

AGENDA

RAYTOWN PARKS & RECREATION BOARD

**Monday, November 20, 2017
Park Office, 5912 Lane, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes – October 16, 2017 Regular Meeting

III. Reports of Officers

President – Terry Copeland

Vice President – Chris Rathbone

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Chris Rathbone

Program – Danielle Miles

Buildings & Grounds – Mike Hanna

Rice-Tremonti – Dave Thurman

V. Staff Reports

Director – Kevin Boji

Superintendent of Parks - Ron Fowler

Recreation Report - Dave Turner

VI. New Business

1. Fees & Charges Schedule
2. Shelter Rental Fees
3. Outdoor Advertising Policy
4. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, December 18, 2017 7 PM Park Office

**Raytown Park Board
Minutes
October 16, 2017**

Attendance:

Park Board: Terry Copeland, George Mitchell, Mike Hanna, Dave Thurman, Robbie Tubbs, Kimberly MontsDeOca, Danielle Miles, Chris Rathbone and Janette Guenther, Alderman Eric Teeman.

Staff: Kevin Boji, Ron Fowler, Dave Turner and Mary Ann McCormick.

Guests:

Greg Walters, Mindy McDaniel, Delores Sampson talked about the noise in Colman park. Loud music coming from amplifiers, bad language, July 4 fireworks, etc. Police will only talk to park patrons if someone files a complaint. They would like the parks department to 1. Turn off electricity to shelter houses, 2. Put a gate up so no one can get in park after hours; 3. Hire security or monitor. This will be discussed at the Program Committee meeting on November 6th.

John Teegarden, Midwest Adaptive Sports, talked about installing an adaptive sports softball field in Raytown. Would need an asphalt area approx. 200' x 200' with bleachers, bathrooms, fencings, dugouts, etc. John will get more information to us about costs, study grants, possible sites, etc. Schedule meeting in November.

A quorum was declared present and the meeting was called to order. Chris Rathbone made a motion to approve the minutes from September 18, 2017. The motion was seconded and passed.

Reports of Officers:

President – Terry Copeland said he went to Highland Village Texas and they have a great splash park.

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – committee will meet November 6th at 5:30 pm to discuss 2018 Fees & Charges Schedule and shelter house complaints.

Buildings & Grounds – no report

Rice Tremonti - Ice Cream Social on September 23 \$300 raised. Fall Soup & Crafts Festival – November 4-5 11 am- 4 pm; Spring Soup & Craft Festival – March 17-18; Holiday market – December 2-3 and December 9-10 10:30 am – 4 pm.

Staff Reports:

Director – shop siding should start this week, Minor Smith trail overlay will start next week and the 2018 budget was approved by BOA.

Superintendent of Parks – a written report was distributed. Fountain has been ordered and should arrive in November – will wait until spring to put in.

Recreation Report - a written report was distributed.

New Business:

1. Discussed the park/storm water sales tax. We have received \$569,800 in property taxes and \$211,000 in sales tax this fiscal year. Is the City going to pursue a property tax increase? What are projected \$ for property tax increase? If City votes to raise property tax, is a vote to increase park/storm water tax necessary? Due to current budget issue, chance of a sales tax increase passing is very low. Hanna made a motion to table this discussion until December to see what the BOA does with tax levy. Janette Guenther seconded and the motion passed.
2. MOU – Danielle Miles made a motion to have Terry Copeland set up a meeting with Tom Cole to discuss changes on purchasing procedures with the MOU. Mike Hanna seconded and motion passed. Subcommittee: Terry Copeland, Chris Rathbone and Mike Hanna.
3. Mike Hanna made a motion to adjourn. Janette Guenther seconded and the motion passed.

Parks & Recreation Department Activity Report

Date: 11-17-17

- **Raytown BMX**-USA BMX has announced Raytown BMX has been awarded a BMX USA Mid-America National Race for 2018 on September 21-23, 2018 at the Raytown BMX Track located at 12605 Frost Road, Kansas City, MO 64138. Raytown BMX Board of Directors volunteer hundreds of hours to develop and maintain a best-in-class BMX facility to attract national BMX races to the Kansas City metro. To attract national races, Raytown BMX has made major investments in the BMX track facilities over the past five years including adding asphalt turns, updating the starting gate and renovated concession operations. USA BMX races typically attract participants and racing families from Texas to Minnesota and beyond so publicity for Raytown from National BMX events is significant. A host BMX city could expect approximately \$200,000 in economic impact. Visit www.usabmx.com for details.

