

**AGENDA  
RAYTOWN PARKS & RECREATION BOARD**

**Monday, October 21, 2019  
Colman Park Office 5912 Lane Ave, Raytown  
7:00 PM**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes** –September 16, 2019 Meeting

**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 – Mike Hanna

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. Youth Baseball RFP
2. Security plan 2020
3. Sales Tax update
4. Other Business

**VII. Adjourn**

**VIII. Announcements**

- Next Meeting: Monday, November 18, 2019 7 PM Parks Office

**Raytown Parks & Recreation Department**  
**Director's Report**  
**October 21, 2019**

**WIFI** Comcast is scheduled to install cat-6 WIFI cable at Kenagy Park and Kritser Park. Both will be bored at Comcast expense, with the caveat that we will have to pay around \$430 for a very 450' boring job at Kenagy Park. Itek Solutions is ready to install the hardware as soon as the lines are installed. Parks staff has the conduit installed and interior locations ready for the WIFI hardware.

**Lighting Project** The lights have been ordered since August 19<sup>th</sup> and still have not been delivered. The 24' poles were delivered October 10<sup>th</sup>. The most recent information is on the delivery date is Oct. 23<sup>rd</sup>.

**Micro Surfacing Parking Areas** Vance Brothers has completed Lane Ave and two of our main parking areas. They did skip the shop parking lot due to cracks and potholes. I am waiting on a quote from them to do crack sealing and then an over seal for that area. All State Striping did the striping for parking and handicapped spaces.

**2020 Budget** I am monitoring the accounts for the 2019 projects listed above and working with the Finance Dept to see if the accounts will need to be shifted forward into the 2020 Parks budget to be completed in the next budget year. I have moved forward the balance of the 2019 Raytown Live donations to be used for that program next summer.

**Sales Tax Committee** The committee has been meeting weekly and have come up with an effective plan to get the Parks/Storm Water 1/8 cent sales tax renewed. Eric Teeman has been the lead for the group. There will be a big push the two weeks before the election to get Parks supporters out to vote, including a door to door campaign. The Parks/Storm Water question will be the only issue on the ballot.

**Sales Tax election** The Parks/Storm Water Sales Tax information from the Parks Department was in the September Sewer bill. Information will be in the City Newsletter to be delivered on October 24<sup>th</sup>. I will be presenting information about the Sales Tax to the Raytown Rotary on October 29<sup>th</sup>. Parks is doing a targeted informational mailer at the end of the month as well. We did get the endorsement of the Raytown Chamber of Commerce and Main Street Assoc.

This is the most expensive election the City has paid for since we are the biggest entity on the Jackson county ballot. The total is \$66,000 to Raytown, which is 89% of the total election costs. The City of Buckner, Jackson Co sub district #1 and #5 are the only other districts with a ballot question.

**Homeland Security** The security company started September 1<sup>st</sup> and have been sending status reports on their nightly checks of the Parks properties. After October 31<sup>st</sup>, I would like to meet with Homeland Security again to get their recommendations for what Raytown Parks should plan for 2020.

**LWCF Plans** I have not heard much from Nathan Nickolaus, but I will start the Kenagy grant process in mid-December, which is the MODNR estimate on when the grant will be open. Due date is still mid-February.

**Youth Baseball** I intend to put out a document requesting a new youth baseball provider in October.

**Sales Tax Revenue** September Sales Tax has been posted. \$34,508.08.

## October 2019

### Horticulture / Right of Way-

We are hopeful that in the next 2 weeks we have a new ROW/Maintenance Tech. He has 1 more hoop to jump through. He has background in landscape and janitorial maintenance and has also done snow removal.

Our spring flowering bulbs should arrive at any time. Our next step will be to clean up the summer annual beds, add soil amendments if required, and then plant these bulbs.

All athletic fields have had their first application of fall fertilizer as well as selected ROW areas. We hope to make one more application in 4-6 weeks. We have ordered and received most of our fertilizer needs for 2020. This will be held in storage for application next year.

### Park Maintenance -

Staff has completed most of the work for the Kenagy WiFi system. Once the control line is dropped in place staff will install it into the building. Then our computer guy will complete the installation.

