

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

Monday, May 18, 2020

<https://zoom.us/j/93413307323?pwd=WlArNnNCTVp0eG9Ga3RSd0hxaU9yUT09>

**Meeting ID: 934 1330 7323
Password: 026865**

7:00 PM

I. Call to Order

II. Public Participation

Approval of Minutes –February 17, March 16 and April 20 meetings.

III. Reports of Officers

President – Chris Rathbone

Vice President – Dave Thurman

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Terry Copeland

Program – Loretha Hayden

Buildings & Grounds – Brent Hugh

Rice-Tremonti – Brian Morris

BMX- George Mitchell

V. Staff Reports

Director – Dave Turner

Superintendent of Parks - Ron Fowler

Recreation- Mike Conrad

VI. New Business

1. Re-opening plan
2. June and July special events
3. BMX Start date for practice and racing
4. 2021 Budget process

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, June 15, 2020 7 PM Parks Office

**Raytown Park Board
Minutes
February 17, 2020**

Attendance:

Park Board: Chris Rathbone, Terry Copeland, Dave Thurman, Brian Morris, George Mitchell & Brent Hugh

Staff: Dave Turner, Ron Fowler, Mike Conrad and Mary Ann McCormick

Guests: Alderman Janet Emerson, Tony Jacobs, Greg Walters

A quorum was declared present and the meeting was called to order at 7:02 p.m. Terry Copeland made a motion to approve minutes from January 13, 2020. Brian Morris seconded and motion passed.

Public Comments:

1. Tony Jacob wanted to know the wireless camera prices and are police monitoring our cameras?
2. Greg Walters thanked Park Board for lights in the parks and security drive throughs. Would like to see more lights and he will talk to City about having Police help pay for some of the lights.

Reports of Officers:

President – stated Robbie Tubbs and himself met with Dave Turner and gave him his review and turned it into City.

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – Terry reported we are within our budget

Program – no report

Buildings & Grounds – no report

Rice Tremonti - roof fixed, windows and front porch budget \$40,000 work was to begin

February 1st but has been delayed. 2018 rentals – 35 in 2019 - 55 rentals. Looking for possible fixes for pillar that was destroyed.

BMX – no report

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks - a written report was distributed.

Recreation - a written report was distributed.

New Business:

1. George Mitchell made a motion to reappoint Chris Hagan and Nate Jonjevic and appoint Mathdaniel Johnson and John Williams to the BMX Board with term expiring 10/31/2021. Dave Thurman seconded and the motion passed.

2. Terry Copeland made a motion to approve a contract with Homeland Security for \$13,680.00 for security May 1 – Sept. 30 in all 5 parks, 7 days a week, twice a night. We will add \$1,000 additional for BMX security for National for a total of \$14,680.00. Brian Morris seconded and motion passed. Bids received: Homeland Security \$13,680 and Garda World \$22,950.00.
3. Terry Copeland suggested we rename Super Splash and paint over the splash on the side of the building.
4. Brent Hugh talked about Interscholastic Biking League that is getting started here in Kansas City. If you would like more information to talk to Brent.
5. George Mitchell made a motion to adjourn. Terry Copeland seconded and the motion passed.

**Raytown Park Board
Minutes
March 16, 2020**

The Raytown Park Board meeting was cancelled this month due to the COVID-19 social distancing rules.

**Raytown Park Board
Minutes
April 20, 2020**

The Raytown Park Board meeting was cancelled this month due to the Declaration in response to COVID-19.

Mayor Michael McDonough Issues Declaration in response to COVID-19

In response to COVID-19 concerns, the City of Raytown is expanding steps to ensure the health of our community and staff.

Beginning Wednesday, March 18, all City facilities will be closed to Public access until further notice. This includes:

- Raytown City Hall
- Raytown Police Department Lobby
- Parks and Recreation Building
- Public Works and Fleet Maintenance Facility
- Rice-Tremonti Building

Raytown Parks & Recreation Department
Director's Report
May 18, 2020

COVID-19 The KCMPRDA (KC Metro Park & Recreation Directors Association) have worked with the Jackson Co Health Dept to create a schedule for reopening Parks facilities to the public, and for the sanitization schedule for each facility. Skate Parks and Tennis/Pickleball courts will be among the first features to open in Phase 2. Other close contact activities such as Basketball, Soccer, and Football may not be scheduled until Phase 4 of the plan, which would be a time where there are no public restrictions due to COVID-19.