From the USA BMX website:

THE USA BMX COMPLETE 2018 NATIONAL SCHEDULE

Race #24: RAYTOWN, MO - Raytown BMX - September 21-23

Host of numerous nationals and Gold Cups in the past, Baytown BMX is in a suburb of Kansas City, MO. With a fast, downhill first straight and asphalt turns, Raytown BMX is a fun and flowing track that is awesome for spectators. Being so close to Kansas City, racers and their families often take in the "Worlds of Fun" amusement park close by, before or after the event.

- **Colman Noise Concerns**-“No Loud Music Permitted” signs will be installed at two Colman Park shelters at the request of park neighbors. Several residents attended an October Park Board meeting and requested the department’s assistance to reduce amplified sound during shelter rentals on weekends although rental policies prohibit amplified music.
- **Horticulturalist-The Parks** Horticulturalist position is currently open. The job is posted on the parks and city websites and area universities. Advertising to fill the position will begin immediately.
- **Park Maintenance Shop Siding**-Wilson Group is 70% complete with installation of new metal siding on the park maintenance building located at Colman Park, 59th Street & Lane Avenue. The original building siding was installed in 1980.
- **Minor-Smith Trail Chip/Seal**-Vance Brothers Inc. completed a chip seal overlay at the Minor-Smith Park walking trail. The trial asphalt was installed in the early 1990’s and has not been renovated since installation. The new trail surface should have a long useful life. This is the third Raytown Parks trail to be renovated by Vance Bros in cooperation with Raytown Public Works.
- **Kenagy Pond Fountain**-A Vertex Water Features Tri-Tier water fountain for the Kenagy Park pond located at 79th & Raytown Road has arrived. Electrical service for the fountain was completed in October. Fountain installation will take place next Spring.
- **Flower Beds**-Flowering bulbs have been planted for next spring. Parks staff will begin maintenance of Right of Way areas until the Landscape Technician position is filled.

- **Playground Safety**-New bark mulch has been installed at selected playgrounds on an as needed basis including Colman, Kritser, and Southwood Park play areas.
- **Park Safety**-Parks staff conduct weekly playground safety inspections, park equipment repair and maintenance and periodic cleaning and sanitizing of park restrooms and facilities plus daily refuse disposal.
- **Ace Pipe Cleaning** will provide an estimate to repair a rusted out CMP storm drain pipe at M-S Park with an estimate for a concrete liner.

Park Maintenance Report

November - 2017

Horticulture / Right of Way

Brian Schyvink our horticulturist has resigned. His last day was November 10, 2017. He had been with us for 10 years. Thus, we have no Horticulture staff and only 2 people besides me for Park Maintenance. We are currently advertizing aggressively and hope we will get some good candidates. At least this has occurred at the end of the growing season and a slow time for Horticulture needs.

Park Maintenance -

We have received the new Kenagy Pond fountain. The electrical conduit has been installed in the ground and John will be installing some of the operating components soon. It is our hope that spring will bring a nice show to Kenagy Park.

Contract mowing is now complete for the 2017 season. The Public Works department will be bidding a new contract for the 2018 season this winter.

The Colman Pop machine has been robbed. Fortunately, the damage wasn't too serious. The odd thing was that they had a key to the lock, as the pop machine door was open but the lock was undamaged.

As I prepare this report, we are in the process of shutting down all water fountains and bathrooms for the season. Supply lines are turned off, parts are disassembled and RV antifreeze is add to the drains. Colman, Kenagy and Kritser parks each have a portable restroom for patron use.

City snow removal duties will be a challenge as we are so short on staff. As yet, I am not sure how we will address this issue.

The Bobcat has been in the repair shop. It seems the problem was a constriction in a fuel supply line. Time will tell if the repair was successful.