The lights on the Kenagy pond fountain are malfunctioning. The lights are in a strobe mode in a blue/violet color. The light portion of the fountain has been turned off. We are in discussion with the vendor for the repair. If we are lucky, it will be under warranty for a few more weeks. The fountain will soon be removed for the winter and then appropriate repairs can easily be made.

The Colman tennis courts have been patched and painted. We hope this will help to stabilize them through the winter. A number of "pock-type" holes were filled and then painted.

New tires and batteries have been installed on various equipment in preparation for the coming winter.

We are now in the season when bathroom and water fountains are on a watch list for cold temperatures. These will be winterized when conditions require it.

Contact mowing is almost complete, we will likely have one more mowing by the vendor before the month is over. With the wet weather there has been lots of grass to mow.

The office walk and selected cement around the shop has been sealed. This should give us some added protection this winter.

We have notice a slight uptick in vandalism at Kenagy. Dave will ask the police if they can check on this park a little more often to dissuade our vandals.

# Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

Oct. 2019

- A. Senior Softball
  - a. Season ended
  - b. Trophies given out
- B. Adult Tennis League
  - a. Finished for season
  - b. Shirts given out to all who showed up
- C. Basketball
  - a. Coach's training conducted
    - i. Rescheduling with coaches that did not make it
  - b. Sending off practice request to schools Monday or Tuesday
  - c. Lost about 70 registrations compared to last season
    - i. Looking into where this may be coming from
    - ii. Trying to find a way to get waitlist kids on teams

**Raytown Park Board  
Minutes  
September 16, 2019**

**Attendance:**

**Park Board:** Chris Rathbone, Terry Copeland, Dave Thurman, Loretha Hayden, Robbie Tubbs, Brian Morris, Mike Hanna, George Mitchell and Brent Hugh.

**Staff:** Dave Turner, Ron Fowler and Mary Ann McCormick

**Guests:** Tony Jacobs and Alderman Derek Ward

**Public Participation:**

Tony Jacobs stated that he thought Parks Dept. had considered buying a stage at one time to use throughout the city.

A quorum was declared present and the meeting was called to order at 7:00 pm. Dave Thurman made a motion to approve minutes from August 19, 2019. Brian Morris seconded and the motion passed.

**Reports of Officers:**

**President:** Chris stated that the Sales Tax Committee is meeting at 2 pm Thursday at Blue Ridge Bank. He is planning on attending.

**Vice President:** Dave stated he went to Raytown Live and had about 180-190 in attendance. Heard a lot of positive comments.

**Reports of Standing & Special Committees:**

Personnel – no report

Finance – no report

Program – no report

Buildings & Ground – see agenda item #2.

Rice-Tremonti – 175<sup>th</sup> Anniversary Party was 9/15/19, there was a great turnout. Their website is now back up, [www.rice-tremonti.com](http://www.rice-tremonti.com). Applying for grant from Sunderland Foundation.

BMX – no report

**Reports of Staff:**

Director – a written report was distributed.

Superintendent of Parks – a written report was distributed.

Recreation Report – a written report was distributed.

**New Business:**

1. Arts & Music Festival has reached its end. We either need to change dates or come up with another concept. Attendance was good until about 3 pm then mass exodus for KC Chiefs game. We need to come up with new ideas for a festival.
2. LWCF Grant Plan – Buildings & Grounds met on August 26<sup>th</sup> and asked staff to develop plan to submit to DNR so that we can do something with Super Splash. Missy Wilson asked us to give information to lobbyist that is working with city, Nathan Nickolaus, to see what he can do on his end first. Mike Hanna made a motion to have Dave notify Nathan Nickolaus to see about his progress. Robbie Tubbs seconded and the motion passed.
3. 2020 Budget Update – City reworked the Liability insurance breakdowns for each department. Our budget for last 10 years has been around \$18,000 a year and this next fiscal year it is budgeted for approx. \$40,000.

4. Brian Morris made a motion to look into putting a camera at the basketball court but first talk to Homeland Security to see what their professional opinion is. Dave Thurman seconded and the motion passed.
5. Brent Hugh talked about bike/hike trails across Missouri. We can get maps at [www.mobikefed.org](http://www.mobikefed.org)
6. Mike Hanna made a motion to adjourn at 8:40 pm. Loretha Hayden seconded and the motion passed.



