



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, October 27, 2020

7:00PM - City Hall

**Council Chambers
100 Municipal Circle
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances**
- 5. Consent Agenda.**
The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.
 - A. Park Board Minutes September 22, 2020
- 6. Staff Reports**
Recreation/Facilities Superintendent
Parks Superintendent
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business**
 - A. Adopt a Trail - Policy Action Item

Staff is presenting a revised policy for the Adopt a Trail program for Park Board Review.
 - B. Internship Program Action Item

Staff is presenting a revised internship program for Park Board Review.
- 9. Public Comment**
- 10. Board Member Comment**

11. Adjournment

Items provided under "Miscellaneous" in the Park Board Packet:

- *September 22, 2020 - Work Session Notes*
-

EXECUTIVE SESSION (CLOSED MEETING)

The Parks and Recreation Board may enter into an executive session before or during this meeting, if such action is approved by a majority of the Board present, with a quorum, to discuss:

- litigation matters as authorized by § 610.021 (1) RSMO,
- real estate acquisition matters as authorized by § 610.021 (2),
- personnel matters as authorized by § 610.021 (3), or
- other matters as authorized by § 610.021 (4-21) as may be applicable.

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting please notify this Office at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, SEPTEMBER 22, 2020, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Harris, Houdyshell, Manson, Supple and Williamson. Members Bartow, Casas and Collier were absent

STAFF PRESENT: Director Musteen, Park Superintendent Rulo, Recreation/Facilities Superintendent Gibbs and Office Assistant Naab.

1. Call to Order: Chairman Trautman called the meeting to order at 7:00pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

5. Consent Agenda

The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.

A. Park Board Minutes

July 28, 2020
August 11, 2020

Motion: Member Harris moved to accept the Park Board minutes of July 28 and August 11, 2020.
Member Manson seconded the motion.

Discussion:

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Collier	Absent
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

6. Staff Reports

Recreation/Facilities Superintendent Gibbs highlighted his report.
Parks Superintendent Rulo highlighted his written report.
Director Musteen highlighted his report.

7. Old Business - None

8. New Business

A. Budget Amendment - Depot Railings

Action Item

Staff is presented a recommendation to purchase and install additional railings to the Depot for the Ice Rink. A required budget amendment was included in the packet.

Motion: Member Harris moved to accept the budget amendment of \$15,000.00 for The ice rink railings.
Member Manson seconded the motion.

Discussion:

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Collier	Absent
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

9. Public Comment

Dean Johnson of Boy Scout Troop 1032 is working on his Eagle Scout Project at Recreation Park. He would like to replace the tennis court backboards at Recreation Park.

The Park Board thanked Mr. Johnson for his presentation and future project.

10. Board Member Comment

11. Adjournment

Motion: Member Harris moved to adjourn the regular meeting.
Member Manson seconded the motion.

Discussion: None

Vote:	6 Aye	Member Bartow	Absent
	0 Nay	Member Casas	Absent
	3 Absent	Member Collier	Absent
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

The regular meeting of the Raymore Park Board adjourned at 7:39 pm.

Respectfully submitted,
Greta Naab
Office Assistant

STAFF REPORT

To: Park Board
From: Jimmy Gibbs, CPRP/AFO
Recreation & Facilities Superintendent
Date: October 2020
Subject: Recreation & Facilities Report

Administrative Operations

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Staff gave Centerview tours and rental quotes to interested parties.

Meetings/Trainings Attended

- Office Assistant Naab
 - Attended a meeting regarding Fixed Assets and Payables Friday October 23.
- Athletic Coordinator Brennon
 - South Metro Sports Coordinator Meeting Thursday October 8 via Zoom.
 - Project Play Summit 2020 Hosted by the Aspen Institute the week of October 12.
 - Winter Sports Conversation with the Raymore-Peculiar School District on Thursday October 20.
- Recreation Coordinator Daut
 - Leadership Development Institute-Missouri Recreation & Parks Association
- Recreation & Facilities Superintendent Gibbs
 - NRPA CAPRA live webinar Series 4 & 5
 - Marketing/Advertising tracking format meeting with Communications Manager Harmon
 - Monthly newsletter editorial calendar creation meeting with Communications Manager Harmon
 - KC Symphony Centerview Lawn October 15
 - Soccer meeting with interested community member
 - Ice rink operations and construction team meeting
 - Facility scheduling, policy/procedure meeting RayPec school district

