

AMENDED – ADDITION OF A CLOSED SESSION

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
COMMITTEE OF THE WHOLE
OCTOBER 11, 2016
WORK SESSION
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
6:00 P.M.

1. **MoDOT Free Lease Agreement**
Point of Contact: Kati Horner Gonzalez, Interim Public Works Director.
2. **Streetscape Amenities**
Point of Contact: Kati Horner Gonzalez, Interim Public Works Director.
3. **Audit Services-Request for Proposals**
Point of Contact: Mark Loughry, Interim City Administrator.
4. **Year-End Budget Adjustments**
Point of Contact: Mark Loughry, Interim City Administrator.
5. **2016-2017 Budget**
Point of Contact: Mark Loughry, Interim City Administrator.
6. **Elected Officials Compensation**
Point of Contact: Teresa Henry, City Clerk

ADJOURNMENT

CLOSED SESSION

Notice is hereby given that the Mayor and Board of Aldermen may conduct a closed session, pursuant to the following statutory provisions:

- 610.021(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information relating to the performance or merit of an individual employee is discussed or recorded; and/or
- 610.021(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

CITY OF RAYTOWN
Request for Board Action

Date: October 5, 2016

Bill No. XXXX-XX

To: Mayor and Board of Aldermen

Section No. _____

From: Kati Horner Gonzalez, Interim Director of Public Works

Department Head Approval: _____

Finance Director Approval: _____

City Administrator Approval: _____



Action Requested: Adopt an ordinance approving a Free Lease Agreement between MoDOT and the City of Raytown for the existing Raytown Gateway placed in MoDOT Right-of-Way.

Background: Through a District-wide evaluation of the placement of signage and other items in the state Right-of-Way, the Missouri Department of Transportation found that Raytown placed a "Welcome to Raytown" gateway in MoDOT Right-of-Way at the location of attached Location Map. It was determined that no agreement was put in place between the City and MoDOT during the placement of the monument. As a result, MoDOT has requested that the City enter into a Free Lease Agreement with the State to authorize the placement of this monument.

Alternatives: Do not pass the ordinance and remove the monument.

Budgetary Impact:

No Anticipated Impact

Attachments: Free Lease Agreement,

CCO Form: RW 45
Approved: 12/12 (ASB)
Revised: 01/15 (ASB)
Modified:

JACKSON COUNTY
ROUTE 50/350
KC-0923

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION LICENSE AGREEMENT

THIS AGREEMENT is entered into by the **MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION** (hereinafter, "Commission") and the **City of Raytown, Missouri** (hereinafter, "City").

WITNESSETH:

WHEREAS, the Commission is an entity of the State of Missouri created by state law and owns and maintains State Route 50/350 (hereinafter, "Highway") as part of the State Highway System in Jackson County, Missouri;

WHEREAS, the City desires to use that portion of the Commission property described in Exhibit "A," attached hereto and incorporated by reference, to construct a Monument;

WHEREAS, the Commission agrees to allow the City to use Commission property for the purposes, and subject to the terms and conditions, herein stated.

NOW, THEREFORE, in consideration of the promises, covenants and representations in this Agreement, the parties agree as follows:

(1) LICENSE GRANTED: The Commission hereby grants the City and its successors, a non-exclusive right to use that portion of the Commission property at the location described on Exhibit "A", a legal description of the property, for the purpose of installing and maintaining a city Monument.

(2) CONSIDERATION FOR THIS LICENSE: The Commission grants this license freely and without charge, based on the City's express agreement to comply with the terms and conditions of this Agreement. This license is revocable by the Commission through its Missouri Department of Transportation (MoDOT) representatives at any time, with or without cause; and this license is automatically revoked by operation of law if the City violates any term or condition of this Agreement.

(3) DURATION OF LICENSE: The Commission and the City agree that this license and all rights of entry granted hereunder shall terminate and no longer be in effect no later than sunset ten (10) years from the last date of execution of this Agreement. Upon approval of both parties, the terms and conditions of this Agreement

are renewable for an additional ten (10) years from the date of the expiration of the Agreement. Any extension shall be memorialized in an appropriate Supplemental Agreement and executed by the duly authorized representatives of the parties.

(4) WORK BY THE CITY: The City shall construct a Monument on Commission property as indicated in Exhibit "B," attached hereto and incorporated by reference, pursuant to the plans and specifications as referred to herein. This non-exclusive license prohibits conversion of the property to a 4f or 6f property as stated in the Code of Federal Regulations 23CFR771.135. It is expressly understood and agreed that the primary purpose of the property which is the subject matter of this agreement shall remain for use of the Commission. There will be no public park or recreational use or dedication of the Commission property for outdoor recreational use.

(5) MONUMENT DESIGN: The City shall have detailed plans prepared at their cost, which are to be submitted to the Commission's District Engineer for the Commission's review and approval and concurrence by FHWA. Any significant revision in the design or construction of the Monument shall receive prior written approval of the Commission subject to concurrence by the FHWA. The Monument shall be constructed in accordance with the plans and specifications to the satisfaction of the District Engineer or the District Engineer's authorized agents.