# Budget Report

## Account Summary

For Fiscal: 2018-2019 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>							
<b>Revenue</b>							
<a href="#">201-00-00-001-41206</a>	TIF - EATS	-31,000.00	-31,000.00	0.00	-29,712.10	1,287.90	95.85 %
<a href="#">201-00-00-100-41205</a>	Parks/Storm Water Capital Sales Ta	308,000.00	308,000.00	0.00	290,818.29	-17,181.71	5.58 %
<a href="#">201-00-00-100-46102</a>	Investment Income	3,500.00	3,500.00	0.00	13,655.66	10,155.66	390.16 %
<a href="#">201-92-00-000-42122</a>	Credit Card Processing Fee	0.00	0.00	23.13	696.70	696.70	0.00 %
<a href="#">201-92-00-100-41101</a>	Real Estate Tax	409,000.00	409,000.00	0.00	411,211.16	2,211.16	100.54 %
<a href="#">201-92-00-100-41102</a>	Personal Property Tax	104,500.00	104,500.00	0.00	98,789.95	-5,710.05	5.46 %
<a href="#">201-92-00-100-41104</a>	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	15,660.97	2,160.97	116.01 %
<a href="#">201-92-00-100-41105</a>	Penalties	9,000.00	9,000.00	0.00	10,301.85	1,301.85	114.47 %
<a href="#">201-92-00-100-41106</a>	EXCESS PROCEEDS	0.00	0.00	0.00	237.32	237.32	0.00 %
<a href="#">201-92-00-100-41107</a>	Railroad & Utilities Tax	21,000.00	21,000.00	0.00	19,851.95	-1,148.05	5.47 %
<a href="#">201-92-00-100-41108</a>	Replacement Tax	21,000.00	21,000.00	0.00	26,026.85	5,026.85	123.94 %
<a href="#">201-92-00-100-41110</a>	Circuit Breaker Refund	-2,000.00	-2,000.00	0.00	-1,607.18	392.82	80.36 %
<a href="#">201-92-00-100-41111</a>	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	9,614.22	-385.78	3.86 %
<a href="#">201-92-00-100-46101</a>	Interest Earnings	3,500.00	3,500.00	0.00	15,262.88	11,762.88	436.08 %
<a href="#">201-92-00-100-46303</a>	Gain on sale of Fixed Asset	0.00	0.00	0.00	31,000.00	31,000.00	0.00 %
<a href="#">201-92-00-100-47101</a>	Ballfield Lights Fees	5,000.00	5,000.00	1,015.00	7,139.06	2,139.06	142.78 %
<a href="#">201-92-00-100-47105</a>	Shelter House Rental Fees	15,500.00	15,500.00	125.00	25,163.75	9,663.75	162.35 %
<a href="#">201-92-00-100-47110</a>	Sports Field Rental Fees	1,200.00	1,200.00	30.00	1,205.00	5.00	100.42 %
<a href="#">201-92-00-100-47116</a>	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	1,175.46	175.46	117.55 %
<a href="#">201-92-00-100-47204</a>	Team Sports League	44,000.00	44,000.00	3,015.00	23,393.49	-20,606.51	46.83 %
<a href="#">201-92-00-100-47220</a>	Donations	20,000.00	20,000.00	0.00	19,510.00	-490.00	2.45 %
<a href="#">201-92-00-100-47425</a>	Other Income	100.00	100.00	225.00	4,838.03	4,738.03	4,838.03 %
<a href="#">201-92-00-100-47530</a>	Rice Tremonti	6,800.00	6,800.00	0.00	-1,738.08	-8,538.08	125.56 %