A Plexi-glass barrier has been installed at the front counter of the office. Purchases have been made for personal protective equipment and cleaning products for staff to use and for the protection of the public. We have been filing activity logs regarding COVID-19 action and purchases to City Administration and have added budget codes to separate these expenditures and staff time from normal activities.

Staff Schedules I have been working in the office Monday, Tuesday, and Friday, and Mary Ann has been working Wednesday and Thursday. When not in the office we are working from home and staying in contact with the City Administrators and our coworkers. Mike has been working with the maintenance crew when possible, mowing, doing ball field maintenance, and helping with flower beds. The maintenance crew has been working as normal, but with extra PPE when necessary.

KCMPRDA I have participated in several of these meetings over the last two months and have found them very helpful. The group's intent is to set an industry standard of best practices for Parks & Rec. through this pandemic, and sharing information is helping all communities in the metro area.

Board of Alderman I will give a yearly report to the Board of Alderman on June 9th. This will cover the projects that we have completed over the last year, and the financial status of the Parks Department.

Little Blue Trace I have scheduled Brandy Electric to replace 7 bulbs and ballasts on the ballfield lights on fields 2 & 3. The work will be scheduled for July, and we will have a more exact date when we can see weather reports. Having this work scheduled in a dry period will reduce the amount of turf damage that will have to be repaired.

Metal Siding/Windows Parks staff have installed metal siding and windows in the Parks office. By staff doing this work instead of hired contractors, we have saved \$30,000 in the capital improvements budget.

Website & Social Media contractor I have met with Chris Miller about options for updates our website. No changes or progress has been made at this time with Social Media contractor.

Super Splash We are having reoccurring alarms at the property inside the fenced in area. We have changed our alarm tone with a verbal command stating: "You are trespassing, Police have been notified." I did meet with Police Chief Kuehl, to get his recommendation and to confirm the verbal alarm message.

Homeland Security The curfew checks by our security contractor began on May 1st. In the first 11 days there were five documented cases of park curfew violators that were contacted by Homeland Security staff.

Maintenance parking lot seal coat Phillips Paving were low bid with \$3,775. Completed May 2nd, I will schedule getting the lines repainted for overflow parking.

Sales Tax Revenue May Sales Tax has not been posted.



May 2020

PARK MAINTENANCE REPORT



Horticulture / Right of Way

We are very close to filling the Horticulture position. They have a college degree in a related Horticulture field. The background check has been successfully completed, and we are waiting on the physical and drug screen results. If this is successful, we anticipate a start date within a week to 10 days.

All flowering spring bulbs have been removed from the flower beds and stored. Selected flower beds will then be prepared for planting. If the weather and conditions permit, we will begin installation of the summer annuals in the next two weeks.

The pre-emergent weed control has been applied to selected athletic fields to help control crabgrass. No nitrogen fertilizer has been applied this spring in the hopes of mitigating excess growth this spring.

A large tree has been destroyed on the Gregory traffic island along with other landscape material. This is a result of a fatality accident the week of May 11th.

Park Maintenance

John and Alan are about 98% complete with the administrative office's siding and windows. Most of what remains is the inside trim work around the windows. I can not express how lucky we are to have such staff. John and Alan's efforts on the installation of this work has saved our department at least \$30,000!! We are blessed! In think the building looks great, and I hope you will agree!

Virus protocols are still in use. As we all know this is a very fluid situation. Even though fencing and gates are present violations still occur.

Contract mowing had been going well, however, as I write this they are more than a week behind. Staff has mowed athletic fields and we may need to do more depending on the vendors response. Sadly, the grass continues to grow, and in the spring, "catchup" never works very well.

I have included a copy of a card received from a park patron. It is always nice and appreciated when staff gets an attaboy!



Raytown Parks + Rec -

Thank you!

