

AGENDA

RAYTOWN PARKS & RECREATION BOARD

**Monday, December 18, 2017
Park Office, 5912 Lane, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

John Thompson-President, Raytown Baseball Association

Approval of Minutes – November 21, 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. Review By-Laws-Personnel Committee
2. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, January 8, 2018 7 PM Park Office

**Raytown Park Board
Minutes
November 20, 2017**

Attendance:

Park Board: Terry Copeland, Danielle Miles, Dave Thurman, Robbie Tubbs, Janette Guenther, Mike Hanna, and George Mitchell

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

Guest: Greg Walters

A quorum was declared present and the meeting was called to order. George Mitchell made a motion to approve the minutes from October 16, 2017 and Robbie Tubbs seconded. The motion was passed.

Greg Walters stated he hoped the Park Board would continue to be courteous and open minded with the complaints from the neighbors. The Park Board stated they will be putting up signs near the shelter houses and sending out letters outlining the Park & City Ordinances that pertain to reserving shelter houses.

Presidents Report – Terry was going to meet with Tom Cole before the BOA meeting on November 7th, but two deaths in family waylaid that meeting. He did have a short conversation about the MOU, dog licensing with City to reallocate revenue to Parks Department to help pay for Dog Park. Terry presented The Parks Department Annual Report to BOA on November 7th.

Vice President - no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – committee met on November 6, 2017 items to be discussed in new business.

Buildings & Grounds – no report

Rice-Tremonti – Fall Soup and Craft Fair revenue of \$2673 and had 237 orders. Rental revenue in October was \$830. Fruit trees – park staff will go look at trees. Holiday Tours will be 12/3-12/4 and 12/9-12/10 from 1-5 pm, admission is \$5. Rice-Tremonti joined Chamber of Commerce.

Reports of Staff:

Director – Mayor McDonough has asked that the Park Board push back their bid for sales tax increase until August or November 2018. The City is thinking about doing their own sales tax and/or property tax increase in April 2018. Mike Hanna will contact Terry Tuggle & Steve Knabe to discuss putting Park Board on upcoming agenda to discuss Storm Water Tax.

Superintendent of Parks – Ron stated water has been turned off in all the parks for the season. Mary Ann will be contacting water companies to have the water shut off for season so we won't be charged for water. Ron also stated that 4 trees at 63rd & Blue Ridge have been mowed down by vehicle. They trees in the medians citywide seem to have a target on them.

Recreation Report – Dave has been working on Youth Basketball for the last couple of weeks.

New Business:

1. Mike Hanna made a motion to approve the proposed 2017-2018 Fees & Charges Schedule to increase fees for Adult Softball and Shelter House Rental Fees and add Kenagy Shelter #5 to be rented. Robbie Tubbs seconded and the motion passed.
2. Program Committee suggested that Parks Department post signs near the three main shelter houses at Colman and Kenagy parks stating – No Parking BBQ Grills or cars/trucks

on grass, No Amplified Music, etc.. Staff will send out letters to the 2017 shelter house renters stating price increase and will add the list of Parks Rules & Regulations with City Ordinance numbers listed. Next year, when we get citizen complaints about noise, etc. staff will send out letter informing shelter house renters that they have lost the privilege of renting shelters houses in Raytown in the future.

3. Program Committee also discussed Outdoor Advertising at the ball fields. Dave contacted several metro park departments. Liberty sells ads space themselves, Independence hires an ad company and Lee's Summit sells \$15,000 sponsorships with a guarantee of 3 years that includes advertising in all 20 parks through an ad agency and the agency get 30% commission for selling. The Parks Department decided not to do outdoor advertising in the parks, but if the Raytown Baseball League would like to do advertising at LBTRA that would be ok with Park Board approval.
4. The Raytown Baseball Association still owes the Parks Dept. \$1298.32 for electricity, water and trash collection for the 2017 summer season. Kevin will send a letter to RBA asking them to pay the outstanding balance by February 1, 2018 or their contract will be cancelled.
5. Kevin has been asked to reach out to the new Director of REAP to discuss outstanding invoice of \$21,754 from 2009 for site improvements so REAP could secure occupancy permit from city to move into their new building.
6. Danielle Miles made a motion to adjourn. Dave Thurman seconded and the motion passed.