<a href="#">201-92-00-200-47401</a>	Participant Fees - BMX	20,000.00	20,000.00	378.00	29,950.70	9,950.70	149.75 %
<a href="#">201-92-00-200-47405</a>	Concession Sales - BMX	6,000.00	6,000.00	240.00	4,821.61	-1,178.39	19.64 %
<a href="#">201-92-00-200-47415</a>	ABA Memberships - BMX	4,000.00	4,000.00	192.00	4,504.75	504.75	112.62 %
	<b>Revenue Total:</b>	<b>993,600.00</b>	<b>993,600.00</b>	<b>5,243.13</b>	<b>1,031,772.29</b>	<b>38,172.29</b>	<b>3.84 %</b>
<b>Expense</b>							
<a href="#">201-92-00-100-51102</a>	Civilian Employees	444,440.00	444,440.00	13,219.14	353,330.05	91,109.95	20.50 %
<a href="#">201-92-00-100-51106</a>	Part Time Employees	6,100.00	6,100.00	109.41	2,737.51	3,362.49	55.12 %
<a href="#">201-92-00-100-51111</a>	Civilian Employees Overtime	5,711.00	5,711.00	99.55	2,998.28	2,712.72	47.50 %
<a href="#">201-92-00-100-51203</a>	Holiday Pay	0.00	0.00	0.00	10,081.75	-10,081.75	0.00 %
<a href="#">201-92-00-100-51206</a>	Life Ins	1,309.00	1,309.00	0.00	1,043.50	265.50	20.28 %
<a href="#">201-92-00-100-51207</a>	Sick Leave Pay	0.00	0.00	0.00	2,723.80	-2,723.80	0.00 %
<a href="#">201-92-00-100-51208</a>	Vacation Pay	0.00	0.00	0.00	7,059.29	-7,059.29	0.00 %
<a href="#">201-92-00-100-51212</a>	Deferred Compensation - 401 A	8,615.00	8,615.00	211.21	5,846.77	2,768.23	32.13 %
<a href="#">201-92-00-100-51214</a>	Civilian Pension - LAGERS	58,406.00	58,406.00	1,876.04	52,269.23	6,136.77	10.51 %
<a href="#">201-92-00-100-51215</a>	Health Insurance	50,297.00	50,297.00	1,405.29	41,011.34	9,285.66	18.46 %
<a href="#">201-92-00-100-51218</a>	Med Exp - HSA contribution	3,000.00	3,000.00	0.00	6,125.00	-3,125.00	-104.17 %
<a href="#">201-92-00-100-51220</a>	Dental	3,840.00	3,840.00	125.28	3,245.07	594.93	15.49 %
<a href="#">201-92-00-100-51221</a>	Vision	824.00	824.00	27.42	659.20	164.80	20.00 %
<a href="#">201-92-00-100-51225</a>	FICA	35,305.00	35,305.00	978.97	28,072.90	7,232.10	20.48 %
<a href="#">201-92-00-100-51231</a>	Auto Allowance	5,376.00	5,376.00	0.00	4,310.06	1,065.94	19.83 %
<a href="#">201-92-00-100-51236</a>	Ins Opt Out Incentive	6,932.00	6,932.00	375.00	8,050.40	-1,118.40	-16.13 %
<a href="#">201-92-00-100-51238</a>	Phone Allowance	3,360.00	3,360.00	0.00	3,283.84	76.16	2.27 %
<a href="#">201-92-00-100-51240</a>	Workers Compensation Insurance	13,786.00	13,786.00	0.00	11,856.10	1,929.90	14.00 %
<a href="#">201-92-00-100-52101</a>	Office Supplies	550.00	550.00	0.00	54.02	495.98	90.18 %
<a href="#">201-92-00-100-52200</a>	Operating Supplies	2,900.00	2,900.00	0.00	2,020.77	879.23	30.32 %
<a href="#">201-92-00-100-52233</a>	Uniforms	3,100.00	3,100.00	0.00	1,963.44	1,136.56	36.66 %
<a href="#">201-92-00-100-52250</a>	Professional Services	0.00	1,000.00	0.00	531.25	468.75	46.88 %