Recreation Programs

- Registration is open for Painting, Taekwondo, Kickboxing, Fit Moms, and Esports

Rentals/Events/Concessions

- Rentals/Usage
 - Ball Fields
 - Various independent teams have rented baseball fields at Recreation Park for practices this fall.
 - Researched area south metro ball field light usage. Due to interest we are looking into the possibility of offering the use of ball field lights if teams are interested in renting ball fields.
 - Centerview
 - Hosted 2 breakfast meetings-Council Member Jacobson and Chief Zimmerman. 10 and 5 participants, respectively.
 - Hosted a Medicare Education Workshop. 10 Participants.
 - Hosted the Raymore City Employee Yearly Training with 80 in attendance.

- Hosted a HOA meeting for Madison Creek HOA. 24 participants.
- Kansas City Symphony played a concert on the back steps and lawn of Centerview. About 36 people attended.
- Hosted a Memorial Event with roughly 70 people attending.
- Had volleyball pictures for 10 teams.
- Hosted a baby shower with 18 participants.
- Hosted a birthday party with 35 participants.
- Library Board meeting.
- Tri-County Art League had a monthly meeting with 10 participants.
- Brookside HOA had 2 meetings.
- Animal Control hosted a drive through vaccination and microchip clinic.
- Hosted a wedding reception with 80 participants.
- Hosted the ERC Chili Cookoff and Pumpkin Decorating Contest.
- Optimist Club had their Tuesday night dinner.
- Belton Research Hospital hosted a nurse training.
- Hosted the High School football team pasta dinner.
- Program Usage
 - Had a Halloween painting event with 10 participants.
- Special Events
 - Star Wars Movie at Centerview Lawn
- City Internal Usage
 - The Parks Department hosted a retirement party for Boyd Fields.
 - The Clerk division hosted a retirement party for Jeanie Warner.
 - The Raymore Park Board had a work session in Room B
- RAC
 - Elite Volleyball holds practices at the RAC every Sunday and Thursday through the end of the year.
 - Wild Things Volleyball will begin renting the RAC in November through the end of March.
 - Local basketball team rented the RAC seven times during the month of October.
 - Kickboxing, TaeKwonDo, and Karate are held every Saturday morning.
- Events
 - Held during the Month
 - Trucktoberfest had apx 400 patrons
 - Star Wars Movie at Centerview Lawn had 6 patrons
 - Upcoming
 - Veterans Day Celebration Nov 10
 - Holiday Painting Event Nov 13
 - Super Smash Bros Tournament Nov 14
 - Holiday Craft Fair Nov 21
- Concessions
 - Concession stands are open and fully operational at Recreation Park and the Raymore Activity Center.
 - Concession stands will begin undergoing winterization after the last Adult Softball games currently scheduled for November 1.
 - RAC concession stand will remain open for potential basketball games this winter.

Sports (Adult)

- Winter
 - Adult Volleyball
 - Final Adult Volleyball class scheduled for Monday November 2.

- On average we had five participants for each class.
- Adult Softball
 - Fall Adult Softball season is scheduled to end on Sunday November 1 weather permitting.
 - Six teams registered for this season. Increase of 1 team from last Fall season.

Sports (Youth)

- Fall
 - Soccer
 - Recreation and Social Soccer season is scheduled to end on October 24.
 - We've had a total of 75 games played at Recreation Park this season.
 - Equipment return has been scheduled for October 20, 27 & 29.
 - Baseball/Softball
 - The last baseball game is scheduled for October 29.
 - We've held a total of 122 combined baseball, softball and tee ball games this fall at Recreation Park.
 - Flag Football
 - We will have held a total of 49 flag football games this fall at Recreation Park.
 - Last Saturday of games scheduled for Saturday October 31.
 - Volleyball
 - Last Saturday of games scheduled for Saturday October 31.
 - 34 volleyball games have been scheduled at the Raymore Activity Center this fall.
- Winter
 - Basketball
 - Basketball registration is open with the deadline set for Friday October 30.
 - 138 children currently registered for the upcoming basketball season
 - 14 children currently registered for the upcoming social basketball league.
 - Open-Play Futsal
 - First Open-Play Futsal class is scheduled for Friday November 13.
 - Two Children currently registered.