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Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 10/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
<u>201-00-00-001-41206</u>	TIF - EATS	-57,750.00	-57,750.00	-24,371.48	-61,521.02	-3,771.02	6.53 %
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	307,500.00	307,500.00	23,991.29	305,927.40	-1,572.60	0.51 %
<u>201-00-00-100-46102</u>	Investment Income	0.00	0.00	1,044.66	4,631.13	4,631.13	0.00 %
<u>201-92-00-100-41101</u>	Real Estate Tax	430,000.00	430,000.00	233.11	403,557.97	-26,442.03	6.15 %
<u>201-92-00-100-41102</u>	Personal Property Tax	108,000.00	108,000.00	1,187.70	100,988.10	-7,011.90	6.49 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	12,000.00	12,000.00	378.64	14,211.12	2,211.12	118.43 %
<u>201-92-00-100-41105</u>	Penalties	8,000.00	8,000.00	444.69	9,420.32	1,420.32	117.75 %
<u>201-92-00-100-41107</u>	Railroad & Utilities Tax	20,000.00	20,000.00	0.00	19,808.39	-191.61	0.96 %
<u>201-92-00-100-41108</u>	Replacement Tax	22,500.00	22,500.00	0.00	22,148.10	-351.90	1.56 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-3,000.00	-3,000.00	0.00	-2,239.24	760.76	74.64 %
<u>201-92-00-100-41111</u>	Delinquent Tax Revenue	8,000.00	8,000.00	332.32	9,182.80	1,182.80	114.79 %
<u>201-92-00-100-46101</u>	Interest Earnings	0.00	0.00	417.88	4,239.92	4,239.92	0.00 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	900.00	1,650.00	103.00	634.45	-1,015.55	61.55 %
<u>201-92-00-100-47220</u>	Donations	500.00	500.00	0.00	1,266.28	766.28	253.26 %
<u>201-92-00-100-47525</u>	General Donations	0.00	0.00	72.20	5,030.80	5,030.80	0.00 %
<u>201-92-00-100-47530</u>	Rice Tremonti	6,900.00	6,900.00	1,158.72	6,802.32	-97.68	1.42 %
<u>201-93-00-100-47101</u>	Ballfield Lights Fees	5,000.00	5,000.00	625.00	4,320.10	-679.90	13.60 %
<u>201-93-00-100-47105</u>	Shelter House Rental Fees	15,500.00	15,500.00	10.00	18,625.00	3,125.00	120.16 %
<u>201-93-00-100-47110</u>	Sports Field Rental Fees	1,500.00	1,500.00	0.00	1,241.00	-259.00	17.27 %
<u>201-93-00-100-47204</u>	Team Sports League	56,000.00	56,000.00	9,341.69	47,408.52	-8,591.48	15.34 %
<u>201-94-00-100-47510</u>	Trees for Raytown	200.00	200.00	0.00	0.00	-200.00	100.00 %
<u>201-94-00-902-47116</u>	Vending Machine-Kenagy	750.00	0.00	0.00	0.00	0.00	0.00 %
<u>201-95-00-100-47401</u>	Participant Fees	24,000.00	24,000.00	3,633.00	21,083.00	-2,917.00	12.15 %
<u>201-95-00-100-47405</u>	Concession Sales	5,250.00	5,250.00	40.00	3,511.96	-1,738.04	33.11 %
<u>201-95-00-100-47415</u>	ABA Memberships	3,500.00	3,500.00	371.00	2,937.00	-563.00	16.09 %
<u>201-95-00-100-47425</u>	Other Income	200.00	200.00	50.00	1,700.00	1,500.00	850.00 %
	Revenue Total:	975,450.00	975,450.00	19,063.42	944,915.42	-30,534.58	3.13 %
Expense							
<u>201-00-00-000-59941</u>	CASH LONG & SHORT	0.00	0.00	0.00	39.00	-39.00	0.00 %
<u>201-91-00-100-52250</u>	Professional Services	2,000.00	2,000.00	80.00	868.75	1,131.25	56.56 %
<u>201-91-00-100-52750</u>	Building Maintenance	7,300.00	7,300.00	0.00	460.40	6,839.60	93.69 %
<u>201-91-00-100-53250</u>	Capital Expenditures	0.00	70.62	0.00	70.62	0.00	0.00 %
<u>201-91-00-100-53500</u>	Equipment Expense	6,000.00	6,000.00	0.00	4,912.46	1,087.54	18.13 %
<u>201-91-00-100-53750</u>	General Supplies	200.00	200.00	0.00	0.00	200.00	100.00 %
<u>201-91-00-100-54750</u>	Utilities	9,500.00	9,500.00	0.00	3,938.82	5,561.18	58.54 %
<u>201-92-00-100-51102</u>	Civilian Employees	128,338.00	128,338.00	11,233.94	130,135.98	-1,797.98	-1.40 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	1,000.00	1,000.00	33.16	799.56	200.44	20.04 %
<u>201-92-00-100-52250</u>	Professional Services	57,152.00	25,400.00	173.78	13,134.53	12,265.47	48.29 %
<u>201-92-00-100-52500</u>	Printing & Promotions	525.00	525.00	0.00	28.00	497.00	94.67 %
<u>201-92-00-100-53250</u>	Capital Expenditures	40,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>201-92-00-100-53500</u>	Equipment Expense	4,900.00	4,900.00	113.78	5,771.48	-871.48	-17.79 %
<u>201-92-00-100-53750</u>	General Supplies	2,075.00	2,075.00	260.82	621.59	1,453.41	70.04 %
<u>201-92-00-100-53913</u>	General Liability Insurance	0.00	31,752.00	1,460.91	25,259.14	6,492.86	20.45 %
<u>201-92-00-100-54750</u>	Utilities	9,580.00	9,630.00	519.38	6,043.95	3,586.05	37.24 %
<u>201-92-00-100-55500</u>	Professional Development	3,070.00	3,070.00	0.00	1,483.70	1,586.30	51.67 %
<u>201-92-00-100-59000</u>	Employee Benefits	55,996.00	55,996.00	1,515.03	60,771.80	-4,775.80	-8.53 %
<u>201-93-00-100-51102</u>	Civilian Employees	47,800.00	47,800.00	3,676.93	47,690.31	109.69	0.23 %
<u>201-93-00-100-51106</u>	Part Time Employees	7,650.00	7,650.00	209.20	2,885.00	4,765.00	62.29 %
<u>201-93-00-100-52500</u>	Printing & Promotions	100.00	100.00	0.00	0.00	100.00	100.00 %
<u>201-93-00-100-53250</u>	Capital Expenditures	1,000.00	1,000.00	221.47	221.47	778.53	77.85 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 10/31/2017