Park Maintenance Report

November - 2017

Horticulture / Right of Way

We are currently taking applications for the Horticulture and Landscape Technician positions. We have received some applications. We are reviewing them and have had several interviews. One that we were very interested in has excused himself from further consideration with little explanation. These positions require more education/experience than others, but I am hopeful we can fill at least one or both positions soon.

Because of our reduced manpower, I'm not sure how we will address our snow removal duties with the city should they occur this winter? We like to have 2 people per shift for a number of reasons and we just have two staff members plus myself.

An additional factor related to these position openings is planning for the summer flowerbeds. Depending on how long it takes to fill these positions it will likely have a direct effect on these beds – in-house production of plant material and the related cost.

FYI: If you have evergreens in your landscape please consider watering them. It is so dry to date that winter injury is a possibility by next spring especially if our winter stays dry.

Park Maintenance -

Staff has repaired a culvert pipe at Minor Smith Park. This pipe serves the walking trail on the North side of the park. Over one yard of concrete was used to stabilize the pipe and reduce erosion around it.

I will be submitting our application at the end of the month to re-certify as a National Arbor Day Foundation - *Tree City*. To qualify \$2 per capita must be used for tree care each year and you must hold an Arbor Day celebration yearly. By using our numbers and Public Works we will be around \$2.04 per capita. If successful this will be our 15th of certification.

Staff will be adding some fencing to the Kritser bathroom alcove. The goal is to reduce patron access and related issues.

The Colman ball field has been dormant seeded with a blend of fescue grass seed. This is an effort to thicken the turf as these areas had a lot of clover growing in them. Germination will not be visible until next spring. If we are successful we will then try to control the clover in the summer.

Best Wishes for a Great Holiday Season!

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Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Dave Turner

December 14, 2017

Basketball

We have completed two weeks out of the ten week game schedule, and will be on break for the holidays until January 3rd, when the gyms open up for us again. We have been fairly smooth for the games, but still have some complications on weekly practice times and gym use conflicts with school activities. I am hoping that this settles down some after we get through the holidays.

We are playing games at Little Blue Elementary, Blue Ridge Elementary, and Raytown Middle school. We have been getting decent officials for our games, and the teams and coaches have been doing well overall with sportsmanship and behavior, with few exceptions.

The school supervisors and maintenance staff have been good to work with and have made my job much easier on our scheduled game days.

We have opted out of taking team pictures as we have in former years, but will still be giving out awards to every player at the end of the season.

Green Space Activities

The mayor has formed a committee to plan events at the green space. The plan as it stands now is 7 music events starting in April to be held on the third Saturday of every month, through September. It was originally planned as social or church groups taking turns implementing the activities, but then turned to the City of Raytown running all seven activities, meaning Parks, meaning me. Vicki at the Chamber, and David Thurman have been attending the meetings, and are sympathetic to this situation and what it means to the Parks. We are still trying to hammer out the details on how to make these activities work, but the first activity as scheduled by the committee is April 21, which would put advertising for the event in mid February.

There is no budget for any of the 7 events, and all monies would have to be collected through sponsorships.

Arts & Music Festival

I do have commitments from sponsors for the 2018 event from Dick Smith Ford, Vance Bros, Saber Cycle, and KCP&L, which would be around \$8,000 in capital if we include what was placed in the Parks budget for the event. We like to have around 12,000-15,000 for the event, so there is still quite a bit of work to do finding sponsors. Fun House Pizza will no longer be involved, so I have started talks with Crane Brewery to see if they would like to be a sponsor, and serve alcohol at the event.



City of Raytown, MO

Fund Balance Report

As Of 12/11/2017

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	759,379.37	20,023.74	108,698.99	670,704.12
Report Total:	759,379.37	20,023.74	108,698.99	670,704.12



Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 12/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-001-41206	TIF - EATS	-55,550.00	-55,550.00	0.00	-2,613.74	52,936.26	4.71 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	308,050.00	308,050.00	0.00	15,444.60	-292,605.40	94.99 %
201-00-00-100-46102	Investment Income	3,500.00	3,500.00	0.00	634.41	-2,865.59	81.87 %
201-92-00-100-41101	Real Estate Tax	400,000.00	400,000.00	0.00	514.54	-399,485.46	99.87 %
201-92-00-100-41102	Personal Property Tax	101,000.00	101,000.00	0.00	364.62	-100,635.38	99.64 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	431.50	-13,068.50	96.80 %
201-92-00-100-41105	Penalties	9,000.00	9,000.00	0.00	410.91	-8,589.09	95.43 %
201-92-00-100-41107	Railroad & Utilities Tax	19,500.00	19,500.00	0.00	0.00	-19,500.00	100.00 %
201-92-00-100-41108	Replacement Tax	22,000.00	22,000.00	0.00	0.00	-22,000.00	100.00 %
201-92-00-100-41110	Circuit Breaker Refund	-2,500.00	-2,500.00	0.00	0.00	2,500.00	0.00 %
201-92-00-100-41111	Delinquent Tax Revenue	9,000.00	9,000.00	0.00	733.05	-8,266.95	91.86 %
201-92-00-100-46101	Interest Earnings	3,500.00	3,500.00	0.00	430.21	-3,069.79	87.71 %
201-92-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	440.00	440.00	-4,560.00	91.20 %
201-92-00-100-47105	Shelter House Rental Fees	15,500.00	15,500.00	0.00	0.00	-15,500.00	100.00 %
201-92-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
201-92-00-100-47116	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
201-92-00-100-47204	Team Sports League	54,500.00	54,500.00	0.00	0.00	-54,500.00	100.00 %
201-92-00-100-47220	Donations	500.00	500.00	0.00	0.00	-500.00	100.00 %
201-92-00-100-47401	Participant Fees	27,750.00	27,750.00	0.00	0.00	-27,750.00	100.00 %
201-92-00-100-47405	Concession Sales	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %
201-92-00-100-47415	ABA Memberships	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
201-92-00-100-47425	Other Income	200.00	200.00	0.00	0.00	-200.00	100.00 %
201-92-00-100-47525	General Donations	0.00	0.00	200.00	715.56	715.56	0.00 %
201-92-00-100-47530	Rice Tremonti	6,900.00	6,900.00	579.36	1,158.72	-5,741.28	83.21 %
201-93-00-100-47101	Ballfield Lights Fees	0.00	0.00	0.00	30.00	30.00	0.00 %
201-93-00-100-47110	Sports Field Rental Fees	0.00	0.00	0.00	231.00	231.00	0.00 %
201-93-00-100-47204	Team Sports League	0.00	0.00	0.00	320.00	320.00	0.00 %
201-95-00-100-47401	Participant Fees	0.00	0.00	0.00	778.36	778.36	0.00 %
	Revenue Total:	953,850.00	953,850.00	1,219.36	20,023.74	-933,826.26	97.90 %
Expense							
201-92-00-100-51102	Civilian Employees	405,398.00	405,398.00	8,119.67	26,266.97	379,131.03	93.52 %
201-92-00-100-51106	Part Time Employees	7,725.00	7,725.00	0.00	0.00	7,725.00	100.00 %
201-92-00-100-51111	Civilian Employees Overtime	9,484.00	9,484.00	16.58	62.70	9,421.30	99.34 %
201-92-00-100-51203	Holiday Pay	0.00	0.00	2,682.44	2,994.98	-2,994.98	0.00 %
201-92-00-100-51206	Life Ins	1,223.00	1,223.00	0.00	87.74	1,135.26	92.83 %
201-92-00-100-51207	Sick Leave Pay	0.00	0.00	0.00	781.34	-781.34	0.00 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	1,812.96	3,414.69	-3,414.69	0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	8,298.00	8,298.00	252.29	578.98	7,719.02	93.02 %
201-92-00-100-51214	Civilian Pension - LAGERS	51,386.00	51,386.00	3,949.92	8,427.20	42,958.80	83.60 %
201-92-00-100-51215	Health Insurance	45,660.00	45,660.00	1,179.50	2,802.50	42,857.50	93.86 %
201-92-00-100-51218	Med Exp - HSA contribution	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
201-92-00-100-51219	Unemployment	500.00	500.00	0.00	0.00	500.00	100.00 %
201-92-00-100-51220	Dental	3,293.00	3,293.00	92.37	213.87	3,079.13	93.51 %
201-92-00-100-51221	Vision	555.00	555.00	19.47	46.07	508.93	91.70 %
201-92-00-100-51225	FICA	32,329.00	32,329.00	913.55	2,099.67	30,229.33	93.51 %
201-92-00-100-51231	Auto Allowance	5,892.00	5,892.00	0.00	491.00	5,401.00	91.67 %
201-92-00-100-51236	Ins Opt Out Incentive	10,062.00	10,062.00	279.50	559.00	9,503.00	94.44 %
201-92-00-100-51238	Phone Allowance	2,880.00	2,880.00	0.00	200.00	2,680.00	93.06 %
201-92-00-100-51240	Workers Compensation Insurance	12,527.00	12,527.00	0.00	1,233.16	11,293.84	90.16 %
201-92-00-100-52101	Office Supplies	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %

Budget Report

For Fiscal: 2017-2018 Period Ending: 12/31/2017

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
201-92-00-100-52200	Operating Supplies	18,750.00	18,750.00	86.65	86.65	18,663.35	99.54 %
201-92-00-100-52233	Uniforms	4,100.00	4,100.00	89.50	89.50	4,010.50	97.82 %
201-92-00-100-52250	Professional Services	6,000.00	6,000.00	0.00	39.27	5,960.73	99.35 %
201-92-00-100-52300	Repair & Maintenance Supplies	67,250.00	67,250.00	818.57	818.57	66,431.43	98.78 %
201-92-00-100-52301	Fuel	13,500.00	13,500.00	0.00	0.00	13,500.00	100.00 %
201-92-00-100-53101	Postage	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
201-92-00-100-53241	Printing & Promotions	3,000.00	3,000.00	155.00	155.00	2,845.00	94.83 %
201-92-00-100-53301	Dues & Memberships	2,850.00	2,850.00	170.00	170.00	2,680.00	94.04 %
201-92-00-100-53401	Electricity	44,200.00	44,200.00	3,002.07	3,002.07	41,197.93	93.21 %
201-92-00-100-53411	Gas	3,700.00	3,700.00	0.00	0.00	3,700.00	100.00 %
201-92-00-100-53421	Water	19,250.00	19,250.00	247.41	247.41	19,002.59	98.71 %
201-92-00-100-53431	Telephone	3,400.00	3,400.00	300.00	300.00	3,100.00	91.18 %
201-92-00-100-53500	Equipment Expense	2,475.00	2,475.00	90.55	90.55	2,384.45	96.34 %
201-92-00-100-53563	Elections	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
201-92-00-100-53600	Repair & Maintenance Services	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
201-92-00-100-53644	Computer Services	10,250.00	10,250.00	7,155.68	7,155.68	3,094.32	30.19 %
201-92-00-100-53701	Education and Training	3,450.00	3,450.00	0.00	0.00	3,450.00	100.00 %
201-92-00-100-53711	Meals & Travel	1,350.00	1,350.00	127.33	127.33	1,222.67	90.57 %
201-92-00-100-53913	General Liability Insurance	18,062.00	18,062.00	0.00	1,460.91	16,601.09	91.91 %
201-92-00-100-53961	Bank Charges	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00 %
201-92-00-100-53999	Miscellaneous Contractual	43,400.00	43,400.00	587.16	587.16	42,812.84	98.65 %
201-92-00-100-54500	Recreational Programming	49,300.00	49,300.00	3,098.80	3,098.80	46,201.20	93.71 %
201-92-00-100-55000	Vehicle Expense	5,610.00	5,610.00	0.00	0.00	5,610.00	100.00 %
201-92-00-100-57000	Capital Expenditures	72,000.00	104,344.00	0.00	0.00	104,344.00	100.00 %
201-92-00-100-59000	Employee Benefits	0.00	0.00	0.00	1,116.22	-1,116.22	0.00 %
201-93-00-100-51102	Civilian Employees	0.00	0.00	0.00	1,838.46	-1,838.46	0.00 %
201-93-00-100-59000	Employee Benefits	0.00	0.00	0.00	340.98	-340.98	0.00 %
201-94-00-100-51102	Civilian Employees	0.00	0.00	0.00	7,381.80	-7,381.80	0.00 %
201-94-00-100-51111	Civilian Employees Overtime	0.00	0.00	0.00	40.89	-40.89	0.00 %
201-94-00-100-53250	Capital Expenditures	0.00	-32,344.00	32,344.00	32,344.00	-64,688.00	200.00 %
201-94-00-100-59000	Employee Benefits	0.00	0.00	0.00	1,897.79	-1,897.79	0.00 %
	Expense Total:	1,049,159.00	1,049,159.00	67,590.97	112,648.91	936,510.09	89.26 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-95,309.00	-95,309.00	-66,371.61	-92,625.17	2,683.83	2.82 %
	Report Surplus (Deficit):	-95,309.00	-95,309.00	-66,371.61	-92,625.17	2,683.83	2.82 %