(6) ACCOMPANYING STRUCTURES: The City agrees to construct and maintain guardrail and/or other traffic safety devices (hereinafter, "Accompanying Structures") as specified in Exhibit "B" to Commission standards, in accordance with applicable portions of the latest editions of the *Missouri Highways and Transportation Commission's Standard Specifications for Highway Construction* and the *Standard Plans for Highway Construction*. The City's plan for repair and maintenance of the accompanying structures are as follows:

(A) The sign is already in place, City shall repair and maintain sign as necessary.

(B) Upon notification to the City of the damaged accompanying structures, the City shall have seven (7) calendar days to begin the repair or maintenance.

(C) All repair and maintenance work shall be completed within fourteen (14) calendar days.

(7) CONSTRUCTION CONTRACTOR: The Commission acknowledges that the City will enter into a construction contract with an approved Contractor (hereinafter, "Contractor") to construct the Monument Improvements in accordance with the approved plans and specifications. The City shall cause Contractor to submit appropriate documentation to the Commission, to include the following provisions:

(A) Commission Inspection: The Commission's agents and employees

will be authorized to inspect the work on the Monument and to approve or disapprove such work in the same manner as if the construction contract has been entered into between the Contractor and the State of Missouri acting by and through the Commission. The Commission agrees that all such inspections shall be conducted in a timely and reasonable manner.

(B) Responsible Party for Payment: The Contractor will look solely to the City for payments pursuant to the construction contract, including, but not limited to payments for base contract work and change order work, and for claims pursuant to the contract or for breach thereof, and confirming that Contractor shall have no claim rights against the Commission, its employees, agents, successors, or assigns.

(C) Construction Bonds: The City shall acquire from the Contractor and shall deliver, prior to commencement of work on the Monument, executed copies of Contractor's performance and payment bonds from commercial surety companies qualified and authorized to do business in Missouri, each in a penal amount equal to the contract sum, assuring the City and the Commission, which shall be named as obligees therein, as their interests may appear, of (1) performance of all contractual obligations, and (2) payment for all related labor, materials, and costs. Such bonds may be issued as part of performance and payment bonds on construction for work other than the Monument. The performance and payment bond requirement does not render the Monument construction project a public works project.

(8) RESTORATION OF COMMISSION PROPERTY: At all times during the construction or maintenance of the Monument, the City and Contractor shall construct and maintain the Monument in a manner that will not injure or damage the paved highway facility area or any of Commission property adjacent thereto, unless as specified herein. After construction of the Monument, the City will restore the unpaved property to its original condition, as determined by the District Engineer. Disturbed areas will be fine graded, seeded, mulched or sodded by the City.

(9) RIGHTS UPON DEFAULT: If the City defaults and abandons the Monument construction project, the Commission has the right, at its discretion, to demolish the structure. The Commission shall have the right to charge all payments associated with and costs of demolition to the City.

(10) TRAFFIC CONTROL PLAN, SIGNING AND SCHEDULING OF CONSTRUCTION: The City agrees to provide to the District Engineer a traffic control plan for handling traffic during the contemplated construction. The City agrees to provide construction signing in compliance with the Manual on Uniform Traffic Control Devices. This Agreement is conditioned upon written District Engineer approval of the traffic control plan and any revisions or modifications to the plan before construction may begin. All construction shall be scheduled to minimize disruption of the traffic flow. Any lane closure shall be coordinated with MoDOT and scheduled during nonpeak hours except in the case of an emergency.

(11) MAINTENANCE AND REPAIR: At all times during the construction of the Monument and after its completion, the site of the Monument and all related structures and landscaping will be maintained by and at the expense of the City so as to assure that these structures and the area within, above and beside Commission's property will be kept in accordance with Commission standards and in good condition as to safety, use and appearance and such maintenance will be accomplished in a manner so as to cause no unreasonable interference with the use of or access to the Commission's state highway system. The City will keep the property described in Exhibit "A" in a neat, clean, orderly and presentable condition, free of trash, debris and unsightly objects.

(12) PERMITS: Before beginning work, the City shall secure from the Commission's District Engineer a permit for the proposed improvement. Any maintenance performed on the infrastructure of the Monument or Accompanying Structures shall require a permit to be issued by the District Engineer. Issuance of the permit is within the sole discretion of the Commission's District Engineer. The City shall make every effort to obtain access to the Monument and any accompanying structures through access other than Commission property.