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
201-93-00-100-54500	Recreational Programming	52,450.00	52,477.00	1,760.13	34,044.21	18,432.79	35.13 %
201-93-00-100-54750	Utilities	4,500.00	4,500.00	0.00	3,458.13	1,041.87	23.15 %
201-93-00-100-55500	Professional Development	250.00	250.00	0.00	125.00	125.00	50.00 %
201-93-00-100-59000	Employee Benefits	17,433.00	17,433.00	1,046.08	18,837.74	-1,404.74	-8.06 %
201-94-00-100-51102	Civilian Employees	250,338.00	250,338.00	14,736.37	215,378.45	34,959.55	13.96 %
201-94-00-100-51106	Part Time Employees	7,650.00	7,650.00	0.00	1,437.20	6,212.80	81.21 %
201-94-00-100-51111	Civilian Employees Overtime	500.00	500.00	40.60	1,798.86	-1,298.86	-259.77 %
201-94-00-100-52250	Professional Services	46,822.00	28,309.00	3,415.00	14,976.07	13,332.93	47.10 %
201-94-00-100-52500	Printing & Promotions	600.00	600.00	0.00	0.00	600.00	100.00 %
201-94-00-100-52750	Building Maintenance	43,700.00	44,027.71	6,742.56	25,416.62	18,611.09	42.27 %
201-94-00-100-53250	Capital Expenditures	50,000.00	90,000.00	34,966.40	49,488.38	40,511.62	45.01 %
201-94-00-100-53500	Equipment Expense	18,900.00	18,910.48	1,089.23	9,482.91	9,427.57	49.85 %
201-94-00-100-53750	General Supplies	2,800.00	2,980.10	391.72	1,898.50	1,081.60	36.29 %
201-94-00-100-53913	General Liability Insurance	0.00	18,522.00	0.00	11,325.71	7,196.29	38.85 %
201-94-00-100-54000	Office Supplies	1,200.00	1,200.00	250.00	1,000.00	200.00	16.67 %
201-94-00-100-54750	Utilities	56,100.00	56,100.00	8,276.16	33,823.39	22,276.61	39.71 %
201-94-00-100-55000	Vehicle Expense	19,500.00	20,245.86	2,112.94	9,335.60	10,910.26	53.89 %
201-94-00-100-55250	Uniforms	2,900.00	3,133.88	218.55	1,864.79	1,269.09	40.50 %
201-94-00-100-55500	Professional Development	4,200.00	4,200.00	0.00	1,218.02	2,981.98	71.00 %
201-94-00-100-59000	Employee Benefits	111,402.00	111,402.00	2,417.41	97,347.58	14,054.42	12.62 %
201-95-00-100-52250	Professional Services	11,000.00	11,113.00	1,084.67	9,775.67	1,337.33	12.03 %
201-95-00-100-52500	Printing & Promotions	6,200.00	6,483.00	708.00	7,991.41	-1,508.41	-23.27 %
201-95-00-100-52750	Building Maintenance	4,500.00	4,500.00	417.17	566.47	3,933.53	87.41 %
201-95-00-100-53250	Capital Expenditures	0.00	9,000.00	0.00	4,810.00	4,190.00	46.56 %
201-95-00-100-53500	Equipment Expense	600.00	600.00	0.00	306.46	293.54	48.92 %
201-95-00-100-53750	General Supplies	4,900.00	5,020.48	1,261.35	6,101.54	-1,081.06	-21.53 %
201-95-00-100-53913	General Liability Insurance	0.00	0.00	0.00	1,222.95	-1,222.95	0.00 %
201-95-00-100-54000	Office Supplies	250.00	250.00	0.00	0.00	250.00	100.00 %
201-95-00-100-54750	Utilities	4,300.00	4,300.00	305.46	2,108.81	2,191.19	50.96 %
201-95-00-100-55000	Vehicle Expense	1,000.00	1,000.00	108.30	184.40	815.60	81.56 %
	Expense Total:	1,108,181.00	1,119,352.13	100,846.50	870,461.43	248,890.70	22.24 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-132,731.00	-143,902.13	-81,783.08	74,453.99	218,356.12	151.74 %
	Report Surplus (Deficit):	-132,731.00	-143,902.13	-81,783.08	74,453.99	218,356.12	151.74 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	975,450.00	975,450.00	19,063.42	944,915.42	-30,534.58	3.13 %
Expense	1,108,181.00	1,119,352.13	100,846.50	870,461.43	248,890.70	22.24 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-132,731.00	-143,902.13	-81,783.08	74,453.99	218,356.12	151.74 %
Report Surplus (Deficit):	-132,731.00	-143,902.13	-81,783.08	74,453.99	218,356.12	151.74 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-132,731.00	-143,902.13	-81,783.08	74,453.99	218,356.12
Report Surplus (Deficit):	-132,731.00	-143,902.13	-81,783.08	74,453.99	218,356.12