Sports (Tiny)

- Fall
 - Flag Football
 - Flag Football is scheduled to end Thursday October 22 and Saturday October 24.
 - Between the two days we had 41 children registered. Most we've had in the program in the last three years.

MONTHLY REPORT

October 2020

Highlights

- Recreation Superintendent Jimmy Gibbs participated in a live webinar for the CAPRA agency accreditation process hosted by the National Recreation and Parks Association.
- 30 young fishers participated in the Walter Buck Memorial Fishing Derby held on September 26th at Johnston Lake in Hawk Ridge Park. Overall, 71 fish were caught and released by the anglers and the top 4 participants received new fishing rods and tackle. 15 additional door prizes were awarded. Park Crew Leader Jeff Schmill and Recreation Coordinator Corinne Daut noted a new record: only Bluegill were caught and none were over 4 inches!



- The 2020 Raymore Farmers Market came to a close on September 29th. The market was held Tuesdays July through September, averaging 15-20 vendors each week at its new location on Municipal Circle.

- The Fall Movie Night featuring *Star Wars: The Rise of Skywalker* was shown on Friday, October 2nd outdoors on the Centerview lawn.
- Registrations for Tiny Flag Football classes maxed out at 40 participants.
- Park Operations Superintendent Steve Rulo noted park crews are adding landscaping improvements to T.B. Hanna Station. Fall plantings and new sod were also installed at locations throughout the park.



- Certified Arborist and Superintendent Steve Rulo and Parks Director Nathan Musteen met with the Tree Board in their regular meeting this week. They introduced new board member Dave Forster, outlined 2020 Tree City USA changes and talked about participation in the upcoming Show Me Your Roots event.
- Superintendent Steve Rulo has been in contact with American Ramp company about

future skate park improvements.

- Superintendents Steve Rulo and Jimmy Gibbs met at T.B. Hanna Station with contractor RL Phillips to complete a final walk-thru and punch list.
- Parks Superintendent Steve Rulo worked with contractors to complete improvements to the stormwater drainage system at Hawk Ridge Park.
- Park Maintenance crews formed and poured concrete pads for memorial benches at T.B. Hanna Station and Memorial Park. Pads for trash receptacles and a bicycle rack were included at T.B. Hanna Station.
- Trucktoberfest was October 9th! Jack's Old Fashioned Kettle Corn, The Jiggy Pick, Chick-Fil-A, Da Poke Wagon, Minsky's Pizza and Ciao Bella's Ice Creamery provided all types of food and desserts while Brad Allen and Nicki White provided musical entertainment.
- E-Sports Tournament - "Rocket League" was Saturday, October 10th.
- Parks and Recreation Director Nathan Musteen participated in the Active Transportation Committee Meeting through MARC via Zoom to review upcoming regional projects related to sidewalks and trails.
- Director Nathan Musteen and Superintendents Steve Rulo and Jimmy Gibbs attended a staff meeting in preparation for the upcoming election. Centerview and the Raymore Activity Center along with Fellowship Church will be the three polling locations for this year's election.
- Director Nathan Musteen and Superintendents Steve Rulo and Jimmy Gibbs participated in a lunch and tour at the new Merriam Community Center.
- Park Maintenance crews attended the Snow



Plow Kickoff meeting.