During this difficult
time - a walk in
Kenagy Park is
restoring and healthy.
Your beautiful plantings
have helped my
world and soothed
my soul.

Gratefully,
Marsha Elbosoni

Raytown Parks & Recreation
Board Report: Sports & Special Events
By: Mike Conrad
5/18/2020

50+ Softball

We have been working with Heart of America Softball (HASS) to adjust the season as the Covid-19 situation progresses. We have pushed back the start of the season and we are having to push it back again according to the Jackson County opening procedures. Currently, it appears that we will be starting sometime in the beginning of July.

Tennis

I have hired 2 Tennis Instructors. Their names are Miranda and Mikaela and one will be running the kids lessons and the other the adult lessons. They understand that with the Covid-19 situation, we cannot give them a firm start date and so far they are very understanding with that.

Tennis Instruction cannot begin in the first phase of opening so we are looking for a start date closer to the beginning of July or when the second phase of opening begins. This goes for Lessons and League.

Movies in the Park

With the number of people we usually have at Movies in the Park we are thinking that pushing it back to start in July will be best and in accordance with social distancing during the reopening periods.

Fishing Derby

With the number of people we have for the Fishing Derby we are thinking it should be pushed back to September with should make it fall in line with reopening guidelines. From my understanding the Fishing Derby was originally in September so this would be a throwback to when it first started.

Raytown Live!

In accordance with the reopening guidelines we have needed to cancel June's Raytown Live. July's Raytown Live may need to be canceled to fall in line with the guidelines and we are concerned with budgeting of Raytown Live!. Most of the money used to run Raytown Live! comes from donations and with the current economic market and Covid-19 we have not been able to raise money. We are also predicting that businesses will not be able to donate like they have in the past because of everything. We are in discussions to have the August Raytown Live! because the budget could support one and August is the month we do it in conjunction with a couple other local organizations making it the most popular event.

My work

I am current self-quarantining because I had to leave Missouri to help a family member. I will be back Monday the 18th. Before I left, I had been helping the maintenance staff with spraying weeds, mowing and anything else I could help with. I have been in contact with coaches who want to rent fields and have let them know we cannot rent any at this time but I will be contacting them soon to let them know when I will be accepting applications for permits. I have also contacted the parties scheduled for the June Raytown Live! to let them know we had to cancel it. Everyone has been very understanding about the situation and have not tried to charge us any cancellation fees.



Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		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	-31,200.00	-31,200.00	0.00	-16,096.90	15,103.10	51.59 %
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	310,000.00	310,000.00	0.00	160,128.33	-149,871.67	48.35 %
201-00-00-100-46102	Investment Income	10,700.00	10,700.00	0.00	4,624.93	-6,075.07	56.78 %
201-92-00-000-42122	Credit Card Processing Fee	0.00	0.00	12.51	181.93	181.93	0.00 %
201-92-00-100-41101	Real Estate Tax	476,123.00	476,123.00	823.81	417,842.13	-58,280.87	12.24 %
201-92-00-100-41102	Personal Property Tax	100,000.00	100,000.00	916.64	76,737.16	-23,262.84	23.26 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,500.00	13,500.00	493.99	7,456.90	-6,043.10	44.76 %
201-92-00-100-41105	Penalties	9,000.00	9,000.00	401.56	5,031.92	-3,968.08	44.09 %
201-92-00-100-41107	Railroad & Utilities Tax	21,000.00	21,000.00	0.00	17,796.50	-3,203.50	15.25 %
201-92-00-100-41108	Replacement Tax	21,000.00	21,000.00	0.00	25,551.66	4,551.66	121.67 %
201-92-00-100-41110	Circuit Breaker Refund	-2,000.00	-2,000.00	-69.70	-912.88	1,087.12	45.64 %
201-92-00-100-41111	Delinquent Property Tax Revenue	10,000.00	10,000.00	236.29	5,872.44	-4,127.56	41.28 %
201-92-00-100-46101	Interest Earnings	12,300.00	12,300.00	0.00	5,919.76	-6,380.24	51.87 %
201-92-00-100-46303	Gain on sale of Fixed Asset	0.00	0.00	0.00	20,915.00	20,915.00	0.00 %
201-92-00-100-47101	Ballfield Lights Fees	5,000.00	5,000.00	0.00	192.50	-4,807.50	96.15 %
201-92-00-100-47105	Shelter House Rental Fees	16,000.00	16,000.00	-455.00	8,795.00	-7,205.00	45.03 %
201-92-00-100-47110	Sports Field Rental Fees	1,300.00	1,300.00	0.00	281.25	-1,018.75	78.37 %
201-92-00-100-47116	Vending Machine-Kenagy	1,000.00	1,000.00	38.15	158.15	-841.85	84.19 %
201-92-00-100-47204	Team Sports League	44,000.00	44,000.00	0.00	2,261.00	-41,739.00	94.86 %
201-92-00-100-47220	Donations	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
201-92-00-100-47425	Other Income	500.00	500.00	0.00	392.00	-108.00	21.60 %
201-92-00-200-47401	Participant Fees - BMX	20,000.00	20,000.00	400.00	1,478.77	-18,521.23	92.61 %
201-92-00-200-47405	Concession Sales - BMX	7,000.00	7,000.00	0.00	120.00	-6,880.00	98.29 %
201-92-00-200-47415	ABA Memberships - BMX	6,000.00	6,000.00	0.00	62.00	-5,938.00	98.97 %
201-92-00-718-43101	Federal Grants - Parks	124,000.00	124,000.00	0.00	0.00	-124,000.00	100.00 %
	Revenue Total:	1,195,223.00	1,195,223.00	2,798.25	744,789.55	-450,433.45	37.69%
Expense							
201-92-00-100-51102	Civilian Employees	418,564.00	418,564.00	26,774.84	205,751.73	212,812.27	50.84 %
201-92-00-100-51106	Part Time Employees	18,800.00	18,800.00	0.00	0.00	18,800.00	100.00 %
201-92-00-100-51111	Civilian Employees Overtime	8,521.00	8,521.00	217.36	1,592.90	6,928.10	81.31 %
201-92-00-100-51115	Special Emergency Preparedness Ti	0.00	0.00	138.96	1,378.27	-1,378.27	0.00 %
201-92-00-100-51206	Life Ins	1,217.00	1,217.00	84.25	624.04	592.96	48.72 %
201-92-00-100-51212	Deferred Compensation - 401 A	7,139.00	7,139.00	430.35	3,230.75	3,908.25	54.75 %
201-92-00-100-51214	Civilian Pension - LAGERS	54,461.00	54,461.00	3,943.20	29,506.41	24,954.59	45.82 %
201-92-00-100-51215	Health Insurance	51,582.00	51,582.00	2,810.58	22,707.06	28,874.94	55.98 %
201-92-00-100-51218	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	3,250.00	4,250.00	56.67 %
201-92-00-100-51220	Dental	3,786.00	3,786.00	250.56	1,935.00	1,851.00	48.89 %
201-92-00-100-51221	Vision	830.00	830.00	54.84	418.14	411.86	49.62 %
201-92-00-100-51225	FICA	34,566.00	34,566.00	2,008.25	15,393.79	19,172.21	55.47 %
201-92-00-100-51231	Auto Allowance	5,952.00	5,952.00	453.00	3,171.00	2,781.00	46.72 %
201-92-00-100-51236	Ins Opt Out Incentive	9,000.00	9,000.00	750.00	5,250.00	3,750.00	41.67 %
201-92-00-100-51238	Phone Allowance	4,320.00	4,320.00	240.00	1,680.00	2,640.00	61.11 %
201-92-00-100-51240	Workers Compensation Insurance	17,563.00	17,563.00	0.00	7,982.46	9,580.54	54.55 %
201-92-00-100-52101	Office Supplies	550.00	550.00	0.00	145.96	404.04	73.46 %
201-92-00-100-52200	Operating Supplies	3,300.00	3,300.00	152.03	536.14	2,763.86	83.75 %
201-92-00-100-52233	Uniforms	3,100.00	3,100.00	0.00	669.69	2,430.31	78.40 %
201-92-00-100-52250	Professional Services	8,000.00	8,000.00	0.00	110.00	7,890.00	98.63 %
201-92-00-100-52300	Repair & Maintenance Supplies	58,350.00	58,350.00	288.04	9,288.29	49,061.71	84.08 %
201-92-00-100-52301	Fuel	7,500.00	7,500.00	0.00	2,297.32	5,202.68	69.37 %
201-92-00-100-53101	Postage	700.00	700.00	0.00	25.15	674.85	96.41 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53241</u>	Printing & Promotions	1,200.00	1,200.00	0.00	104.44	91.30 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,200.00	2,200.00	0.00	690.00	68.64 %
<u>201-92-00-100-53401</u>	Electricity	42,200.00	42,200.00	0.00	11,312.58	73.19 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	1,375.42	57.02 %
<u>201-92-00-100-53421</u>	Water	8,550.00	8,550.00	0.00	1,796.46	78.99 %
<u>201-92-00-100-53431</u>	Telephone	5,000.00	5,000.00	0.00	2,434.94	51.30 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	113.60	93.32 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	370.00	75.33 %
<u>201-92-00-100-53644</u>	Computer Services	10,500.00	10,500.00	0.00	1,368.62	86.97 %
<u>201-92-00-100-53701</u>	Education and Training	2,450.00	2,450.00	0.00	1,249.95	48.98 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	514.98	61.85 %
<u>201-92-00-100-53913</u>	General Liability Insurance	39,180.00	39,180.00	0.00	19,446.24	50.37 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	1,846.45	19.72 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	57,600.00	71,280.00	7,831.70	13,941.01	80.44 %
<u>201-92-00-100-54500</u>	Recreational Programming	57,990.00	57,990.00	0.00	8,831.95	84.77 %
<u>201-92-00-100-55000</u>	Vehicle Expense	4,900.00	4,900.00	0.00	1,427.61	70.87 %
<u>201-92-00-100-57000</u>	Capital Expenditures	402,900.00	389,220.00	1,521.12	16,552.45	95.75 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	119.00	76.20 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	17,850.00	16,850.00	0.00	1,465.76	91.30 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	10,000.00	10,000.00	0.00	567.00	94.33 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,100.00	8,100.00	336.43	3,984.49	50.81 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	48.68	66.65	93.34 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,300.00	1,300.00	0.00	0.00	100.00 %
<u>201-92-00-200-53401</u>	Electricity - BMX	3,000.00	3,000.00	0.00	460.68	84.64 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	700.00	0.00	0.00	100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	900.00	900.00	0.00	0.00	100.00 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	7,120.00	8,120.00	45.22	452.29	94.43 %
	Expense Total:	1,420,491.00	1,420,491.00	48,379.41	407,436.67	71.32%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-225,268.00	-225,268.00	-45,581.16	337,352.88	249.76%
	Report Surplus (Deficit):	-225,268.00	-225,268.00	-45,581.16	337,352.88	249.76%