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-132,731.00	-143,902.13	-71,877.57	-71,877.57	72,024.56
Report Surplus (Deficit):	-132,731.00	-143,902.13	-71,877.57	-71,877.57	72,024.56

RAYTOWN PARKS & RECREATION DEPARTMENT

FY17-18 SCHEDULE OF FEES AND CHARGES

Proposed November 20, 2017 - Supersedes all other Schedules of Charges

TYPE OF FEE	CURRENT FEE	Proposed
RECREATION PROGRAM SERVICES		Changes
Adult & Youth Sports		
Coed Youth Basketball League-Winter		
Grades K-3	\$50/participant	
Grades 4-6	\$60/participant	
Tennis Lessons		
Beginning - 8 classes	\$45/participant	
Intermediate - 8 classes	\$45/participant	
Advanced - 8 classes	\$45/participant	
Youth - 4 week class	\$40/participant	
Adult Team Tennis League - 10 weeks	\$45/participant	
Adult Coed Kickball - 6 weeks	\$170/team	
Summer Men's Softball League-14 game league	\$500/team	\$ 510
Summer Men's 50+ Softball League		
10 week - 90 minute games	\$470/team	\$ 490
10 Game League	\$385/team	\$ 405
7 Game League	\$295/team	\$ 320
Summer Coed Softball League		
10 Game League	\$385/team	\$ 405
Fall Men's Softball League		
14 Game League (Double Header)	\$500/team	\$ 510
7 Game League	\$300/team	\$ 320
Fall Coed Softball League-7 game league	\$290/team	\$ 310
COMMUNITY SPECIAL EVENTS		
Annual Fishing Derby	Free	
Movies In the Park	Free	
Kid's Day at Kenagy Park	N/A	
Arts & Music Festival-vendor booth fee	\$25/vendor	
Arts & Music Festival-food vendor fee	\$50/vendor	
FACILITY RENTALS, PERMITS & SERVICES		
Athletic Fields and Courts-minimum rental 2 hours		
Softball field (1 field) - tournaments	\$15/hr, \$125/day max.	
Softball field (1 field) - practice fees	\$15/hr, \$100/day max.	
Softball Complex (4 fields) - tournaments	\$35/hr, \$300/day max.	
Softball Complex (4 fields) - practice fees	\$25/hr, \$200/day max.	
Athletic Field Lights	\$18/hr per field	
Soccer/Football field (1 field) - tournaments	\$25/hr, \$150/day max.	
Soccer/Football field (1 field) - practice fees	\$20/hr, \$125/day max.	
LBTRA Complex (2 Fields) - tournaments	\$40/hr, \$250/day max.	