10:38 PM

11/29/17

Accrual Basis

Raytown Baseball Association
Profit & Loss
October 2016 through September 2017

	Oct '16 - Sep 17
Ordinary Income/Expense	
Income	
Direct Public Support	
Gifts in Kind - Goods	130.00
Total Direct Public Support	130.00
Indirect Public Support	616.31
Other Types of Income	
Miscellaneous Revenue	151.48
Total Other Types of Income	151.48
Program Income	
Concessions	3,015.34
Baseball Registration Fees	11,451.13
Baseball Fundraiser	596.50
Total Program Income	15,062.97
Total Income	15,960.76
Expense	
Bank Service Charges	12.00
Bank Fees	200.00
Professional Fees	1,240.00
Contract Services	299.00
Facilities and Equipment	
Uniforms	3,432.54
Equip Rental and Maintenance	954.66
Rent	2,379.00
Total Facilities and Equipment	6,766.20
Operations	
Utilities	2,289.78
Refunds	390.00
Trophies	385.00
UMPIRES	2,753.92
Concessions Food	1,580.70
FIELD PREP	576.67
Fuel	93.59
Dues & Subscriptions	532.50
Postage, Mailing Service	92.94
Supplies	316.43
Total Operations	9,011.53
Other Types of Expenses	
Insurance - Liability, D and O	1,692.68
Other Costs	50.00
Total Other Types of Expenses	1,742.68
Total Expense	19,271.41
Net Ordinary Income	-3,310.65
Other Income/Expense	
Other Expense	
Ask My Accountant	172.50
Total Other Expense	172.50
Net Other Income	-172.50
Net Income	<u>-3,483.15</u>

2:13 PM

12/11/17

Accrual Basis

Raytown Baseball Association

Balance Sheet

As of October 31, 2017

Oct 31, 17

ASSETS	
Current Assets	
Checking/Savings	
Checking	1.42
Savings	207.60
Total Checking/Savings	209.02
Accounts Receivable	
Accounts Receivable	-9,961.75
Total Accounts Receivable	-9,961.75
Other Current Assets	
Undeposited Funds	2,848.25
Total Other Current Assets	2,848.25
Total Current Assets	-6,904.48
TOTAL ASSETS	-6,904.48
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	74,350.90
Unrestricted Net Assets	-77,773.23
Net Income	-3,482.15
Total Equity	-6,904.48
TOTAL LIABILITIES & EQUITY	-6,904.48

Raytown Parks And Recreation Board

By-laws



Adopted 4-16-12

RAYTOWN PARKS AND RECREATION BOARD
BY-LAWS
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ARTICLE I

NAME AND PURPOSE

SECTION 1. ORDINANCE ESTABLISHING PARK BOARD

The "RAYTOWN PARKS AND RECREATION BOARD", established by Ordinance No. 109, Section XXIV, on July 28, 1964, to superintend, manage, and administer the city parks and park system in the public interest of Raytown, shall, as its principal purpose, strive to improve the quality of life for all residents by providing them both the knowledge and skills, as well as opportunities for creative, meaningful recreation experiences.

SECTION 2. POLICIES AND PRACTICES

The Board may from time to time make and designate the policies and practices under which the Parks and Recreation Department shall be operated. These directives shall be kept in suitable public records by the Secretary to the Board.

ARTICLE II

DUTIES AND RESPONSIBILITIES

SECTION 1. DIVERSITY STATEMENT

The Raytown Parks Board believes that the membership and leadership should be reflective of the diverse population within Raytown. Every effort should be made to ensure representation of under-represented groups.

SECTION 2. NON-DISCRIMINATION STATEMENT

The Board shall not discriminate in any manner against any person or group by reason of race, age, gender, national origin, ability and sexual orientation religious or political affiliation.

SECTION 3. FUNCTIONS AND BOARD POLICY

The Board shall be responsible for carrying out the mission goals and objectives of the Parks and Recreation Board and for the delivery of the needed services and the preservation of natural resources within Raytown, Missouri. Park Board annual goals will be established and reviewed during the Park Board's budget process and meetings.

The Board shall promote the advancement of parks and recreation through collective involvement at the local state and national levels as appropriate.

