



**Raymore Parks and Recreation Board
Agenda**

**Tuesday, February 8, 2022
6:00pm**

**Executive Conference Room
Raymore City Hall
100 Municipal Circle
Raymore, Missouri 64083**

1. Policy Review

- a. Background Screening Policy
- b. Eagle Scout Projects Policy
- c. Revenue Policy
- d. Fees and Charges Policy

2. Adjournment

Policies and Procedures -				
Number	Title	Last Update	Supporting Documents / SOPs	Last Update
PR 100.001	Hiring Policy	Jan 2022	Anti-Nepotism Compliance Agreement	Jan 2022
PR 100.002	Sportsmanship Policy	Jan 2022		
PR 100.003	Alcohol Policy - Outdoor Facilities	June 2021	Alcohol Permit - Outdoor Facilities	June 2021
PR 100.004	Background Screening Policy	March 2016		
PR 100.005	Eagle Scout Projects	August 2016		
PR 100.006	Overnight Camping Policy	March 2021	Overnight Camping - Notice	March 2021
PR 100.007	Revenue Policy	Feb 2022		
PR 100.008	Fees and Charges Policy	Feb 2022		
	To Be Updated and brought to the Park Board	Last Update	Supporting Documents / SOPs	Last Update
PR 100.090	Scholarship Policy	2011	Sweat Equity Form	2011
PR 100.010	Facility Rentals Policy	Oct 2016		
PR 100.010a	Private Rental Policy	Oct 2016		
PR 100.010b	Special Event Rental Policy	Oct 2016		
PR 100.010c	Athletic Facility Rental Policy	Oct 2016		
PR 100.011	Budget Preparation Policy	2006		
PR 100.012	Fee in Lieu		Chapter 445 in the Unified Development Code	August 2017
PR 100.013	Inclement Weather Policy	2014		
PR 100.014	Fundraising Policy			
PR 100.015	Partnership Policy			
PR 100.016	Recreation Team Policy			
PR 100.017	Social Media Policy			



**RAYMORE PARKS AND RECREATION
BACKGROUND SCREENING POLICY**

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.004
Date of Review:	03/22/2016

I. STATEMENT OF NEED

The Parks and Recreation Board recognizes the importance of background screenings for all volunteers and will adhere to Chapter 251, Section 010 of the Raymore Municipal Code which requires background checks and Section 020 which prohibits any program not requiring background checks use of City of Raymore facilities.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves policies and stand operating procedures of the Parks and Recreation Department. It is the mission of the Parks and Recreation Board to provide a wide variety of recreation program offerings to the citizens of Raymore. It is the duty of the Parks and Recreation Board to provide a safe environment and ensure the safety of its participants.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

In accordance with the National Recreation and Park Association, the City of Raymore Parks and Recreation Department has developed Guidelines for Volunteer Background Screening. The goal of

this practice is to continue to provide quality programs by advancing optimum volunteer management practices. This policy alone is not exclusive protection and all patrons, parents, guardians and responsible individuals are encouraged to report inappropriate conduct by any volunteer to City staff as soon as possible. This policy follows Raymore Municipal Code and State of Missouri guidelines.

IV. PROGRAM GUIDELINES

Based on the recommendation of the National Recreation and Park Association, the City of Raymore follows guidelines for credentialing unsupervised volunteers through a third-party comprehensive background screening and photographic identification system.

A. These guidelines require a comprehensive background screening for all volunteers and are defined to include:

1. Social Security Verification – Verifies the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.
2. Address Trace – Verifies the current address and identifies any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted.
3. State or County Criminal Record Check – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions.
4. National Criminal History Database search – There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history databases available that contain millions of criminal records and cover much of the United States. These databases can be accessed and used to supplement the local criminal history search.
5. Sex Offender Registry - Search of the appropriate state sex offender registries based on the address history.
6. Timely results – A background screening process should be returned within 10 business days on average. This will allow for proper planning and assignment of volunteers.
7. Complimentary Consultation – Screening and consultation will be provided by a third-party screening provider.