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	1,195,223.00	1,195,223.00	2,798.25	744,789.55	-450,433.45	37.69%
Expense	1,420,491.00	1,420,491.00	48,379.41	407,436.67	1,013,054.33	71.32%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-225,268.00	-225,268.00	-45,581.16	337,352.88	562,620.88	249.76%
Report Surplus (Deficit):	-225,268.00	-225,268.00	-45,581.16	337,352.88	562,620.88	249.76%

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-225,268.00	-225,268.00	-45,581.16	337,352.88	562,620.88
Report Surplus (Deficit):	-225,268.00	-225,268.00	-45,581.16	337,352.88	562,620.88

Fund Balance Report

As Of 05/13/2020



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,040,873.32	744,789.55	387,919.76	1,397,743.11
Report Total:	1,040,873.32	744,789.55	387,919.76	1,397,743.11

Recovery Plan – Ballfields / Sports Complexes / Multipurpose Fields

Phase 1 – Start May 11 th Phase Duration: <i>Three Weeks?</i>	Phase 2 –	Phase 3 – on or about July 4 th	Phase 4 –
Ballfields Closed	Ballfields Closed	Ballfields Reopening	Ballfields Open
Sports Complexes Closed	Sports Complexes Closed	Sports Complex Reopening	Sports Complexes Open
Multipurpose Closed	Multipurpose Closed	Multipurpose Reopening	Multipurpose Open

Depending on social gathering numbers, Softball and Baseball Complexes and Multipurpose Fields may resume hosting league games and tournaments in phase three, on or about July 4th, based on their ability to monitor and control participation.