(13) THE COMMISSION ACTION IF THERE IS FAILURE TO MAINTAIN PROPOSED STRUCTURE: In the event the City fails to meet its maintenance obligations set forth in this Agreement, the Commission or its contractors, agents and employees shall have the authority, but not a duty or obligation, to maintain the facility as the Commission deems necessary. If the City fails to begin making repairs within thirty (30) days of receiving written notice or fails to continue with the repairs in a diligent manner, the maintenance work may be performed by the Commission, unless the District Engineer or his/her authorized representative determines that an actual or potential emergency exists requiring immediate repairs. Any expenses incurred by or on behalf of the Commission in performing the maintenance work described in this section shall be the debt of and shall be chargeable to the City.

(14) REVOCAION OF AGREEMENT: This license granted in this Agreement is at the pleasure or discretion of the Commission. The occurrence of any one of the following, but not limited to the following, shall constitute a default by the City under the terms of this Agreement and, at Commission discretion, may result in revocation of this Agreement.

(A) Failure to Construct the Monument as Approved: The Monument and/or Accompanying Structures are not completed in compliance with the plans and specifications approved or approved as modified by the Commission and the FHWA;

(B) Nonuse or Abandonment of Monument: The Monument ceases to be used for the purposes stated herein, or is abandoned;

(C) Damage or Disrepair: The Monument or Accompanying Structures are damaged or fall into disrepair, and it cannot be repaired or the City will not repair the Monument to a condition satisfactory to the Commission and the FHWA;

(D) Violation of Agreement: The City violates any term of this Agreement;

(E) Change in Use: The City changes or attempts to change the use or purpose of the Monument, without prior written approval of the Commission and the concurrence of the FHWA;

(F) Violation of Laws: The City constructs, operates, uses or maintains the Monument or any other structure within the Commission's property in violation of any state or federal laws or regulations which are applicable at that time, but only after notice is given by the Commission specifying the violation and giving a reasonable opportunity to cure, not to exceed thirty (30) days, and which is not cured by the City within the applicable time;

(G) Failure to Pay Debts: The City fails to pay its debts or liabilities to the Commission under this Agreement;

(H) Failure to Maintain Insurance: The City fails to maintain insurance as required by this Agreement;

(I) Void or Invalid Agreement: This Agreement, or any material portion thereof, is deemed void or invalid by a court of competent jurisdiction.

(J) Unsafe Action: If the City acts in an unsafe manner, negligently, or refuses to follow safety instructions of MoDOT officials, or in any way breaches the terms of this license agreement.

(15) NO ASSIGNMENT: The City understands that it shall not assign or delegate any interest in this Agreement and shall not transfer any interest in or use of this license to another. This license is granted solely to the City and to no other person or entity.

(16) REDESIGN, RELOCATION, OR ALTERATION OF HIGHWAY: In the event that the Commission should find that it is necessary to redesign, relocate, or alter the highway at this location, the Commission, at its sole discretion, may suspend or revoke this license as needed.

(17) REMOVAL OF THE MONUMENT: In the event this Agreement is revoked and the Commission deems it necessary to request the removal of the Monument and/or Accompanying Structures, the removal shall be accomplished by the City or a responsible party, as determined by the Commission, in a manner prescribed by the Commission, with all costs and expenses associated with the removal paid by the City.

(18) NOT A JOINT VENTURE: Nothing contained in this Agreement shall be deemed to constitute the Commission and the City as partners in a partnership or joint

venture for any purpose whatsoever.

(19) NO KNOWLEDGE OF HAZARDOUS OR TOXIC SUBSTANCES ON PROPERTY: The Commission states that to the best of its knowledge and belief, there has been no generation, transportation, storage, treatment, disposal, release, leakage, spillage or emission of any hazardous or toxic substance or material or any aboveground or underground petroleum product contamination on the subject property during the Commission's ownership of the property, and the Commission's representatives are not aware of the presence of any such hazardous or toxic substance or material, or petroleum product contamination, on the subject site. The Commission makes no warranty or representation concerning the possibility of or absence of, concealed property contamination by such substances or materials, and the City assumes the risk of their presence, unknown and undetected. If the City discovers actual or potential hazardous or toxic substances or materials, or petroleum contamination on the subject property, the City is requested to leave the property and notify the Commission's MoDOT representatives immediately.

(20) HUMAN REMAINS, SACRED OBJECTS AND ARTIFACTS: If human remains, or Native American or other sacred objects, artifacts or items of value are encountered during the construction or maintenance of the Monument, their treatment will be handled in accordance with Sections 194.400 to 194.410, RSMo, as amended. There are no human remains, sacred objects, artifacts or other items of value known to be on the subject Monument, to the best knowledge of Commission's MoDOT representatives. However, if the City finds any human remains, sacred objects, artifacts, or other items of value on the subject property, the City shall immediately cease construction of the Monument and contact the Commission's MoDOT representatives.

(21) INSURANCE: The City shall take out and maintain at the City's own expense liability insurance with a company licensed and authorized to do business in the state of Missouri in the amounts sufficient to cover the sovereign immunity limits for Missouri public entities as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo. This insurance shall be for the payment of any property damages, personal injury or death to person(s) on the premises as licensees or invitees, expressed or implied, of the City. Evidence of the City's liability insurance shall be furnished to the Commission with upon application for a permit, and if the City fails, refuses or neglects to take out, extend or maintain said insurance this License Agreement shall be null and void.