**Budget Report**

For Fiscal: 2018-2019 Period Ending: 10/31/2019

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	58,850.00	53,850.00	0.00	13,624.34	40,225.66	74.70 %
<u>201-92-00-100-52301</u>	Fuel	7,500.00	7,500.00	0.00	6,473.40	1,026.60	13.69 %
<u>201-92-00-100-53101</u>	Postage	700.00	700.00	0.00	8.00	692.00	98.86 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,200.00	1,200.00	0.00	55.63	1,144.37	95.36 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,000.00	2,000.00	0.00	900.25	1,099.75	54.99 %
<u>201-92-00-100-53401</u>	Electricity	42,200.00	42,200.00	0.00	24,238.73	17,961.27	42.56 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	2,526.83	673.17	21.04 %
<u>201-92-00-100-53421</u>	Water	13,550.00	12,550.00	0.00	5,289.59	7,260.41	57.85 %
<u>201-92-00-100-53431</u>	Telephone	2,800.00	2,800.00	0.00	2,424.70	375.30	13.40 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	799.66	900.34	52.96 %
<u>201-92-00-100-53563</u>	Elections	32,000.00	32,000.00	0.00	489.36	31,510.64	98.47 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,000.00	1,000.00	0.00	750.00	250.00	25.00 %
<u>201-92-00-100-53644</u>	Computer Services	5,500.00	6,500.00	0.00	4,072.40	2,427.60	37.35 %
<u>201-92-00-100-53701</u>	Education and Training	2,450.00	2,450.00	0.00	860.14	1,589.86	64.89 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	766.87	583.13	43.19 %
<u>201-92-00-100-53913</u>	General Liability Insurance	18,642.00	18,642.00	0.00	18,902.11	-260.11	-1.40 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	3,850.67	-1,550.67	-67.42 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	44,700.00	44,700.00	280.00	26,483.24	18,216.76	40.75 %
<u>201-92-00-100-54500</u>	Recreational Programming	57,990.00	57,990.00	24.00	36,439.24	21,550.76	37.16 %
<u>201-92-00-100-55000</u>	Vehicle Expense	3,100.00	7,100.00	0.00	5,657.04	1,442.96	20.32 %
<u>201-92-00-100-57000</u>	Capital Expenditures	50,900.00	85,900.00	0.00	35,310.41	50,589.59	58.89 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	15,850.00	13,930.00	0.00	10,735.81	3,194.19	22.93 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	6,000.00	10,300.00	0.00	11,157.00	-857.00	-8.32 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,100.00	8,100.00	0.00	5,844.94	2,255.06	27.84 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	0.00	218.18	781.82	78.18 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,300.00	1,300.00	0.00	440.62	859.38	66.11 %
<u>201-92-00-200-53401</u>	Electricity - BMX	2,000.00	2,000.00	0.00	1,202.88	797.12	39.86 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	0.00	0.00	0.00	0.00	0.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	600.00	0.00	0.00	0.00	0.00	0.00 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	4,200.00	3,120.00	140.00	2,324.95	795.05	25.48 %
	<b>Expense Total:</b>	<b>1,047,733.00</b>	<b>1,082,733.00</b>	<b>18,871.31</b>	<b>771,120.56</b>	<b>311,612.44</b>	<b>28.78 %</b>
	<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-54,133.00</b>	<b>-89,133.00</b>	<b>-13,628.18</b>	<b>260,651.73</b>	<b>349,784.73</b>	<b>392.43 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-54,133.00</b>	<b>-89,133.00</b>	<b>-13,628.18</b>	<b>260,651.73</b>	<b>349,784.73</b>	<b>392.43 %</b>



Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2019

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>						
Revenue	993,600.00	993,600.00	5,243.13	1,031,772.29	38,172.29	3.84 %
Expense	1,047,733.00	1,082,733.00	18,871.31	771,120.56	311,612.44	28.78 %
<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-54,133.00</b>	<b>-89,133.00</b>	<b>-13,628.18</b>	<b>260,651.73</b>	<b>349,784.73</b>	<b>392.43 %</b>
<b>Report Surplus (Deficit):</b>	<b>-54,133.00</b>	<b>-89,133.00</b>	<b>-13,628.18</b>	<b>260,651.73</b>	<b>349,784.73</b>	<b>392.43 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	
201 - PARKS & RECREATION	-54,133.00	-89,133.00	-13,628.18	260,651.73	349,784.73	
<b>Report Surplus (Deficit):</b>	<b>-54,133.00</b>	<b>-89,133.00</b>	<b>-13,628.18</b>	<b>260,651.73</b>	<b>349,784.73</b>	

**Fund Balance Report**

As Of 10/01/2019



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	891,202.07	1,026,631.66	752,249.25	1,165,584.48
<b>Report Total:</b>	<b>891,202.07</b>	<b>1,026,631.66</b>	<b>752,249.25</b>	<b>1,165,584.48</b>