The following guidelines will be followed when re-opening Ballfields, Sports Complexes and Multipurpose fields. This will assure consistent service and sanitizing of areas for use by participants.

Softball / Baseball Complexes / Multipurpose Fields

- Associations / League Directors / Tournament Directors
 - Parks Departments may have to limit the number of teams registered for the tournament to satisfy the executive order requirement
 - Require tournament directors to stagger game times
 - Instead of collecting gate in person, consider negotiating a flat rate with tournament directors. This will contribute to social distancing, eliminate the collection of cash, and the need for additional PPE and sanitizing
- Team Benches
 - Display signage at each bench to encourage social distancing
 - Require Coaches to provide hand sanitizer for players and team staff
 - Team benches and bat racks will be sanitized between each game
 - Require teams to remove team trash at the conclusion of games
- Bleachers
 - Depending on the size of the bleacher, require spectators to social distance. Recreation staff will measure out 6' foot areas on the bleachers and mark with tape to designate an approved seating chart.
 - Display a maximum number of people allowed sign on each bleacher
 - Bleachers will be sanitized daily

- Bleachers may be removed from all fields to prevent public usage
- Spectators sitting on the sidelines must social distance
- Restrooms
 - Display “Closed” signs on Urinals or Toilets to create spacing in order to accommodate social distancing between the stalls
 - Limit the number of people allowed in the restroom. One person per toilet/urinal; note requirement on signage
 - Consider providing portable restrooms based on demand
 - Portable restrooms will be serviced daily
 - Floor markings will be placed on the ground outside of the restroom doors for people to stand in line and properly social distance.
 - Display Signage inside restroom and on entry doors to remind persons to social distance and wash hands.
 - Restrooms will be sanitized once per day based upon minimum CDC Standards
 - Entry and Exit door handles
 - Toilet seats
 - Toilet / Urinal handles
 - Faucets, sinks, hand dryers
 - Partition locks and handles
 - Toilet Paper dispensers
 - Floors
- Concession Stand

In addition to the regular daily requirements, Associations / Staff will complete the following tasks to ensure food safety.

 - Follow all directives provided by the Jackson County Environmental Health Department. <https://www.jacksongov.org/442/Environmental-Health>
 - Associations / Staff will be tasked with keeping specific COVID 19 sanitizing records.
 - Associates must wear gloves and face masks at all times
 - Floor markings will be placed on the ground outside of the service window for people to stand in line and properly social distance
- Playgrounds
 - Until reopening in Phase Three, on or about July 4th, per National Recreation and Park Association guidelines provided below (developed in consultation with the CDC) all playgrounds shall remain closed until there is **no widespread community transmission of the virus**. Agencies shall post signage at each playground facility noting the closure, and where possible, wrap playgrounds in orange fencing or caution tape to further inform the public and prevent usage.
- Scoreboards
 - Discontinue use of scoreboards to prevent the need to sanitize the controllers

- Drinking Fountains
 - Turn fountains off
 - Provide information to the tournament directors and league teams stating “drinking fountains will not be available”

- Field Staff
 - Must wear the required PPE (i.e. masks) while in contact with the public and other associates at all times
 - When breaking, staff must social distance

- Signage
 - It is recommended to place temporary signage throughout the complexes and multipurpose fields stating the need for social distancing and the washing of hands. Use bilingual signs where needed

Recovery Plan – Shelters and Playgrounds

Phase 1 – Start May 11 th Phase Duration: <i>Three Weeks?</i>	Phase 2 –	Phase 3 –	Phase 4 –
Shelters Closed	Shelter Reopening	Shelter Reopening	All Shelters Open
Playgrounds Closed	Playgrounds Closed	Playground Reopening	All Playgrounds Open