B. Who will be screened? Background checks will be conducted on all supervised or unsupervised volunteers that:

1. Have access to confidential or personal identifiable information.
2. Work or interact with adults or minors.
3. Have access to money, receipts, registration information, or assigned City equipment or access to City facilities or buildings (including keys or electronic key cards).

C. How often should Background Screenings be conducted?

1. Each volunteer will be screened on an annual basis.

D. Confidentiality

1. All volunteer assignments will be contingent upon a satisfactory background check including verification of credentials and any other information required by federal and state law.
2. Background checks conducted by the City of Raymore will be outsourced to a background check agency, and consistent with the guidelines stated in the Fair Credit Reporting Act (FCRA). FCRA requires an employer that uses a third-party to conduct background checks to provide a copy of the consumer report to the applicant and provide the applicant with a copy of his/her rights under the FCRA (the "Summary of Rights Under the FCRA") before taking adverse action based upon information contained in the consumer report.

E. Flow of paperwork and responsibilities of the Parks & Recreation Department

1. The City of Raymore will distribute a secure, online link to volunteers that will direct to the contracted third-party screening firm website. Volunteers will then independently create a profile with the third-party screening firm and provide the required information.
2. The City of Raymore will not collect, possess or have direct access to volunteer's personal identifiable information.
3. The City of Raymore will receive the screening results from the Background Screening Company.
4. The City of Raymore will make appropriate notifications to any volunteer who is disqualified. Any questions or challenges from the volunteer about the results MUST be directed to the third-party screening firm.
5. The third-party screening firm will provide the disqualified volunteer applicant with the following documents:
 - a. Fair Credit Reporting Act - Summary of Rights
 - b. Letter of disqualification
 - c. Copy of actual screening report (results)
6. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

V. APPROVAL PROCESS

Level I Approval For all potential volunteers that have background check results that do NOT include any of the items listed on the *Background Check Approval Process List* may have the contingent offers to volunteer confirmed by the hiring official, once any other outstanding screening information has been successfully completed.

Level II Approval For all potential volunteers that have background check results that DO include any of the items listed on the *Background Check Approval Process List* the hiring officials will contact the ((Human Resources Manager/Park Board or designee)) to discuss the background check results to obtain approval to ensure that the person is eligible to volunteer before confirming any offers or taking any other action.

Level III Approval If a decision cannot be made following the completion of the discussions between the hiring official and the ((Human Resources Manager/Park Board or designee)), then the ((Human Resources Manager/Park Board or designee)) will proceed by submitting the background check results to the City Manager for review. No further action will be taken until the ((Human Resources Manager/Park Board or designee)) receives final approval regarding the contingent offer from the City Manager.

VI. APPROVAL PROCESS LIST AND CRITERIA FOR EXCLUSION

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEXUAL OFFENSES

All Sex Offenses – Regardless of the amount of time since offense. Examples include without limitation:

1. Child molestation
2. Rape
3. Sexual assault
4. Sexual battery
5. Sodomy
6. Prostitution
7. Solicitation
8. Indecent exposure

FELONIES

All Felony Violence – Regardless of the amount of time since offense. Examples include without limitation:

1. Murder
2. Manslaughter
3. Aggravated assault
4. Kidnapping
5. Robbery
6. Aggravated burglary

All Felony Offenses Involving a Child– Regardless of the amount of time since offense,. Examples include without limitation:

1. Child abuse
2. Contributing to the delinquency of a minor
3. Internet luring of a child
4. Child trafficking

All Other Felony Offenses other than **violence** or **sex** within the past 10 years.

Examples include without limitation:

1. Drug offenses
2. Theft
3. Embezzlement
4. Fraud
5. Child endangerment

MISDEMEANORS

All Misdemeanor Violence offenses within the past 7 years.