- Fall youth sports and adult softball leagues will be complete by November 1st.
- Athletic Coordinator Todd Brennon participated in the "Project Play Summit 2020" video series through the Aspen Institute.
- Centerview hosted the City of Raymore Employee "In-Service" training day.
- A string ensemble from the Kansas City Symphony performed a pop-up performance on the back lawn at Centerview on Thursday, October 15th.
- Recreation Coordinator Corinne Daut completed the 6 week Leadership Development Institute through the Missouri Parks and Recreation Association.
- Park Maintenance crews installed two memorial benches at T.B. Hanna Station and Memorial Park. Benches were donated through the Raymore Legacy Program.
- Superintendent Steve Rulo met with representatives from the American Ramp Company to discuss repairs to the skate park. Also, contractors began repairs and crack filling at the tennis courts and basketball courts at Recreation and Memorial Park.
- Recreation Superintendent Jimmy Gibbs and Athletic Coordinator Todd Brennon met with officials from Raymore Peculiar School District to discuss winter sports and shared facility usage.

Recreation Programs

Painting Classes

Centerview, 227 Municipal Circle

Register online at www.raymore.com



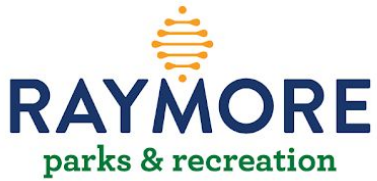
Holiday Wreath
11/13



Snowman & Tree
12/13



**Painting Class -
Halloween, Oct 18**



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 27, 2020

<input type="checkbox"/>	Discussion Item	<input checked="" type="checkbox"/>	Action Item
<input type="checkbox"/>	Council Recommendation	<input type="checkbox"/>	Presentation

Title / Issue / Request:

Adopt A Trail - Policy Review

Background / Justification:

The Adopt A Trail program in its current state is long overdue for an update. This past year, staff contacted all people/groups on file with a trail adopted to enquire about their desire to continue or be removed from the program. Several participants have chosen to continue with the program while others will allow someone else the opportunity.

In addition, many new trail segments are available that were not listed on the previous program.

Staff has revised the policy and will reboot the program in 2021.

The updated policy is before the Park Board for review and approval.

Financial Impact: NA

Project Timeline:

September 22 -	Park Board
December -	Marketing Plan
January -	Implementation

Staff Recommendation:

Staff Recommends the proposed revision

Attachments: Draft Policy



RAYMORE

parks & recreation

CITY OF RAYMORE PARKS AND RECREATION ADOPT-A-TRAIL PROGRAM

Adopting a Trail:

1. Application for participation must be approved by the Director of Parks and Recreation upon review of the Parks and Recreation Board. Applications are subject to the following:
 - a. Groups, organizations, or businesses must comply with state laws prohibiting discrimination based on race, religion, color, age, gender or national origin.
 - b. Any group whose name promotes or opposes an elected official or candidate for public office is not eligible to participate in the ADOPT-A-TRAIL program.
 - c. Any group whose name or purpose promotes or incites violence or hate crimes of any kind is not eligible to participate in the ADOPT-A-TRAIL program.
2. The city will erect appropriate signage identifying the Adopt-A-Trail program and the adopter.
3. Parks and Recreation Department staff will designate trails or trail segments available for adoption and assist the adopter with an appropriate selection.
4. Trail adopters are encouraged to pick up litter surrounding the trail three times, once during the spring, summer and fall seasons. A minimum of two times per year is required. All “pick-ups” must be coordinated and scheduled with the Parks and Recreation Department.
5. Select trail segments will require additional care and regularly scheduled pick-up times.
 - a. These portions may have more than one adoption in place or negotiate a contractual agreement for exclusive rights.
 - b. Adoptions of these areas must be approved by the Parks and Recreation Board.
6. Any adopter who fails to perform litter pick up for one year, or who fails to comply with these safety guidelines will be dropped from the program.

Trail Clean Up/Litter Collection Events:

1. Select a day for the event and notify the Parks and Recreation Department at 816-322-2791 at least 48 hours in advance so arrangements can be made to pick up equipment and supplies.