➤ Picnic Shelters

- Picnic Shelter facilities shall remain closed at all parks through the duration of Phase One of the reopening plan. Agencies shall post signage at each shelter noting closure, and where possible, wrap shelters in orange fencing or caution tape to further inform the public and prevent usage.
- Starting in Phase Two, on or about June 13th, agencies may begin reopening shelters for community use, based on staffing levels and each individual agencies ability to clean facilities as needed. Table coverings shall be recommended, and signage recommending users clean tables prior to use shall be implemented, along with these guidelines placed on agency websites.
 - Social Distancing and Group Size Limitations shall be enforced as needed, and agencies may reduce number of picnic tables under shelters as needed to help facilitate these guidelines.

➤ Playgrounds

- Until reopening in Phase Three, on or about July 4th, per National Recreation and Park Association guidelines provided below (developed in consultation with the CDC) all playgrounds shall remain closed until there is **no widespread community transmission of the virus**. Agencies shall post signage at each playground facility noting the closure, and where possible, wrap playgrounds in orange fencing or caution tape to further inform the public and prevent usage.

NRPA Recommendation on Reopening Playgrounds: While many outdoor areas do not require additional disinfection measures, playgrounds and park equipment that is frequently touched by multiple people poses another challenge when considering reopening.

CDC specifically cites that “there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state or national parks.” Some of these concerns include:

- They are often crowded and could easily exceed recommended guidance for gatherings.
- It can be challenging to keep surfaces clean and disinfected.
- The virus can spread when young children touch contaminated equipment and then touch their unwashed hands to their eyes, nose or mouth.

Based on these challenges, CDC advises park users to continue not to use playgrounds and other frequently touched equipment. Because of the concerns above, NRPA believes that playgrounds should remain closed until there is no widespread community transmission of the virus.

Re-Open Plan – Outdoor Tennis/Pickleball and Basketball Courts (Sports Courts)

Phase 1	Phase 2	Phase 3	Phase 4/5
All Courts Closed	Tennis / Pickleball Courts open for single play	Tennis / Pickleball Courts open for single play	Tennis Courts Open for Singles and Doubles
	Basketball Courts Remain Closed	Basketball Courts Remain Closed	Basketball Courts are opened.

➤ Tennis/Pickleball Courts

- All Tennis / Pickleball Courts will be open for singles play only.
 - For Tennis and Pickleball play only 2 people on opposing sides of the net will be allowed on a Pickleball court at a time.
 - Players waiting to play will be required to maintain social distancing at all times.
 - All gates entering the court will be chained or locked in an open position to minimize touch points.
 - Signage will be posted at locations to remind players and spectators of good social distancing practices.
- Tennis / Pickleball Courts can open for doubles play in Phase 4/5 while still requiring social distancing practices be used until threat is minimal.

➤ Basketball Courts

- All **Basketball Courts are to remain closed** in Phases 1 – 3.
- All **Basketball Courts can open** for play in Phase 4/5.
 - Players waiting to play will be required to maintain social distancing at all times.
 - All gates entering the court will be chained or locked in an open position to minimize touch points until threat is minimal.
 - Signage will be posted at locations to remind players and spectators of good social distancing practices.

Re-Opening Plan – Skateparks

Phase 1	Phase 2	Phase 3	Phase 4
All Skateparks Closed	Skateparks open but limited to 10 individuals or 5% of square footage whichever is greater	Skateparks open but limited to 25 individuals 25% of square footage whichever is greater	Skateparks open no max capacity/user count restrictions

➤ Skateparks

- All Skateparks will be open with the restrictions/timelines mentioned in the table above.
- Social Distancing will remain in place through all phases.
 - No more than one person on each skate component at one time to maximize social distancing.
 - Signage onsite will reflect the max capacity/user count restrictions based on the current phase.
 - Maximum capacity and social distancing will be self-enforced by users.
 - Signage will be posted at locations to remind skatepark users of appropriate social distancing practices and required user restrictions with Skatepark components/features.