(22) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the City shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the City's

wrongful or negligent performance of its obligations under this Agreement.

(B) The City will require any contractor procured by the City to work under this Agreement:

(1) To obtain a no cost permit from the Commission's district engineer, or district engineer's authorized representative, prior to working on the Commission's property, which shall be signed by an authorized contractor representative (a permit from the Commission's district engineer, or district engineer's authorized representative, will not be required for work outside of the Commission's property; and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(23) ASSUMPTION OF RISK:

The City, by signing this license agreement, acknowledges that it has carefully read this legal document, and that it understands that the Commission property has vehicular traffic and other potential hazards on it that cannot reasonably be protected against, or warned of, in advance. By signing this license agreement, the City agrees to comply with the safety instructions it receives in this document and from MoDOT employees; the City acknowledges the existence of these and other risks on Commission property, and agrees to assume these risks by accepting this license, and using the Commission's property for the activity permitted herein.

(24) ADVERTISING RESTRICTIONS: No billboards or advertising is to be placed on or over the Commission's property or airspace, either within, on, attached to or apart from the Monument. Only signs as approved by the Commission in the plans submitted by the City for this product shall be allowed.

(25) OPPORTUNITY TO CURE: As to any default described in paragraph (14) above, same shall not be a basis of terminating or revoking this Agreement until written notice is delivered to the City specifying the default with particularity, giving a reasonable opportunity to cure, not to exceed thirty (30) days, and which is not cured by

the City within the applicable time.

(26) UTILITY RELOCATION: With respect to any utility facilities requiring relocation or adjustment in connection with the herein contemplated construction, the City agrees that said relocation or adjustment shall be in accordance with the detailed plans as approved by the Commission with all costs and expenses associated with the utility relocation or adjustment paid by the City.

(27) NONDISCRIMINATION: The City, for itself, its representatives, and successors in interest, as part of the consideration hereof, does hereby covenant and agree as a covenant running with the property that no person on the grounds of race, color, religion, creed, national origin, disability, sex or age shall be denied the benefits of or otherwise be subjected to discrimination in the construction of the Monument.

(28) AMENDMENTS: Any change in this Agreement, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the City and the Commission.

(29) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(30) SEVERABILITY: If any clause or provision of this Agreement is found to be void or unenforceable by a court or district of proper jurisdiction, then the remaining provisions not void or unenforceable shall remain in full force and effect.

(31) SURVIVABILITY: The City's obligation to the Commission under this Agreement shall survive the completion of the terms of this Agreement.

(32) DEFENSE: This Agreement may be pleaded as a full and complete defense to any subsequent action or other proceeding arising out of, or relating to, or having anything to do with, any and all claims, counterclaims, issues, defenses or other matters released and discharged by this Agreement. This Agreement may also be used to abate any such action or other proceedings and as the basis of a counterclaim for damages.

(33) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The City shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(34) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or respecting its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(35) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the

scope of any provision of this Agreement.

(36) AUTHORITY TO GRANT LICENSE: The parties enter into this Agreement with full understanding that the Commission, to the best of its knowledge and belief, has the authority to grant this license. The Commission makes no representation that it has full fee simple title to the property which is the subject of this Agreement. In the event this Agreement is rendered null and void based upon a determination that the Commission did not have the authority to grant this license on the subject property, the Commission will not be responsible for any damages, costs or other expenses incurred by the City in connection with this Agreement.

(37) NOTICES: Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be deemed given three (3) days after delivery by United States mail, regular mail postage prepaid, or upon receipt by personal or facsimile delivery, addressed as follows:

(A) To the City of Raytown, Missouri:
10000 E. 59th Street
Raytown, MO 64133
816- 737- 6000

(B) To the Commission:
600 NE Colbern Road
Lee's Summit, MO 64086
816-607-2071

or to such other place as the parties may designate in accordance with this Agreement. To be valid, facsimile delivery shall be followed by delivery of the original document, or a clear and legible copy thereof, within three (3) business days of the date of facsimile transmission of that document.

(38) ENTIRE AGREEMENT: This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

(39) STATE WAGE LAWS: The City's contractor and its subcontractors shall pay the prevailing hourly rate of wages for each craft or type of worker required to execute this project work as determined by the Department of Labor and Industrial Relations of Missouri, and they shall further comply in every respect with the minimum wage laws of Missouri. The City shall take those acts which may be required to fully inform itself of the terms of, and to comply with, any applicable state wage laws.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by _____ of _____ this ____ day of _____, 20__.

Executed by the Commission this ____ day of _____, 20__.

**MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION**

THE CITY OF RAYTOWN, MISSOURI

By: _____

By: _____

Title _____

Title _____

Attest: (SEAL)

Attest: (SEAL)

Secretary to the Commission

By: _____

Title: _____

Approved as to Form:

Approved as to Form:

Commission Counsel

By: _____

Title: _____

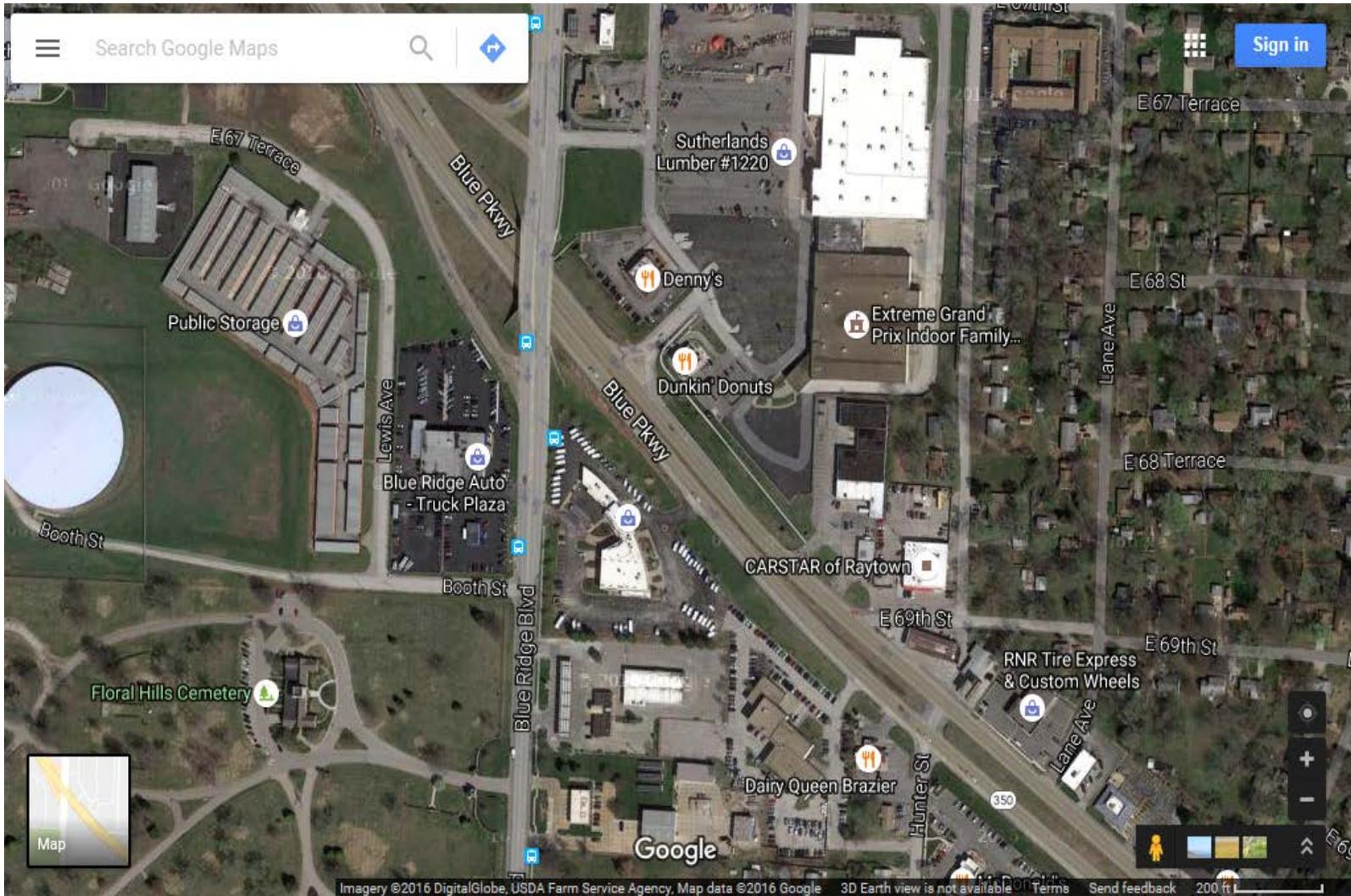
Ordinance No. _____

Exhibit A

The subject sign is located approximately 105 feet northeasterly of the centerline of left lane of Route 50/350 at approximately Station 167+65.5 in the southeasterly quadrant of Route 50/350 and Blue Ridge Extension in Raytown, Missouri.

Exhibit B







CITY OF RAYTOWN
Request for Board Action

Date: October 5, 2016

Resolution No.: R-

To: Mayor and Board of Aldermen

From: Kati Horner Gonzalez, Interim Director of Public Works

Department Head Approval: _____

Finance Director Approval: _____

City Administrator Approval: _____



Action Requested: Follow-up discussion to provide direction on how to proceed regarding the purchase and implementation of amenities in the Downtown Streetscape corridor.