2. Adopters must conduct a safety meeting with participants before each event to go over safety regulations. Regulations and safety detail information will be provided by the department.
3. Each participant must sign a waiver.
4. The Parks and Recreation Department will furnish trash bags. Safety vests will be provided for along-street trail segments.
5. Participants may not park or drive vehicles on park ground and must park alongside streets or in parking lots.
6. The City will pick up the filled trash bags on the first workday following the clean up event.
7. Safety vests on loan need to be returned to the Parks and Recreation Department within 48 hours of the event.
8. Groups may keep recyclable materials such as aluminum cans, glass, or newspaper. If you find hazardous materials, contact Parks and Recreation at 816-322-2791 for assistance, or after hours and on weekends contact the Police Department at 816-331-0530.
9. Routine maintenance involves keeping the trail surface free of loose rocks, limbs and other debris, clearing debris from benches and bridges, and removing litter from the area surrounding the trail. The Department will provide volunteers with information and instruction on maintaining specific trails to meet area management guidelines.
10. Volunteers should notify the Department if there is an erosion problem, trees down on the trail, missing or damaged signs, vandalism, or other issues that cannot be handled on the day of a trail visit. Report any suspicious or illegal activity.
11. Volunteers should dress appropriately for trail work and use gloves, safety glasses and other protective gear when necessary. In flood plain areas or woods' edge, long pants and long-sleeved shirts are recommended to reduce the incidence of reaction to poison ivy, poison oak, insects, and the like.
12. All work shall take place during daylight hours and be performed with safety in mind. Participants should not attempt any tasks with which they are not comfortable.
13. Volunteers are not permitted to use chainsaws, power tools or have motorized equipment on the trail.
14. Volunteers are not allowed to trespass on private property adjacent to parks and/or trails.
15. No work shall be done that has not been previously agreed upon with the area manager.

Attachments:

Appendix A – Application Form

Appendix B – Rules and Regulations for participant training

Appendix C – Safety Information sheet for participant training

Appendix D – Participant Waiver Form

Appendix E – Sample Resolution for Adoption



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: October 27, 2020

<input type="checkbox"/>	Discussion Item	<input checked="" type="checkbox"/>	Action Item
<input type="checkbox"/>	Council Recommendation	<input type="checkbox"/>	Presentation

Title / Issue / Request:

Internship Program - Review

Background / Justification:

This past spring, the Recreation Division hosted a Recreation Intern. The experience with this program was well received by both the Recreation Division and the Intern. Although challenges were in place due to COVID-19, overall the program was successful.

Staff would like to review the program and utilize it to offset our current workload while using it as a recruitment tool for our full time positions as they become available. This program will be a paid internship with opportunities for a full-time position upon successful completion of the program and achievement of the related degree.

- Examples:
- Park Administration
 - Recreation and Sports
 - Marketing and Communications
 - Tourism and Hospitality
 - Horticulture
 - Arboriculture

The updated policy is before the Park Board for review and approval. Upon approval, staff will promote the program with local colleges and universities with degrees pertaining to needs of the department.

Financial Impact: Minimum wage @ 40 hours per week.
Length of program - dependent upon student’s academic requirements

Project Timeline: NA

Staff Recommendation:
Staff Recommends the proposed revision

Attachments: Student Internship Packet



Student Internship Packet

Raymore Parks & Recreation

100 Municipal Circle (Mail)
227 Municipal Circle (Office)
Raymore, MO 64083
816.322.2791 (p)
816.331.9426 (f)
www.raymore.com/parks



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Attachments:

- A – Internship Application
- B – Internship Contract
- C – Intern Goals and Objectives
- D – Internship Program Evaluation

Raymore Parks and Recreation is pleased you are thinking about an internship with the Department. This guide provides information and outlines the responsibilities involved for students wishing to intern with the City of Raymore Parks and Recreation Department.

Purpose of the Internship Program:

- To give each intern what they desire in an “on the job’ experience.
- To formally explore various components of the parks and recreation profession.
- To expose each intern to professional organizations (i.e. MPRA & NRPA)
- To help young professionals discover their areas of greatest interest in the field of parks & recreation with a mixture of office, parks and programming experience.
- To assist the intern in becoming a professional capable of acquiring a position in their respective field through practical experience.
- To assist Department staff with the daily tasks involved in developing, enhancing and growing a Parks and Recreation department.