LBTRA Complex (2 Fields) - practice fees	\$30/hr, \$200/day max.	
Tennis Court (1 court) practice fees	\$10/hr, \$100/day max.	
Key Security Deposit (if key lost or stolen)	\$100	
Special Event Permit (per day)	\$300	
Special Event Refundable Security Deposit (per event)	\$500	
Payment and Refund Policy:		
Payment is due at time of registration for leagues, etc. Payment for shelter houses is due 10 days after making reservation. No refunds once payment has been made due to event cancellation, inclement weather, or situations beyond Raytown Parks and Recreation Department's control.		
Park Shelter Rentals		
Colman #1 & #2 & Kenagy Park #1		
Full Day (7 am - 11 pm)	\$120	\$ 140
Half Day (7 am - 3 pm or 3 pm - 11 pm)	\$80	\$ 100
Memorial Day Weekend - May 26-28; July 4th, &		
Labor Day Weekend Sept. 1-3	\$100/\$150	\$120/\$170
Kritser Park #1 & Kenagy #5		
Full Day (7 am - 11 pm)	\$60	\$ 70
Half Day (7 am -3 pm) or (3 pm - 11 pm)	\$40	\$ 50
Concession Sales Permit		
Including use of LBTRA concession facility		
Daily/weekly fee includes utilities	\$25/day, \$150/week	
Seasonal - utilities billed @ actual hourly cost to permit holder	whichever is less	
Without use of LBTRA concession facility		
Daily/Weekly fee-includes utilities	\$25/day, \$150/week	
Seasonal - utilities billed @ actual hourly cost to permit holder	whichever is less	
BMX Track		
ABA BMX Membership	Set by ABA	
Sanctioned Races	\$10	
PARK SERVICES		
Trees for Raytown Program		
Rates (per tree, rate based on current market value)	N/A	
Tree Planting Fee (per tree)	N/A	

5912 Lane
Raytown MO 64133
Phone 816-358-4100
FAX 816-358-8791
e-mail: kevinb@raytownparks.com

Raytown Parks and Recreation Department

Memo

To: Park Board
From: Kevin Boji, Director, Parks & Recreation Director
Date: November 16, 2017
Re: Policy-Outdoor Advertising

SUBJECT

Establish outdoor advertising policy.

ISSUE

At the Monday, October 16, 2017 Program Committee meeting, a Board member suggested the Park Board consider establishing a policy to permit outdoor advertising at park ballfields to promote local businesses and increase revenue.

BACKGROUND INFORMATION

Advertising is the sale of promotional space to area organizations and businesses at city-owned facilities for the purpose of developing park facilities and generating revenue to subsidize costs associated with the operation of recreation infrastructure and programming.

The Park Board has rejected requests to permit organizations to sell outdoor advertising at park facilities in the past. Following a 2008 request from Raytown Girl's Softball, the Park Board vote was to not approve the request. It was the Board's opinion that outdoor advertising detracted from the facility and could damage fencing. Further, the Board felt outfield fence advertising was not consistent with the goals for this facility.

A draft outdoor advertising policy is attached if the Board elects to allow advertising.

ANALYSIS

Several metro communities including Lee's Summit, Independence and Liberty offer outdoor advertising programs which have multiple ballfield complexes. Some cities manage the advertising agreements internally; others have an agreement with a third party advertising firm to coordinate the advertising program.

Raytown Parks & Recreation has four (4) ballfields at Little Blue Trace Park, one (1) ballfield at Colman Park and one (1) ballfield at Kenagy Park. The Kenagy Park ballfield does not have an outfield fence which eliminates outfield advertising.

Advertising signs would be restricted to 4' by 6' vinyl banners or aluminum signs posted on outfield fences.