Goals

1. To promote public awareness and support of park and recreation services and environmental and natural resource management
2. To develop promote and advocate for the public policy for parks and recreation
3. To enhance citizen, professional and volunteer development
4. To promote the development and dissemination of the body of knowledge
5. To represent park and recreation development in all areas of Raytown

ARTICLE III

MEMBERSHIP

SECTION 1. NUMBER:

The Park Board shall consist of nine members appointed by the Mayor and approved by the Board of Alderman.

SECTION 2. APPOINTMENT, TERMS AND VACANCIES:

Members shall be appointed by the Mayor for a three-year term and reappointed at the discretion of the Mayor. Appointments require Board of Alderman approval. Initial appointments shall be arranged so that approximately one-third of the terms expire each year except for the representative for the governing body (Board of Alderman liaison) of the unit who shall serve on the Board concurring with his her term of office on the governing body. The governing body representative serves on the board as an ex-officio. Vacancies on the board shall be appointed by the Mayor.

SECTION 3. QUALIFICATIONS:

Park Board members must reside in the city limits of Raytown at the time of their appointment. If a Board member moves out of the community, the member shall resign from the Board.

SECTION 4. CODE OF CONDUCT:

By accepting appointment to the Board, each member agrees to comply with the Park Board Code of Conduct. The Park Board Code of Conduct is provided to members following their appointment.

SECTION 5. ETHICS-CONFLICT OF INTEREST:

By accepting appointment to the Board, each member agrees to comply with the City of Raytown's Ethics and Conflict of Interest Policy. Park Board members are required by state law to file an annual Missouri Ethics Commission Personal Financial Disclosure statement. To encourage transparency, Park Board members shall disclose to the Park Board any conflicts of interest and abstain from voting on any and all matters in which they have a financial or other interest.

The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE IV

MEETINGS

SECTION 1. MEETINGS, LOCATION:

The regular monthly meeting shall be held on the third Monday of each month, unless otherwise ordered by the Board, at 7:00 PM in the Conference Room at Raytown Park Office, 5912 Lane or a place designated by the President.

SECTION 2. MEETING NOTICE:

Notice of all regular meetings shall be mailed or electronically mailed to each member of the Board by the Administrative Services Coordinator at least five (5) days prior to each meeting.

In compliance with Section 610.020.2 of the Missouri Sunshine Law, meetings require at least 24 hours notice (excluding weekends and holidays) before the meeting unless such notice is impossible.

In compliance with Section 610.011 of the Missouri Sunshine Law, notification, stating the time, place and purpose of all regular and special meetings, at least two days in advance, shall be made to the following entities:

Raytown Parks and Recreation Department Website: www.raytownparks.com

Any person may, upon request, obtain reasonable notification of all meetings. Provisions for advance notification may include, but are not limited to, mailing notices only if self addressed stamped envelopes are provided by the person requesting such notification.

SECTION 3. SPECIAL OR EMERGENCY MEETINGS:

Special or Emergency meetings may be called at any time by the President, or in his/her absence the Vice-President or Director of Parks and Recreation or by any two members of the Board, giving each member a 24-hour notice.

If a special or emergency meeting of the Park Board is required before a regularly scheduled Park Board meeting, the Park Board is hereby authorized to take immediate action via phone conference or email response.

SECTION 4. QUORUM:

It shall require sixty percent (60%) of the appointed Board and at no time less than five (5) members to constitute a Quorum at any meeting, a majority of whom may transact any business before the Board.

SECTION 5. PARLIAMENTARY AUTHORITY:

General parliamentary rules, as given in Newly Revised version of Robert's Rules of Order, as modified by policies of the Board shall be observed in conducting of meetings of the Board. The President shall appoint from the members a parliamentarian to advise the Board on matters relative to the proper conduct of Board meetings.

SECTION 6. PUBLIC COMMENT:

Public comment during meetings shall be limited to five (5) minutes per individual, unless otherwise extended or omitted by the Park Board at its sole and absolute discretion.

SECTION 7. RECORDS OF THE BOARD:

An accurate and permanent public record of the proceedings of the Board and minutes of its meetings, regular and special, shall be kept and entered in a book to be known as the "Minutes of the Board". The records of each meeting in the "Minutes of the Board" shall be and constitute the only evidence of the approved acts of the Board and will be signed at the end of the record by the President and Secretary thereof. The Administrative Services Coordinator shall be the official custodian of all records of the Board and shall certify or attest to any action of the Board.

SECTION 8. COMPENSATION:

Members shall receive no compensation. Members may be reimbursed for business-related travel and subsistence to professional meetings, conferences and workshops with such reimbursements being made in compliance with general policies of the governing unit. Board members shall receive per diem as determined by the Raytown Finance Department policies.