Additionally, we are committed to assisting the prospective intern in satisfying all the conditions and outcomes set forth by the placing university, college or educational institution.

History of Raymore, MO

Not long after the end of the Civil War, people began to settle in the area now known as Original Town Raymore. Raymore was one of the last areas of Cass County to be settled, as the prairie landscape had few trees and no major watercourses. Ultimately, it was the ideal agricultural soils that drew farmers and ranchers to the area. The first residence in the City was constructed in 1871.

Surveyors Rae and Moore prepared the original plat for Raymore in 1874. The north/south streets were named after presidents and the east/west streets were named after trees.

The town incorporated in 1877 and soon there were new homes, churches, a bank, a school and a post office. In the 1880’s an interurban railroad traversed the City and a successful grain elevator was built. In 1888 Raymore became a fourth class city. The City thrived for many years, but in 1935 the railroad stopped running and the bank closed.

In 1960, Raymore’s population was 268. By 1970, Raymore’s population had grown to 587. Residential growth continued at a steady pace and by 1980 the City’s population had grown to 3,154. The 1990 census showed Raymore’s population had grown to 5,592. The 1990’s and 2000’s were a time of rapid City growth, with the U.S. Census reporting Raymore’s population at 11,146 in 2000. In 2007, Forbes Magazine identified Raymore as the 52nd fastest growing suburb in the United States. By 2010, the City’s population had swelled to 19,206, a 72% increase since 2000.

Currently, Raymore is 17.5 square miles in area and is located in Cass County, Missouri, approximately 20 miles south of downtown Kansas City. The 2018 population of the City is 21,784.. Raymore’s recent history is



dominated by rapid growth. Located in northwestern Cass County along Interstate 49 (US 71 Highway), Raymore is one of the fastest growing communities in the area, consistently placing among the top 10 communities in the Kansas City metropolitan region in new home starts.

Raymore Parks and Recreation

The Raymore Parks and Recreation Department, in conjunction with the Parks and Recreation Board, oversees the acquisition, development, and maintenance of parks and park lands, grounds maintenance, and planning of a variety of athletic, recreation and special event programs.

The purpose of the Parks and Recreation Department is to provide clean, safe, beautiful open spaces and parks. Public open space and City parks provide Raymore’s citizens with space to exercise, recreate, and relax, providing relief from suburban sprawl and offering opportunities for families and friends to create fond memories together.

The Department is organized into a Park Division and a Recreation Division. The Park Division manages a park system of over 300 acres and 7 parks and extensive natural areas. With the use of trained and certified arborists, horticulturalists, turf managers and construction specialists, the division maintains athletic fields, tennis courts, inclusive play areas, lakes, specialty gardens and more than 20 miles of hike/bike/walk trails. The Recreation Division offers many programs, services and city-wide events for people of all ages. Along with traditional sports and athletics, the Recreation Division is responsible for planning, coordinating, and operating a variety of recreation programs, environmental education, fitness, arts, and special events for the entire community. Administrative staff including the Department Director and the Division Superintendents coordinate efforts to oversee; Park Board meetings, community engagement, marketing, accounting, billing, payroll, reports, capital project administration, registrations and reservations, along with preparation and execution of the annual budget.



Parks and Recreation Mission Statement

The mission of the Raymore Parks and Recreation Board is to be fiscally responsible in maintaining and expanding land, facilities and programs. We will also strive to provide diverse recreation programs and a range of parks and green space accessible to all citizens of Raymore.

City of Raymore Vision, Mission, Values

VISION

The City of Raymore is dedicated to being a quality community in which to live, work, and play.

MISSION

In order to achieve this vision, the City will develop and deliver programs, policies, and services that enhance the lives of our citizens, employees, and visitors.

VALUES

While we are achieving our mission, we will keep at the forefront the following values:

Honesty

We deal openly and honestly with citizens and all others with whom we meet and work.

Receptive and Responsive

We remain receptive to our customers and respond to their needs.

Integrity

We do what we say and we mean what we do. We follow through.

Sense of Community

We are a community serving one another and promoting family values.