STAFF RECOMMENDATION

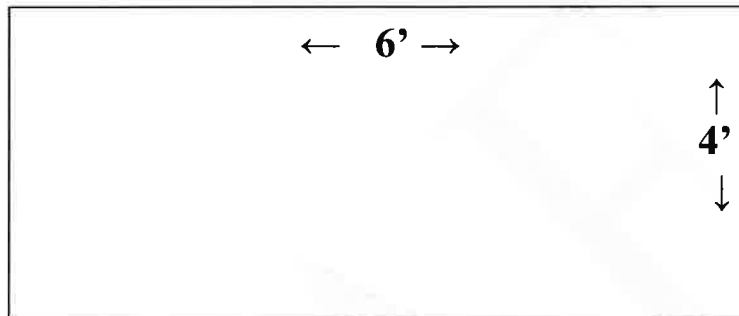
Staff's recommendation is to remain consistent with past Park Board decisions to not permit outdoor advertising on city facilities until there is sufficient demand as new facilities are constructed.

2018 Outfield Banner Advertising Program for Little Blue Trace Park

April – November 2018

Advertisers reach out to sports enthusiasts and spectators by having your business name and logo at one of our premier sports complexes: Little Blue Trace Park located at 87th & 350 Hwy. The Raytown Parks & Recreation Department and local sign vendor, FASTSIGNS, have teamed up to deliver high-quality vinyl signs that will be viewed by 5000+ people from April - November.

Banner Size
(not to scale)



Details:

- Investment: \$2,000.00
- Includes four (4), 4' x 6' vinyl signs with up to two (2) colors produced by FASTSIGNS.
- Banners displayed from April – November. Beginning and ending dates are only estimates and are dependent upon weather conditions.
- Banners will be returned to advertiser at the conclusion of the agreement.
- Advertiser will have the first option to renew for the following year at a cost of \$_____ per year.

Contacts:

- _____
Raytown Parks & Recreation Dept.
info@raytownparks.com
Tel: 816.358.4100
- _____
President, FASTSIGNS
Email
Tel:

Agreement and Payment

A. Contract Conditions

- Advertising opportunities are extended to any business, non-profit agency or government agency that would like to advertise at the park. Subject to the Raytown Parks & Recreation Department's terms for accepting advertising, contracts will be accepted on a first-come, first-served basis.
- Advertising opportunities will not be extended to any organization whose mission or goal is in conflict with the Raytown Parks & Recreation Department's mission of encouraging honesty, integrity, and safety.
- The Raytown Parks & Recreation Department reserves the right to refuse any advertising from organizations or companies that offer competing programs and/or facilities.
- The Raytown Parks & Recreation Department is a municipal organization created by state authority and authorized by referendum for the purpose of acquiring, maintaining and operating parks and leisure activities and as such does not support any one political party or viewpoint. Therefore, the Department will not accept political advertising of any kind.
- The Raytown Parks & Recreation Department reserves the right to determine and/or change the placement of banners without notice.
- Advertisers and advertising agencies are liable for all content of advertisements (including copy, representation, and illustrations) and shall indemnify and save harmless the City of Raytown, without limitation against, for any and all claims made thereof against losses sustained by the City of Raytown, its Park Board members or employees.
- The Raytown Parks & Recreation Department shall not be responsible for any damages caused by acts of God, fires, strikes, accidents or other occurrences beyond the control of the Department.
- Any drawings, artwork, and copy submitted for reproduction are accepted at the risk of the advertiser. Credit for errors shall be at FASTSIGNS sole discretion and shall not exceed the cost of space in which errors occur. No allowance is granted for errors that do not materially affect the value of an advertisement.
- At the conclusion of the agreement, the banners will be returned to the advertiser

B. Payment Terms

- All invoices are due upon receipt to the Raytown Parks & Recreation Department.
- A 2% finance charge per day will be assessed on balances over 30 days.

C. Rate Protection

- The Raytown Parks & Recreation Department reserves the right to revise advertising rates at any time. However, rate increases will not affect existing signed and written advertising agreements. All advertising placed without a signed advertising agreement is subject to the rates that apply at the time of publication.

Advertising Terms and Policies

My signature certifies that I have read, understood, and hereby accept the advertising terms and policies as explained on this form.

Signature	Name (printed)	Date
Title	Company Name	Billing Address
City	State	Zip Code
Phone	Email	