# **City of Raytown Parks & Recreation**

## **Request for Proposal**

### **Youth Baseball/Softball League and/or Tournaments**

#### **I. Introduction**

The City of Raytown Parks and Recreation Department ("City") has established criteria for a Youth Baseball/Softball Request for Proposal (RFP) document. The City is seeking proposals from all qualified organizations to provide youth baseball/softball leagues and/or tournaments during 2020 season to ensure the best possible environment for the Citizens of Raytown. Examples of possible leagues and/or tournaments offered could be:

1. Spring Youth Baseball league program offered between March and July
2. Spring Girls Youth Softball league program offered between March and July
3. Fall Youth Baseball league program offered between September and November
4. Girls Youth Softball league program between the September and November
5. Youth Baseball Tournaments offered between March and November
6. Girls Softball Tournaments offered between March and November

#### **II. City Philosophy**

The City believes in the overall benefits of participation in organized youth sport leagues and programs. Participation in sports plays a valuable role in the development of the youth of Raytown and surrounding areas. Participation in youth recreational leagues and tournaments has proven to build self-esteem, promote teamwork, develop the body as well as the mind and is an integral part of the maturation process, all which contributes to the overall quality of life in Raytown and surrounding communities. The City will strive to assist youth/sports leagues/tournaments providers in offering quality organized youth/sports programs, facilities, and services while maintaining a safe, wholesome environment for children.

#### **III. Youth Sports League Provider Requirements**

Each youth sports league/tournaments provider must meet certain standardized minimum requirements in order to provide youth sports leagues/tournaments to the community. These requirements include:

- Operate as a non-profit organization with a current State of Missouri Good Standing certificate
- Must have published by-laws governing the business of the organization/association and provides for annual election of board members and officers.
- Recreation should be the primary focus of all youth sports league providers. It is considered beneficial to afford some higher-level of play within each youth/sports league.
- Ensure adult supervision is present in an official capacity for EVERY YOUTH league practice, official league game, and tournament game.
- Encourage staff, coaches, and parents to conduct themselves as positive role models exemplifying proper sportsmanship, cooperation and appropriate behavior.
- Validate the quality of adult leadership by requiring statewide criminal background checks of all head coaches, board members, and any other person acting in an official capacity with the youth sports

league provider directly overseeing children. Background checks are valid for a one-year period. The Background check must be approved by the Parks and Recreation Director or his/her designee.

- Manage all of the concession stand operations. (Utilizing operating procedures approved by the City Finance Dept. and Parks and Recreation Department.)
- Operate the leagues for the 2020 calendar year. Organizations that are awarded the use of the Little Blue Trace Fields Complex may NOT subcontract to other organizations to run leagues/tournaments, without the approval from the City.
- Ensure fiscal responsibility by establishing and operating according to generally accepted accounting principles and practices. All income derived from the use of City owned or leased facilities shall be used solely to defray costs and expenses of legitimate activities.
- Any requirements of the Provider to provide the facility (mow grass, empty trash, clean up concession stand)?

#### **IV. Submittals**

The proposal should include, but not limited to, the following information:

##### **Section 1**

The organization interested in operating a youth baseball/softball association should provide the name of the organization; names of individuals associated with the proposal, their title(s), mailing address, phone number and email address of the organization; a copy of the State of Missouri Good Standing Certificate.

##### **Section 2**

The organization should provide organizational structure and league and/or tournament overview. This includes information such as:

- Organizational Leadership – Board/Organizational chart
- League Format and/or Tournament format
  - For leagues – provide detailed plans for practices, game days. (Example – number of games and practices each team will have per season)
  - For Tournaments – provide plans for number of tournaments and how many games you are guaranteeing at each of them
  - o Registration Process
  - Provide proposed registration dates and deadlines for each season/tournament
  - Provide details of how the organization will handle the registration of participants and teams. (Example – online, walk-in, mail in, late registration, method of payment etc....)
  - Proposed start date and end date of each league/tournament
  - Grievance process
- Staffing - League administrators, field monitors, officials, scorekeepers, concessions, etc. These shall be submitted to the Parks and Recreation Director before they are allowed to be on the fields or in the concession stands.
- Coaches - Background checks, training, certifications, etc. These shall be submitted to the Parks and Recreation Director before they are allowed to be on the fields.
- Provide rules governing league and tournament play
- Provide bylaws for organization
- Mission Statement
- Financial Statement
- Any other information that would be helpful in determining the qualifications, organizational skills, and resources of the applicants.