SECTION 9. PROXY VOTING:

Proxy voting will not be allowed or recognized at any meeting.

SECTION 10. VOTING:

Voting members shall consist of the President, Vice-President and Members present and representing the duly established work of the Board. In the event of a tie vote, the motion fails.

SECTION 11. ORDER OF BUSINESS:

It shall be the responsibility of the Director of Parks and Recreation, with input from the Board members, to establish the agenda for each regular meeting of the Board. The President shall conduct the meeting according to the following order of business:

1. Call to Order
2. Reports of Officers
3. Approval of Minutes
4. Public Participation
5. Reports of Standing & Special Committees
6. Staff Reports
7. New Business
8. Other Business
9. Adjourn to Closed Session
10. Adjourn

ARTICLE V

OFFICERS

SECTION 1. ELECTION OF OFFICERS:

At the regular monthly meeting in June, the Board shall elect the following officers to serve for one (1) year from the month of election or until their respective successors have been duly elected:

- A President
- A Vice-President

Only those members who have served at least one (1) year on the Board are eligible to hold office. If a majority of the Board votes in favor of a motion, the Park Board may elect to waive this requirement to nominate a member to serve in their capacity as President or Vice-President.

SECTION 2. TERM LIMITS:

No Park Board member shall serve more than two full consecutive terms of office as Park Board President or Vice-President. A full term is defined as the term running from June to June each year. Subject to the later provisions of this policy, a partial term shall not be counted as a full term. Officer elections shall be held each June. Subject to the term limitation in this policy, after the offices of Park Board President and Vice-President shall rotate between Park Board members. These limitations on the number of terms of office shall apply only to terms of office that began on or after July 1, 2012. These limitations on the number of terms of office shall not apply to any unexpired term to which a person is elected or appointed if the remainder of the term is less than one-half of the full term of office.

SECTION 3. SPECIAL ELECTIONS:

In the event of a failure for any reason to elect any of the said officers, or in case a vacancy shall occur in any of the said officers for any reason, then an election may be held at any regular or special meeting, a notice of such election having been given in the notice of the call of the meeting.

SECTION 4 SPECIAL OFFICERS AND AGENTS:

The Board shall employ a Director of Parks and Recreation who shall be the chief executive officer of the Department, but who shall not be a member of the Board. He/She shall be entitled to attend all regular meetings of the Board, and to participate in discussions, but shall not be entitled to a vote. The treasurer of the City of Raytown shall be the ex officio Treasurer of the Board.

The Administrative Services Coordinator of the Department shall serve as Secretary to the Board. The Secretary shall keep a full and true record of all meetings of the Board and of such special meetings as shall be requested of him/her. The Secretary shall be the custodian of all documents committed to his/her care. The Secretary shall issue notice of regular meetings of the Board and calls for special meetings as herein before provided.

SECTION 5. ABSENTEE MEMBERS:

Park Board members are encouraged to attend regularly scheduled monthly meetings. Members are encouraged to contact the Park Office if you are unable to attend the regularly scheduled monthly meeting. The Park Board President has the option to request that the Mayor appoint a new board member to fill a member's position or request that the board member resign from the Park Board within 30 days if members are absent for more than three (3) consecutive meetings without just cause.

SECTION 6. DUTIES OF THE PRESIDENT:

The President shall preside at the meetings of the Board. He/she shall present a written and oral annual report of the work and condition of the Parks during the month of June to the Mayor and Board of Alderman. He/she shall appoint members to standing committees and special or advisory committees as needed. He/she is allowed to introduce business and is eligible to vote.

SECTION 7. DUTIES OF THE VICE-PRESIDENT:

The Vice-President of the Board, in the absence of the President, shall perform all the duties of the President of the Board. In the absence of the President and the Vice-President, the Board shall elect a President Pro Tem who shall perform the duties of the President of the Board.

ARTICLE VI

COMMITTEES

SECTION 1. STANDING COMMITTEES:

There shall be four (4) standing committees of the Board:

- 1. Committee on Finance
- 2. Committee on Buildings and Grounds
- 3. Committee on Program
- 4. Committee on Personnel

SECTION 2. APPOINTMENT OF COMMITTEES:

The standing committees and their chairmen shall be appointed by the President of the Board at the July regular meeting of the Board and serve until their successors are appointed. Each committee shall consist of not less than two (2) members of the Board, together with the President and Director of Parks and Recreation acting as ex officio members.