Background: The Downtown Streetscape construction has wrapped up, and discussion has occurred regarding the addition of street side amenities within the Streetscape corridor. In response, Public Works staff has worked with Parks Department staff to prepare a cost estimate for the purchase and implementation of these amenities.

The Downtown Streetscape project originally included the implementation of bollards, trash receptacles, benches, bike racks, and flower planters. When the bids came in high at the time the project was originally bid out for construction, staff eliminated a number of items to reduce the total cost of the project.

In the August 23rd meeting, the locations of the amenities (bollards, trash cans, and benches) were discussed. Staff has provided the Streetscape Master Plan document to provide visuals of the proposed layouts. The Cost Estimate has been updated to reflect the focal points of the August 23rd discussion.

Alternatives: Do not purchase amenities.

Budgetary Impact:

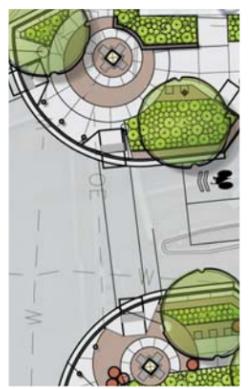
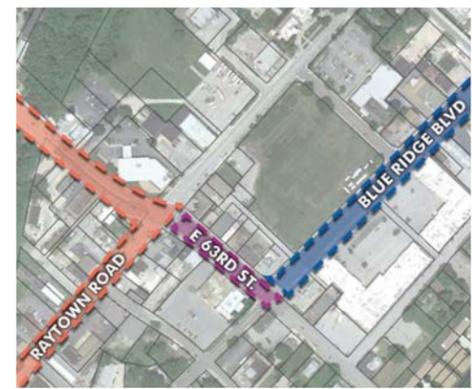
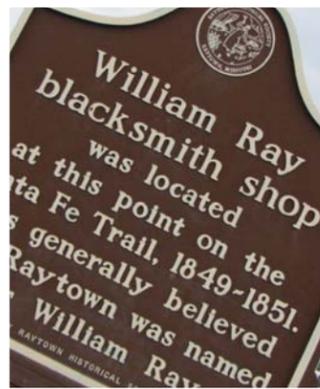
- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Attachments: Updated Amenities Cost Estimate, Streetscape Master Plan

Streetscape Amenities
Estimated Costs

August 23, 2016

#	Item	Qty	Unit	Unit Cost	Total Est. Cost
1	TRASH RECEPTACLES	4	EA	\$1,000.00	\$4,000.00
2	BENCHES	5	EA	\$1,000.00	\$5,000.00
				Subtotal	\$9,000.00
3	BOLLARDS	13	EA	\$1,200.00	\$15,600.00
				Subtotal	\$24,600.00
4	BIKE RACKS	2	EA	\$500.00	\$1,000.00
5	FREE STANDING PLANTERS (SOIL AND ANNUALS)	22	EA	\$1,000.00	\$22,000.00
				Total	\$47,600.00



CONFLUENCE

RAYTOWN CENTRAL BUSINESS DISTRICT

STREETSCAPE MASTER PLAN

February 20, 2013

ACKNOWLEDGMENTS

STEERING COMMITTEE MEMBERS:

Pat Cassady	C&C Starters
Sue Frank	State Farm Insurance
April Harrington	Irish Pub
Paul Hanson	Resident
Ben Helt	Bennetti's Coffee Experience
Joe Weaks	Raytown Christian Church
Scott Walz	Internet Design
Steve Guenther	GMK Architects
Pam Clark	Clark's Appliance
Jason Curry	SComm
Anthony Cecena	UMB Bank
Dr. Travis Hux	Raytown School District
Jim Hamilton	Board of Aldermen - Ward II
Steve Mock	Board of Aldermen - Ward V
Vicki Turnbow	President / Raytown Area Chamber of Commerce

TECHNICAL COMMITTEE MEMBERS:

John Benson	Director of Community Development
Andy Noll, P.E.	Director of Public Works
Jason Hanson	City Engineer
Kevin Boji	Director of Parks & Recreation
Ron Fowler	Parks Superintendent
Craig Shafar	Horticulturist
Brian Schyvinck	Landscape Technician
Mike McDonough	Raytown Police Department

CITY OFFICIALS:

David W. Bower	Mayor
Joe Creamer	Board of Aldermen - Ward I
Shane Par-Due	Board of Aldermen - Ward I
Jim Aziere	Board of Aldermen - Ward II
Jim Hamilton	Board of Aldermen - Ward II
Christine White	Board of Aldermen - Ward III
Charlotte Melson	Board of Aldermen - Ward III
Bill Van Buskirk	Board of Aldermen - Ward IV
Pat Ertz	Board of Aldermen - Ward IV
Michael Lightfoot	Board of Aldermen - Ward V
Steve Mock	Board of Aldermen - Ward V
Mahesh Sharma	City Administrator

PLANNING TEAM:

Chris Cline	Confluence
Terry Berkbuegler	Confluence
Matt Evett	Confluence
Mike Cedar	Confluence
John Zimmermann	TranSystems

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CONFLUENCE



INTRODUCTION



1.01 *Downtown Raytown*

Serving as the heart of this inner-ring suburb, the City of Raytown's Central Business District is planned for a multi-phased revitalization intended to strengthen and support the economic development potential of this area. Throughout Raytown's history, the area around East 63rd Street and Raytown Road has been a hub of community activity, commerce, and social interaction. The City of Raytown is undertaking a physical transformation of the area's streets to create a more attractive and pedestrian-friendly environment that is conducive for retail and commercial activity.