Leadership

It is our responsibility to set direction and plan for the future of our community.

Partnership

We work cooperatively with those who affect the Raymore quality of life.

Responsibility

We manage our resources prudently and efficiently.

Internship Basics

Number & Time Frame of Internships

The availability of an open internship position will depend on current fiscal year funding. Length of the internship position varies with the educational institutions sessions (approximately 16 weeks in the Fall and Spring, 12 weeks during the Summer).

Qualifications

To be considered as a candidate for an internship with the City of Raymore Parks & Recreation Department, you must meet the following requirements:

- Be currently enrolled, or a recent graduate of, a university, junior college, vocational or technical school.
- Show a high interest in the field of parks and recreation or specialized field, particularly in municipal government. Associated fields include:
 - Park Administration
 - Recreation and Sports
 - Marketing and Communications
 - Tourism and Hospitality
 - Horticulture and/or Landscape Architecture
 - Arboriculture
- Knowledge of public recreation principles, practices, programs and community needs, with respect to recreation, or specialized field, is desirable.
- Have a strong work ethic, be highly motivated, maintain a positive attitude, be enthusiastic, self-motivated, willing to take on new challenges and experiences, and be adaptable to the many changes in the recreation field.
- Be able to demonstrate good customer service skills and genuinely enjoy working and interacting with people of all ages and diverse backgrounds.
- Be able to work outdoors in high temperatures, humidity and inclement weather.
- Agree to follow the Parks and Recreation Department's Policies and Procedures.
- Communicate any conflicting commitments that may affect the internship.
- Be neat and dress appropriately according to City of Raymore policies.
- Have the ability to maintain good working relationships with co-workers, city employees and the general public.
- Be certified in CPR/First Aid (desirable)
- Have the ability to perform physical labor if necessary.

Selection Process

The City will accept Internship applications on an ongoing basis. Available internships depend on funding. Open internship positions will be advertised on the City's website and in other advertising avenues.

The following must occur prior to an internship being offered.

- Applications should be received before or during the open application period.
- Completion of an interview. On site is preferred, although a telephone/zoom interview is acceptable if applicant is out of state or unavailable to appear for a personal visit.
- Confirmation is required from faculty regarding internship placement.

- Submission of a City of Raymore Employment Application and Background Check Authorization is required after a successful interview.

Once a selection has occurred:

- The student selected will be notified two months prior to his/her starting date or as soon as possible.
- Background, employment history checks, and drug screening must be successfully completed prior to fieldwork beginning (a valid Driver's License is desired)
- Complete all necessary paperwork and sign the Internship Contract (Attachment B).

Compensation & Benefits

- Interns will receive a monetary stipend of minimum wage for a 40 hour work week.
- Two (2) Staff shirts will be provided to wear on the job. The remaining uniform is the responsibility of the intern and outlined in duties and responsibilities of the intern.
- Intern will be provided workspace and use of a computer
- Interns will not earn vacation time, sick leave, holiday pay, overtime or cell phone compensation.

Work Schedule

A typical schedule is 40 hours per week, BUT not guaranteed. Weekly hours will be determined based upon ongoing programs, leagues and/or projects. Interns must be available to work weekdays, evenings and weekends as scheduled by the supervisor. Hours may vary depending on the time of year and programming season.

Transportation

It is the intern's responsibility to provide his/her own transportation for daily reporting to work. Use of a city vehicle during "on-duty" hours will be determined once the internship has begun.

Housing

The City of Raymore does not provide housing for interns. It is the responsibility of the successful applicant to find a suitable living space that is accessible to the City.

Orientation and Probationary Period

Upon selection, students are given an overview of the entire parks & recreation department. Our intent is to maintain flexibility in trying to give each intern what they desire in "on the job" experience while at the same time meeting all the requirements of their respective educational institution.

The first two weeks of the internship are probationary. An intern may be dismissed if the department determines he/she is not adequately prepared to perform the functions required of an intern. This determination is made after careful consideration by the Director of Parks & Recreation and the intern's educational supervisor.