Examples include without limitation:

1. Simple assault
2. Battery
3. Domestic violence
4. Hit & run

All Misdemeanor Drug and Alcohol Offenses multiple offenses within the past 7 years. Examples include without limitation:

1. Driving under the influence
2. Simple drug possession
3. Drunk and disorderly
4. Public intoxication
5. Possession of drug paraphernalia

Any Other Misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples include without limitation:

1. Contributing to the delinquency of a minor
2. Providing alcohol to a minor
3. Theft – if the person is handling monies

Any other combination of FELONY and/or MISDEMEANOR offenses that the City of Raymore deems unacceptable.

VII. PENDING CASES

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

VIII. REVIEW

The Raymore Parks and Recreation Board shall review this policy every other year during years ending with an even number or more often as the Board deems necessary.

Approved policies not reviewed every two years shall remain in effect until the next review time frame.



RAYMORE PARKS AND RECREATION
EAGLE SCOUT PROJECT POLICY

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.005
Date of Review:	08/23/2016

I. STATEMENT OF NEED

From time to time the Parks and Recreation Department is asked to serve as the beneficiary of a Boy Scout Eagle Project. In order to maintain equity in application, guidelines must be established with regard to project approval, materials donation, and staff assistance for such projects.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board is responsible for the care and custody of the parks system. As well, the Board has the exclusive control of the expenditures of all money collected to the credit of the Park Fund.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

The philosophy of Raymore’s Parks and Recreation Board is that the Eagle Project program is an important training tool that builds leaders within Raymore’s citizenry. Both the Scout and the City derive benefits from such projects, however, the benefits of the program must be

balanced within the operational needs of the park system as a whole. Projects undertaken by potential Eagle Scouts that were already in the Department's plan and budget for improvement shall be supported to a greater extent than those projects that were not already considered a priority.

IV. EAGLE PROJECT PROCEDURES

1. **The Initial Interview:** Potential Eagle Scouts must make an appointment to meet with the Department Director and Park Superintendent to discuss the approval process, policies related to the Eagle Project program, ideas for projects, and tentative schedule. A parent or guardian should accompany the scout during this initial meeting.
2. **Eligible Projects:** Those projects included in the operational or capital plans of the Parks and Recreation Board may be approved administratively by staff. Other projects shall be considered by the Park Board before the Scout may proceed.
3. **Eligible Donations:** It shall be the responsibility of the potential Eagle to do all he can to solicit for the donation of materials for his project first before requesting any donations from the City. Unless approved by the Parks and Recreation Board, the City shall only provide those materials already included in that year's annual budget.
4. **Eligible Staff Assistance:** Because the City derives a benefit from the construction of an Eagle Project, City staff may provide supervision during the installation of technical portions of the project as needed. As well, the staff may, as deemed necessary, prepare project sites ahead of the project day and deliver materials and/or tools on the morning of the eagle project installation.
5. **Post-project Approval Communication:** Good communication between the staff and the Scout is essential. Upon approval by the Board, or administratively by staff as appropriate, Scouts must follow up with staff to coordinate the activity until the project is complete. Communication required:
 - a. **Project Signature meeting:** prior to the review by the Council, the Scout must provide a complete copy of all project materials being submitted to the Council to the staff for approval signature.
 - b. **Selection of a Project Date:** the selection of a date for the Project must be coordinated with the staff a minimum of one month in advance of the date desired.

- c. **Regular Communication:** regular communication of details may be managed through email to staff or via regular meetings with the Park Superintendent.
- d. **Pre-event meeting:** One to two weeks prior to the scheduled date of the event, the Scout and a parent or guardian must meet with the staff to finalize the details of the project.
- e. **Post-Project Follow Up:** the Scout must meet with staff within three weeks of the completion of the project to get sign off signatures for project completion. Any details not completed the day of the project must be completed before the Scout can receive a signature indicating the project is completed and accepted by the City.