Assumption of Risk and Waiver of Liability Relating to
Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Raytown (City) has put in place preventative measures to reduce the spread of COVID-19; however, the City **cannot guarantee** that you, your children, or any other person, will not become infected with COVID-19. Further, attending City sponsored activities could increase your risk and your child or children's risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in connection with my child or children's attendance at City activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Activity Participant(s)

Raytown Parks Events COVID-19 Schedule

Raytown Fishing Derby- June 6, 120+ participants, 8 volunteers. Staff recommendation September.

Kid's Day at Kenagy- June 11th, 200 participants through the day. **CANCELLED**

Raytown Live- June 13, 140 participants, 10 volunteers. **CANCELLED**

Movie in the Park- June 19, 70-110 participants expected. Staff recommendation July

Softball Leagues- **POSTPONED** -Phase 3 start approx. July 1st.

Tennis League- **POSTPONED** -Phase 3 start for singles matches, Phase 4 for doubles.

Tennis Instruction- **POSTPONED** -Phase 4 start, it is possible there will be no 2020-2021 tennis instruction.

Basketball League- Phase 4, it is possible there will be no 2020-2021 league.

BMX National Race- October 9th-11th.

[TRACK NAME] will implement a variety of procedures to promote social distancing and keep common areas sanitized. The facility will have a staff volunteer during race nights dedicated to ensuring attendees are practicing social distancing protocols. The following protocols will be in effect until further direction is given by local jurisdiction. Protocols may be further enhanced to ensure the safety of the public and employees.

General Precautionary Measures

[TRACK NAME] will be implementing several precautionary measures based on the recommendations of the WHO, CDC, state, county and local authorities.

- **Limited Spectators:** Encouraging only one (1) spectator per participant to attend our racing venue. If multiple family members must attend we will encourage others to remain in their vehicle.
- **Remote Viewing:** To ensure that all can view their riders racing despite the one spectator rule, all races will be broadcast live on Facebook.
- **Social Distancing Measures:** In addition to limiting the spectators congregating around the field of play, the facility will have ample signage promoting social distancing. Bleachers will be clearly labeled and marked to ensure distancing.
- **Disinfecting Procedures, Hand washing & Sanitizing:** Rigorous cleaning and sanitation measures will be implemented to promote a clean and healthy environment. Additionally, we will encourage additional hand washing with our permanent restrooms on-site, which will be serviced and disinfected prior to every event.
- **Event Staff PPE:** All event staff will be provided with masks, gloves and wipes.

Sport Specific Precautionary Measures

[TRACK NAME] has carefully identified areas within the event that need improved structure to maximize social distance. This list is meant to serve as a guideline and will be our best practices. We will make changes if necessary to ensure for the safety and well being of our riders and spectators.

- **Contactless Registration:** To limit the interaction [TRACK NAME] will offer and encourage a cashless, contactless transaction utilizing a cash transfer app such as *Signup Genius, Venmo, Paypal, or Square* with online web access prior to the race event. This will nearly eliminate interaction for registration.
- **Customer Service:** There will be times when an attendee needs to communicate to staff. This will occur between the [TYPE] barriers of our [BUILDING INFO]. Furthermore, as more than one attendee may be in line for customer service, social distancing signage will be affixed to the ground, clearly labeling an excess of 6 feet between attendees.
- **Moto Sheet:** Moto Sheets outline the day's events and inform the participants of their groupings. The posting of these sheets traditionally creates a gathering of participants. To mitigate this Moto Sheets will not be posted, rather published online.
- **Staging:** Prior to each race a rider must stage into the proper age category. To increase the distance and minimize contact we will reduce staging to 50 percent capacity. Additionally, we will eliminate parents from this area and only allow the assistance of riders under the age of 8.
- **Attendance Restrictions:** Riders and attendees will only be permitted if registering to race, there will be no practice on race-day for those not racing.
- **Equipment:** Loaner helmets and rental bikes will not be available thus eliminating the possibility for any shared equipment.
- **Awards:** At the conclusion of the racing event, awards will be given before riders exit the track area. We will ask that once the racer has collected their award they exit the facility as expeditiously as possible.

