,500)

Print the Proposal Dollar Amount

Signed and sealed this _____ day of _____, 20__.

SCORING SHEET

Roeland Park Aquatic Center – Concession Operations (2026)

Total Possible Points: 100

1. Operational Capacity & Service Delivery – 40 Points

A. Concessions/Food Service Experience (0–10)

0–2 yrs = 4 | 3–5 yrs = 7 | 6+ yrs = 10

Score: ____ /10

B. Municipal/Aquatic Experience (0–5)

None = 0 | Limited = 3 | Direct = 5

Score: ____ /5

C. Staffing Plan & Supervision (0–15)

Manager identified, staffing levels, peak coverage

Score: ____ /15

D. Food Safety & Compliance (0–10)

Certified manager, compliance plan, inspection history

Score: ____ /10

Subtotal: ____ /40

2. Menu & Public Accessibility – 25 Points

A. Menu Variety (0–10)

≤5 items = 4 | 6–10 items = 7 | 11+ items = 10

Score: ____ /10

B. Balanced Offerings (0–10)

Beverage, snack, meal-type, family-friendly item

Score: ____ /10

C. Operational Feasibility (0–5)

Realistic for facility & staffing

Score: ____ /5

Subtotal: ____ /25

3. Financial Offer – 20 Points

Highest responsive proposal = 20 points

Score = (Proposed Fee ÷ Highest Fee) × 20

Proposed Fee: \$ _____

Highest Fee: \$ _____

Subtotal: ____ /20

Pricing Structure – 10 Points

Benchmark Total (Water + Soda + Hot Dog + Snack):

Proposed Total: \$ _____

Lowest Submitted Total: \$ _____

Score = (Lowest Total ÷ Proposed Total) × 10

Subtotal: ____ /10

5. References – 5 Points

Strong = 5 | Acceptable = 3 | Limited = 0–2

Subtotal: ____ /5

TOTAL SCORE: ____ /100

Tie-breaker: Higher Operational Capacity score prevails.