VII. REVIEW

The Raymore Parks and Recreation Board shall review this policy every other year during years ending with an even number or more often as the Board deems necessary.

Approved policies not reviewed every two years shall remain in effect until the next review time frame.



RAYMORE PARKS AND RECREATION
REVENUE POLICY

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.007
Date of Review:	02/22/2022

I. STATEMENT OF NEED

Raymore’s continued growth creates a demand for a wide variety of programs, activities and services. It is the responsibility of the Raymore Parks and Recreation Department to offer a comprehensive recreation program and to provide safe and affordable access to recreational programs and activities. The development of a consistent standard operating revenue and schedule of fees procedure will provide supplementary revenues to tax dollars.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves all policies and fee schedules. The Parks and Recreation Board provides an open public forum at all meetings, which allows for citizen involvement and support.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

1. General: The philosophy of Raymore’s parks and recreation program is to offer year round diversified recreational services, ensuring that all citizens have equal opportunity and participation. It is necessary to charge fees and pursue other supplementary revenues and resources as the demand upon the Department is greater than the public’s ability to appropriate

public funds to support that demand. Fees and charges for parks and recreation services will provide another source of finance for the Department and will supplement other resources, not replace them nor be used to diminish government's responsibility to provide public open space and leisure opportunities. Rather, fees and charges will be viewed as a method to expand and to continue to provide basic services on an equitable basis.

2. **Cost Recovery:** The Parks & Recreation Department's philosophy for cost recovery is to meet the recreational needs of the residents of Raymore, Missouri in the most effective and efficient manner possible ensuring that all residents have equal opportunity and choice in participation while providing those services at an appropriate cost.

IV. REVENUE CLASSIFICATIONS

1. **Taxes:** The Park Fund receives property taxes from property owners of the City of Raymore. Property tax rates are set by local governments through a vote of the people within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Cass County collects and distributes the property taxes for the City of Raymore.
 - a. Examples are: Real Estate Property Tax and Personal Property Tax
2. **Interest and Miscellaneous Revenues:**
 - a. Interest Revenue is associated with the City's return on investments of idle funds.
 - b. Miscellaneous Revenue are various revenues not otherwise categorized with minimal receipts therefore not classifying as valid budgeted revenue source.
3. **Grants:** Revenue recovered for securing a grant or outside funding for facilities and programs. This includes federal, state and local grants as well as funding from various private sector organizations.
4. **Sponsorship and Donations:** The Parks and Recreation Department pursues a variety of sponsorships and donations to help fund its recreation programs and other special events.

Examples are:

 - a. Team and League Sponsorships
 - b. Special Event or Community Program Sponsorships
 - c. Partnerships with local businesses for goods or services in exchange of promotional or advertising rights
5. **User Fees:** User Fees are charges applied to residents and non-residents to take part in programs that the Department offers. These fees are received in the Park Fund and appropriated to the account codes

designated as 25-Parks, 26-Recreation, 27-Centerview or 28-Raymore Activity Center. Program prices are determined by the Facility Fees and Program Pricing Guidelines.

Examples:

- a. **Recreation Programs:** (Fee contribution 100%; subsidy level 0%)
Generally, this type of program provides a high quality of instruction or experience to the individual. The benefits are received exclusively by the participant, which results in a relatively expensive program to operate. It is considered that this type or program offsets all direct and indirect costs, and receives a return in revenue.
 - i. Examples are: skate lessons, tiny tot programs, youth day camps, youth and adult sports leagues.
- b. **Merit Programs:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Part of the benefits are received by the individual and part are received by the public in general. Public agencies are able to furnish these programs in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users pay part of the cost.
 - i. Examples are: teen events, senior adult recreation, social and educational programs.
- c. **Community Programs:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)
In its pure form, this is equally available and beneficial to all citizens in our community. It is generally feasible to charge a nominal or small fee for these programs, since they include special event programs that are usually service free to the public, but receive a small return in revenue through its concessions and/or rental operations. Senior adult enabling services are also included.
 - i. Examples are: citywide special events, nutrition programs, teen special events, concert series, etc.
- d. **Memberships:** (Fee contribution 100%; subsidy level 0%)
Typically an annual fee to gain access to a facility or amenity with additional benefits associated with the exclusive rights. Raymore currently does not have these types of opportunities.
 - i. Examples are: Community Centers, Fitness Clubs, etc.
- e. **Season/Yearly Passes:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Are passes purchased by frequent users to gain admittance to facilities or programs on a season or yearly discounted basis.
 - i. Examples are: Pools, Ice Rinks, etc..
- f. **Admissions/Drop-Ins:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)