Additional Information

In accordance with the Americans with Disabilities Act, it is the policy of the City of Raymore to not discriminate against those seeking employment or the provision of service. Intern candidates who require reasonable accommodation should notify the Parks & Recreation Department when submitting their applications for internship.

Intern Responsibilities (*examples, but not limited to*)

- Student Interns will report directly to a designated supervisor as directed by the Parks and Recreation Director.
- The intern must provide the Director Parks and Recreation or an Intern Supervisor with written goals and objectives within the first two weeks of the internship. These goals should include: career goals, internship goals, and contributions the intern feels they can make to the Parks & Recreation depart and City.
 - Goals and Objectives Form – Attachment C
- Interns will have a minimum of two evaluations during the internship. Written copies of this evaluation will be kept on file, as well as sent to the Educational institution that the intern represents.
- Interns will create news releases and fliers for the department.
- Interns will plan, organize, coordinate and conduct a new special event or program or “revamp” a current event or program.
- Interns will assist the Athletic Coordinator with current leagues and programs.
- Interns will participate and work a variety of duties and jobs related to Parks, including: athletic field preparation, some mowing and landscaping, tree planting and trail maintenance.
- Interns will assist the Director with current administrative projects as assigned.
- Interns will attend all meetings assigned by the Director of Parks & Recreation. This includes monthly Park Board meetings and City Council meetings and work sessions as necessary.
- Interns are required to represent the City in a professional manner, including dress, punctuality and enthusiastic participation in the working situation. Interns must be willing to spend the time to get the job done right, which includes nights and weekends.
- Interns are required to familiarize themselves with the policies, goals and general operations of the City including:
 - A review of the City of Raymore Employee handbook
 - Discussion of policies with supervisor/city staff
 - Attendance at staff meetings at the supervisory and administrative levels
- Interns will be required to present a final portfolio to the Director of Parks and Recreation upon completion of their internship experience. The portfolio will include updated resume, work samples (projects, flyers, budget forecasts, planning documents, etc.) and an updated goals and objectives.
- Interns will be asked to evaluate their internship program at the end of the term.
 - Internship Program Evaluation – Attachment D

Educational Institution Responsibilities

- The City of Raymore encourages the EDU Institution supervisor to be actively involved in the selection process by the intern. It is extremely valuable to both the City and the Intern to ensure both parties have chosen the best qualified applicant and location for this valuable experience.
- The City would like frequent communication between the EDU supervisor and the Parks and Recreation Director during the period of the internship. This may be accomplished by personal visits or by telephone conversation or a combination of both.
- The City must have on file a copy of the EDU Institution’s Internship requirements.

Application Procedures

Interested students should contact their advisor and follow the schools application procedure. With the school’s approval, interested candidates should send an internship program application (Attachment A), including a cover letter, resume and letter of reference from your college/university advisor and previous employer.

Send application packet to:

Raymore Parks & Recreation

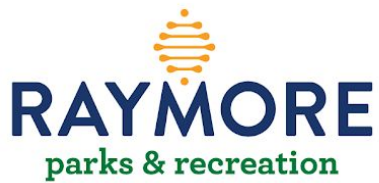
Internship Program
100 Municipal Circle
Raymore, MO 64083

For additional questions, please contact the Parks and Recreation department at p. 816-322-2791 or via email at recreation@raymore.com.



MISCELLANEOUS ITEMS

- *Sept 22 - Work Session Notes*



**Work Session Agenda
Raymore Parks and Recreation Board**

**Tuesday, September 22, 2020
6:00pm**

**Council Chambers
City Hall
100 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Trautman; Members Harris, Houdyshell, Manson, Supple and Williamson. Members Bartow, Casas and Collier were absent

Staff Present: Musteen, Rulo and Gibbs

Call to Order: 6:01pm

1. Recreation / Sports Update

Recreation & Facilities Superintendent Jimmy Gibbs and Athletic Coordinator Todd Brennon provided the Board with an update on programs, leagues and sports. Brennon highlighted the new "Social League" and current numbers of registrations due to Covid-19 verses previous seasons.

2. Adjournment - 6:20pm