The CBD area is located on the east side of the Burlington Northern/Santa Fe railroad line (also referred to as the Rock Island Corridor), which is anticipated to eventually incorporate commuter rail transit service as well as an extension of the Katy Trail. The streetscape project area includes East 63rd Street from the existing railroad bridge east to Blue Ridge Boulevard, Raytown Road from East 61st Street south to East 64th Street, and Blue Ridge Boulevard from East 63rd Street north to East 59th Street.

The project area currently includes several commercial uses directly adjacent to East 63rd Street and a mixture of commercial and industrial uses south of East 63rd Street. Along Blue Ridge Boulevard, the uses transition from retail commercial near East 63rd Street to office and residential uses north of East 61st Street, including Raytown High School located on the east side of Blue Ridge Boulevard north of East 61st Street. A significant open space is located just north of East 63rd Street on the west side of Blue Ridge Boulevard, and is currently owned by the City and anticipated for future retail development to further bolster commercial activity in the CBD.

BACKGROUND + PURPOSE

The City of Raytown recognizes the importance of improving the appearance and functionality in the Central Business District. This project represents a significant opportunity to promote revitalization within the District, and has the potential to spark resurgence through stimulating additional private-sector infill and redevelopment efforts.

While the existing streets in the District have faithfully and tirelessly served the needs of motorists over the years, they have not lived up to their full potential to also serve the needs of pedestrians, bicyclists, transit, and adjacent commercial activity. Through a balanced and pragmatic approach to improve the physical character of these streets, a true and authentic "sense of place" can be reinforced – one that both complements the City's unique history and speaks to its future as a vibrant community destination.

The streetscape enhancement recommendations incorporated into this master plan are crafted to support a holistic and long-term vision for what the area can become. It is understood that streetscape design improvements are only one component in a much broader and multi-faceted effort to revitalize the District. While the appearance and configuration of these streets and sidewalks are a critical ingredient, it is also important to factor in the role that future programming can play in further supporting the community's goals – including hosting festivals and seasonal events – and to consider how the streetscape design decisions can promote these activities.

The purpose of this document is to serve as a comprehensive guide for the City of Raytown and the community to use for revitalizing and unifying the major downtown street corridors in the District to serve and encourage future investment and growth. The recommendations outlined herein are intended to provide a phased approach for transforming the visual appearance of these corridors into a vibrant District that further supports the community's on-going revitalization efforts.

GOALS:

The following goals were established by the project's Steering Committee to guide the vision for improving Raytown's Central Business District:

- Develop Downtown as a friendly, welcoming, and easily navigated destination.
- Create a Streetscape Plan that sets the tone for future Downtown revitalization while stimulating additional private investment.
- Strengthen the Downtown identity and "sense of place" and encourage a variety of new businesses for future economic growth.

These goals were embraced by the design team, and used to guide our collective efforts throughout the design process.



1.02 Jennings Store 1915



1.03 Cassel's Corner 1933 (East 63rd Street & Raytown Road)



1.04 Raytown Existing Conditions (East 63rd Street)

EXISTING CONDITIONS

The City of Raytown has been steadily improving the sense of place within the community for a number of years, evidenced by numerous gateway enhancements that have been made at key intersections throughout the City. These gateways have included stone monuments, signage, pedestrian scaled lighting, landscaping, and related pedestrian-friendly amenities. These improvements have not been made within the CBD area to date, with the nearest location being the East 63rd Street and Blue Ridge Cutoff intersection.

The CBD includes fairly narrow existing sidewalks, on-street parallel parking, and relatively wide streets. Sidewalk conditions include several curbs without handicap ramps and a few stairs that do not make the area readily accessible. There are several overhead power lines in the project area that are readily visible and detract from the aesthetic appearance. There are also existing traffic signals along East 63rd Street at the intersections of Raytown Road and Blue Ridge Boulevard, as well as at the intersection of Blue Ridge Boulevard and East 59th Street, none of which have been enhanced to match the gateway intersections mentioned previously.

For the one block section of East 63rd Street between Raytown Road and Blue Ridge Boulevard, there are a number of private driveway connections located in close proximity to the intersections. The existing sidewalks range from 5' to 9' wide and are not very accessible, containing several curbs with no handicap ramps and even a small portion of the sidewalk that contains two stairs between the curb and building face. There are a number of streetscape needs that should be addressed, including improving accessibility, increasing parking, widening sidewalks to support retail activity and pedestrian comfort, narrowing the street lane widths, and enhancing the overall appearance and sense of place.