Are described as charges to enter a facility program on a per visit basis. Entry and exits are normally controlled, and attendance is regulated.

- i. Examples are: The Rink, drop-in basketball and volleyball, the Raymore Activity Center track, etc.

6. **Facility Rentals:** Are fee payments made for the privilege of exclusive use of the facility. This fee gives the patron the right of enjoying all of the advantages derivable from the use of the facility without consuming, destroying or injuring it in any way.
 - a. Examples are: Centerview, the Rink, Raymore Activity Center, Hawk Ridge Park Amphitheater, Gilmore Room, picnic shelters, etc.
7. **Intergovernmental Transfers.** These funds represent a fund balance transfer from the General Fund, Park Sales Tax Fund or Raymore Community Foundation to support the Parks and Recreation Department operations, associated programs or capital projects.
8. **Sales/Rental Revenues:** Are revenues obtained from the operation of concessions and from the rentals or merchandise and other property. Objectives of sales revenue may be:
 - a. To provide needed supplies, which the visitor cannot obtain in the general park/facility.
 - b. To provide sufficient revenue to cover the cost of all operations and provide a profit, which will enable expansion of parks and recreation services.
 - c. To provide rental equipment for the enjoyment of a recreation area which the visitor may not have provided for him/herself.
 - d. To provide merchandise/rental equipment which adds to the visitor's enjoyment of the area. Examples are: concessions, skate rentals, etc.
9. **Park Service Programs:** These park programs are unique to themselves and do not readily fit into the recreation classifications. The philosophy behind each program is as follows:
 - a. Legacy Program: This program is designed to provide an opportunity to commemorate a significant event, person or moment in time through honor bricks, tribute trees, memorial benches or other (pre-approved) items to be permanently donated to the Parks and Recreation Department.
 - i. Fee contribution is 100% of total cost
 - b. Adopt A Park: This program is a volunteer service program that offers residents the opportunity to take ownership of specific areas within the park system for maintenance and beautification purposes.
 - i. In-kind service or volunteer service hours in a specific location that offsets maintenance costs.

- c. Eagle Scout Service Projects: This program is a volunteer service program that provides a venue for local scouts to obtain the rank of Eagle by completing their required project. These projects are preapproved with a designated budget while labor and construction costs are part of the project.
 - i. In-kind service projects the offset maintenance and construction costs to the Department.

V. FEES

The fees must be easily collected and evaluated regularly to adhere to the Revenue Policy and meet all criteria as outlined in the *PR Policy: 100.080 Fees and Charges Policy*.

VII. REVIEW

The Raymore Parks and Recreation Board shall review this policy every other year during years ending with an even number or more often as the Board deems necessary.

Approved policies not reviewed every two years shall remain in effect until the next review time frame.



**RAYMORE PARKS AND RECREATION
FEES AND CHARGES POLICY**

Agency:	Raymore Parks and Recreation Department
Location:	City of Raymore, Cass County, Missouri
Policy Number:	PR 100.008
Date of Review:	02/22/2022

I. STATEMENT OF NEED

Raymore’s continued growth creates a demand for a wide variety of programs, activities and services. It is the responsibility of the Raymore Parks and Recreation Department to offer a comprehensive recreation program and to provide safe and affordable access to recreational programs and activities. The development of a consistent standard operating revenue and schedule of fees procedure will provide supplementary revenues to tax dollars.