### **Section 3**

#### **Program Fees**

- Provide the City with an estimated cost per individual, per season for league/tournament participants
- Include the estimated number of individual participants per season/tournament.
- The City will require a charge of \$300.00 Per Day for Weekend Tournament (four fields), or \$100 Per Field per Day
- The organization will be required to Fund all field dirt or ag-lime, safe coat, conditioner, chalk, mare mound or any other field needs as required.

### **Section 4**

Provide any prior experience in operating and/or managing a youth baseball/softball association or involvement in other youth sports associations including any references.

### **V. Insurance Requirements**

Selected organization(s) will be required to obtain public liability insurance of the types and the amounts set forth below from an underwriter licensed to do business in the State of Missouri. The insurance shall be the following types in the amounts not less than indicated:

1. Comprehensive General (Public) Liability or its equivalent, \$1,000,000 each occurrence, and \$1,000,000 combined single limit for bodily injury and property damage, \$2,000,000 in the aggregate. (Per Teresa)
2. On all insurance required, selected organization shall be required to name the City and their officers and employees as additional insured.

### **VI. Contract Term**

The organization selected by the Raytown Parks and Recreation Board to provide the services of youth baseball/softball leagues and/or tournaments will be required to enter into an agreement with the Raytown Parks and Recreation Board prior to offering their services. The term of the agreement shall be for a period of one year commencing by a date to be determined by the Raytown Parks and Recreation Board.

The League will be required to maintain all equipment in the Concessions Building. The League will be required to purchase any replacement equipment needed.

The agreement may be terminated with or without cause by either party by giving thirty (30) days written notice to the other party. A meeting should take place after such notice, if possible, to reconcile any issues that may arise to cause termination notice to be sent to organization. The City does not want to discontinue a working relationship in which things can be worked out for the best of all parties and the Citizens.

### **VII. Evaluation Criteria**

City staff will review the merit of proposals received in accordance with the requirements defined herein and the City's purchasing policy. Failure of applicant to provide in their proposal any information requested in this RFP may result in disqualification of the proposal. The sole objective of the review will be to select an organization providing baseball/softball league and/or tournament youth sports that presents the best overall program to the City of Raytown and its surrounding communities. A Youth Sports Facility agreement for youth baseball/softball and/or tournaments will be awarded (with Park Board approval) based on the recommendation of the City staff.

**IX. Best and Final Offer**

The City reserves the right to request a best and final offer from any or all organizations. The City reserves the right to reject any or all proposals, with or without cause, re-issue the RFP, or proceed in any manner determined to be in the best interest of the City.

**Parks and Recreation Department Request for Proposal**

Proposal Title: RFP for Youth Baseball/Softball leagues/tournaments Provider

Mandatory Pre-Proposal Meeting 10/24/2019 @ 2:00pm (At Little Blue Trace Park) (350 Hwy & Noland Rd.)

Questions Deadline: 10/29/2019 @ 2:00pm (by phone or email)

Proposals Due: 11/5/2019 @ 2:00pm

Proposals for the specified services will be received by the City until the date and time as indicated above.

Please submit one (1) original proposal and three (3) copies of the proposal in hard copy form only.

Mailing address: City of Raytown  
Attn: City Clerk  
10000 E. 59<sup>th</sup> Street  
Raytown, MO 64133

**Please label - Proposal for Raytown Parks and Recreation Department– “Youth Baseball/Softball Leagues/Tournaments provider”.**

If you do not attend the October 24, 2019 Pre-RFP Meeting you are not eligible to submit a Proposal. Proposals received after the deadline will not be considered for the award of the agreement and will be returned unopened. Proposals must be submitted with the label as described above, and the respondent’s name and address clearly indicated on the front of the envelope.

The City of Raytown appreciates your time and effort in preparing a proposal.

Questions about the RFP? Call or email.

David Turner  
Parks and Recreation Director  
816-358-4100  
davet@raytownparks.com