SECTION 3. FINANCE COMMITTEE:

The committee on Finance, in cooperation with the Director and the ex officio Treasurer of the Board, shall make a careful study of the anticipated income and expenditures of the Department and recommend a

budget for each fiscal year. The committee shall have supervision over the accounting and financial records of the Department. The budget, when approved by the Board, in accordance with the policies and practices of the Board, shall be the authority for incurring expenses for the various divisions included therein. It shall be the duty of the Director of Parks and Recreation and the ex officio Treasurer to make a distribution of such budget appropriations as are desired by authorizing expenditures within the limits of such appropriations, subject to approved procedural policies. There shall be an annual audit of the books and records of the Department which shall be performed by the same accounting firm as employed by the City of Raytown to perform their annual audit. The audit shall be presented to the Board by the Director of Parks and Recreation for their approval.

SECTION 4. BUILDING AND GROUNDS COMMITTEE:

The committee on Buildings and Grounds shall exercise supervision over the care and control of all buildings and grounds and equipment of the Department. It shall be the duty of the committee to see that the buildings and property of the Department are adequately insured. The committee shall investigate and determine the need for new facilities or renovation of existing buildings and for the expansion, improvement, and beautifying of the park system. It shall consider the reports and recommendations of the administration and make its recommendations of plans and specifications for new buildings or improvements to the Board for approval; it shall call for approval of the contractor or contractors who, in its opinion, should be awarded the contract.

SECTION 5. PROGRAM COMMITTEE:

It shall be the duty of this committee to consider and make recommendations relating to our total park and recreation program, to include: (1) policies and rules or regulations pertaining to and governing the use of all park grounds and facilities; (2) policies and/or guidelines relative to recreation programs and services provided by the department; (3) policies and/or guidelines relative to services rendered by the department which are intended to assist self-supported groups or other recreation agencies in planning and/or conducting recreation programs or themselves or the general public. The committee shall report its actions or any recommendations at any meeting of the Board. The committee shall recommend a Schedule of Fees and Charges for approval by the full Board in January of each year.

SECTION 6. PERSONNEL COMMITTEE:

It shall be the duty of this committee to consider and make recommendations related to full-time personnel and all problems, including grievances, need for additional staff, job descriptions, and department organization, etc., and other matters as may be referred to the committee by the Board or administration. The committee shall report its actions or any recommendations at any meeting of the Board.

SECTION 7. ADVISORY COMMITTEE:

The President may from time to time appoint advisory committees on Department welfare and other subjects pertaining to the park system. The personnel of such committees may be composed of members of the community, consultants, and representatives of civic clubs or other.

ARTICLE VII

CUSTODY AND DISBURSEMENT OF FUNDS

SECTION 1. PLACE OF DEPOSIT:

The place of deposit for all funds, savings and checking, must be approved annually by the Board. All disbursement of funds shall be by the ex officio Treasurer by authorized vouchers signed on behalf of the Board by the Director of Parks and Recreation.

SECTION 2. SAFEKEEPING OF FUNDS:

The Park Board has a fiduciary responsibility to carefully manage and ensure that department funds are deposited in an FDIC insured bank account. Funds shall be maintained at the same bank as the City of Raytown to ensure seamless transactions.

SECTION 3. INVESTMENT POLICY:

Safety of principal is the foremost objective of the investment programs. All operating funds shall be invested in properly managed accounts and funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that maybe be reasonably anticipated. The investment portfolio shall be designed with the objectives of attaining a market rate of return, taking into account the investment risk constraints and liquidity needs.

ARTICLE VIII

AMENDMENT OF BYLAWS

SECTION 1. PROCEDURE TO AMEND BY-LAWS:

The members of the Board, by an affirmative vote of a two-thirds (2/3) majority of the Board, may amend these By-Laws at any meeting provided that all members have been given ten (10) days' notice of the intended changes.

ARTICLE IX

ADOPTION OF BYLAWS

SECTION 1. ADOPTION OF BYLAWS

The above By-Laws were adopted by the Raytown Parks and Recreation Board on the third day of September, 1964, and amended on November 5, 1964; March 8, 1966; May 10, 1966; September 9, 1970; November 10, 1977; and May 11, 1978; April 16, 2012.

As Adopted 16 April 2012

END.