II. AUTHORITY AND RESPONSIBILITY

Raymore Parks and Recreation Board approves all policies and fee schedules. Upon approval, the updated schedule of fees and department requested budget is presented to the City Council during the annual budget presentation.

The Parks and Recreation Board authorizes the Director of Parks and Recreation and his/her designees to implement this policy following the rules and guidelines herein and all referenced policies and standard operating procedures as needed.

III. STATEMENT OF PHILOSOPHY

1. General: The Raymore Parks and Recreation Board uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants. It is not financially feasible to rely solely on one source of revenue to support a diversified quality parks and recreation program. Several methods for determining the fees associated with

programs and activities including national trends, regional comparisons and direct/indirect costs are utilized.

2. **Cost Recovery:** The Parks & Recreation Department's philosophy for cost recovery is to meet the recreational needs of the residents of Raymore, Missouri in the most effective and efficient manner possible ensuring that all residents have equal opportunity and choice in participation while providing those services at an appropriate cost.

IV. DEFINITIONS

1. **Direct Cost:** These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-District owned facilities, etc.
2. **Indirect Cost:** These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and restroom supply costs, etc.
3. **Total Cost:** This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.
4. **Cost Recovery:** The means of recouping the cost of any expense. The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service.

V. FEES AND CHARGES

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. However, fees and charges should not become a barrier for participation or a method of excluding any resident or participant. With this in mind, the Parks and Recreation Board has developed the following categories within the Board's Revenue Sources that help offset costs otherwise distributed to the taxpayer.

Note: Full list and description of revenue sources is outlined in PR Policy: 100.007 Revenue Policy

1. **Grants:** Revenue recovered for securing a grant or outside funding for facilities and programs. This includes federal, state and local grants as well as funding from various private sector organizations.
2. **Sponsorship and Donations:** The Parks and Recreation Department pursues a variety of sponsorships and donations to help fund its recreation programs and other special events.

Examples are:

- a. Team and League Sponsorships
 - b. Special Event or Community Program Sponsorships
 - c. Partnerships with local businesses for goods or services in exchange of promotional or advertising rights
3. **User Fees:** User Fees are charges applied to residents and non-residents to take part in programs that the Department offers. These fees are received in the Park Fund and appropriated to the account codes designated as 25-Parks, 26-Recreation, 27-Centerview or 28-Raymore Activity Center. Program prices are determined by the Facility Fees and Program Pricing Guidelines.

Examples:

- a. **Recreation Programs:** (Fee contribution 100%; subsidy level 0%)
Generally, this type of program provides a high quality of instruction or experience to the individual. The benefits are received exclusively by the participant, which results in a relatively expensive program to operate. It is considered that this type or program offsets all direct and indirect costs, and receives a return in revenue.
 - i. Examples are: skate lessons, tiny tot programs, youth day camps, youth and adult sports leagues.
- b. **Merit Programs:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Part of the benefits are received by the individual and part are received by the public in general. Public agencies are able to furnish these programs in the quantity and quality demanded by the consuming public at a price the public is willing to pay. It is feasible and generally desirable to charge for these services, but only to the extent that individual users pay part of the cost.
 - i. Examples are: teen events, senior adult recreation, social and educational programs.
- c. **Community Programs:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)
In its pure form, this is equally available and beneficial to all citizens in our community. It is generally feasible to charge a nominal or small fee for these programs, since they include special event programs that are usually service free to the public, but receive a small return in revenue through its concessions and/or rental operations. Senior adult enabling services are also included.
 - i. Examples are: citywide special events, nutrition programs, teen special events, concert series, etc.
- d. **Memberships:** (Fee contribution 100%; subsidy level 0%)
Typically an annual fee to gain access to a facility or amenity with additional benefits associated with the exclusive rights. Raymore currently does not have these types of opportunities.
 - i. Examples are: Community Centers, Fitness Clubs, etc.

- e. **Season/Yearly Passes:** (Fee contribution 100% - 75%; subsidy level 0% - 25%)
Are passes purchased by frequent users to gain admittance to facilities or programs on a season or yearly discounted basis.
 - i. Examples are: Pools, Ice Rinks, etc..
 - f. **Admissions/Drop-Ins:** (Fee contribution 50% - 0%; subsidy level 50% - 100%)
Are described as charges to enter a facility program on a per visit basis. Entry and exits are normally controlled, and attendance is regulated.
 - i. Examples are: The Rink, drop-in basketball and volleyball, the Raymore Activity Center track, etc.
4. **Facility Rentals:** Are fee payments made for the privilege of exclusive use of the facility. This fee gives the patron the right of enjoying all of the advantages derivable from the use of the facility without consuming, destroying or injuring it in any way.
- a. Examples are: Centerview, the Rink, Raymore Activity Center, Hawk Ridge Park Amphitheater, Gilmore Room, picnic shelters, etc.
5. **Sales/Rental Revenues:** Are revenues obtained from the operation of concessions and from the rentals or merchandise and other property. Objectives of sales revenue may be:
- a. To provide needed supplies, which the visitor cannot obtain in the general park/facility.
 - b. To provide sufficient revenue to cover the cost of all operations and provide a profit, which will enable expansion of parks and recreation services.
 - c. To provide rental equipment for the enjoyment of a recreation area which the visitor may not have provided for him/herself.
 - d. To provide merchandise/rental equipment which adds to the visitor's enjoyment of the area. Examples are: concessions, skate rentals, etc.

VI. FEES - GENERAL GUIDELINES

1. The Parks and Recreation Board will not charge fees to residents for entrance into parks, playgrounds, informal use of outdoor athletic facilities (when not previously scheduled) and other park amenities on public park property.
2. The Parks and Recreation Board will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees will be structured to pay for the cost of offering the program and contribute to overhead as outlined below:
 - a. Staff will consider appropriate direct, indirect and overhead costs, market conditions, target markets and local/regional cost comparisons

- when developing fees and charges for all parks and recreation services.
- b. Consideration shall be given to the payment of capital improvement bonds issued to construct or renovate a specific facility when developing fees and charges for all parks and recreation services.
 - c. The Parks and Recreation Board will consider the cost of using the facility when determining the total cost of offering programs.
 - d. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.
 - e. The Parks and Recreation Board may charge entry fees for admission to special use facilities such as the Ice Rink, the Raymore Activity Center, Centerview, the Amphitheater, etc.
 - f. The Parks and Recreation Board may charge membership and/or initiation fees for access and use of a facility or program.
 - g. The Parks and Recreation Board may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.
 - h. The Parks and Recreation Board may prorate fees as necessary provided the circumstances are unavoidable and customer service oversees the need for cost recovery.
3. The minimum number of participants per class needed to achieve revenue policy goals will be the determining factor in setting class minimums. Programs must reach minimum participant levels or the Parks and Recreation Board may cancel the program.
 4. Since non-residents of the City of Raymore do not support the Parks and Recreation Board through taxes, they shall pay a non-resident fee for rentals and private use of facilities such as the Ice Rink, the Raymore Activity Center, Centerview, the Amphitheater, picnic shelters, athletic fields, etc..
 5. Scholarship or fee reduction programs may be available to participants according to the scholarship program as outlined in *PR Policy: 100.009 Scholarship Policy*
 6. Facility Rentals are outlined in *PR Policy: 100.010 Facility Rental Policy*

VII. REVIEW

The Raymore Parks and Recreation Board shall review this policy every other year during years ending with an even number or more often as the Board deems necessary.

Approved policies not reviewed every two years shall remain in effect until the next review time frame.