1.05 Raytown Existing Conditions

PLANNING PROCESS

In 2011, the City of Raytown selected a multi-disciplinary urban design and engineering team led by Confluence to create a Streetscape Master Plan for the Central Business District. The scope of the project included creating a new standard for streetscape enhancements to be used in the CBD and identifying a first phase of construction. The preparation of final design and construction documents for approximately one block within the District was also included.

Working collaboratively with an appointed Steering Committee comprised of a mixture of property owners, business owners, public officials, and citizens, the design team proceeded to identify a wide range of issues and opportunities associated with the area and the scope of the anticipated improvements.

The planning process provided committee members with an opportunity to tour similar recently completed streetscape improvement projects within the Kansas City metropolitan area to experience a wide variety of improvements and methods for improving the public realm.

Early in the planning process, the committee participated in numerous design exercises to gain an understanding of the committee's opinions about the area, their desires for improvement, and their preferences for specific design solutions and aesthetic characteristics. Committee meetings were designed to promote open dialogue between the committee and the design team to fully understand and integrate their vision into the recommended East 63rd Street (Phase-1) Streetscape and this Streetscape Master Plan.

Public participation was also essential to share information, identify and address issues and concerns. City staff and the design team coordinated a series of interactive meetings which included a series of Steering

Committee meetings, review meetings with the Technical Committee, a public meeting (Community Open House), a presentation to the Board of Aldermen, and several coordination meetings with various corridor stakeholders and agencies.

The resulting master plan and streetscape design recommendations are a reflection of the community input received throughout the planning process.



2.01 Streetscape Tour / Committee Meeting (12.09.11)



2.02 Streetscape Tour / Committee Meeting (12.09.11)



2.03 Streetscape Tour / Committee Meeting (12.09.11)



2.04 Streetscape Tour / Committee Meeting (12.09.11)



RAYTOWN DOWNTOWN STREETSCAPE STEERING COMMITTEE MEETING #2
January 12, 2012

CITY OF RAYTOWN CONFLUENCE TranSystems

HORIZONTAL IMPROVEMENTS:

- Please rank your preference for the street and sidewalk configurations from 1 to 4, with 1 being your favorite and 4 being your least favorite:
 - A. Back In Angled Parking with Expanded Shared Lanes
 - B. Back in Angled Parking with Shared Lanes
 - C. Parallel Parking with Shared Lanes
 - D. Parallel Parking with Expanded Shared Lanes
- Please share any ideas for making your preferred configuration even better:

- Please rank your priorities for addressing the following street/parking/sidewalk issues from 1 to 8, with 1 being your highest priority and 8 being your lowest priority:
 - Road "Diet" – Narrowing Lane Widths
 - On-Street Angle Parking
 - On-Street Parallel Parking
 - Improve Pedestrian Crosswalks
 - Slow Down Vehicular Traffic



2.05 Streetscape Tour / Committee Meeting (12.09.11)



2.06 Streetscape Tour / Committee Meeting (12.09.11)



2.07 Community Open House (04.16.12)

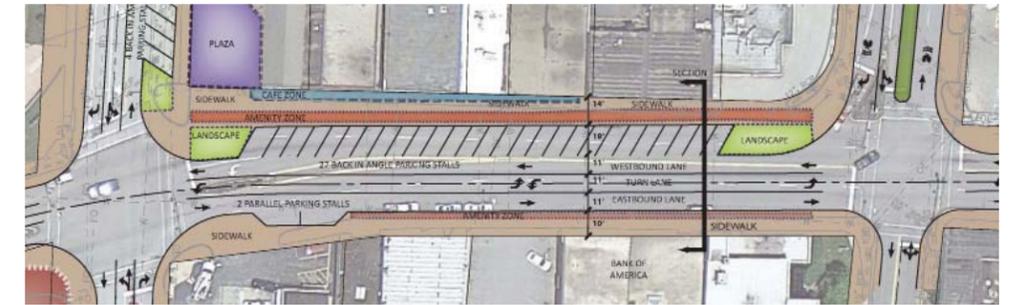
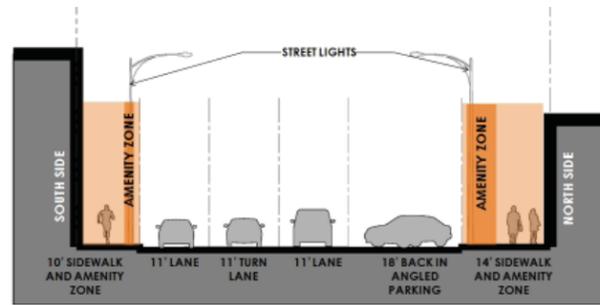
STREETSCAPE CHARACTER

STREET + SIDEWALK CONFIGURATION:

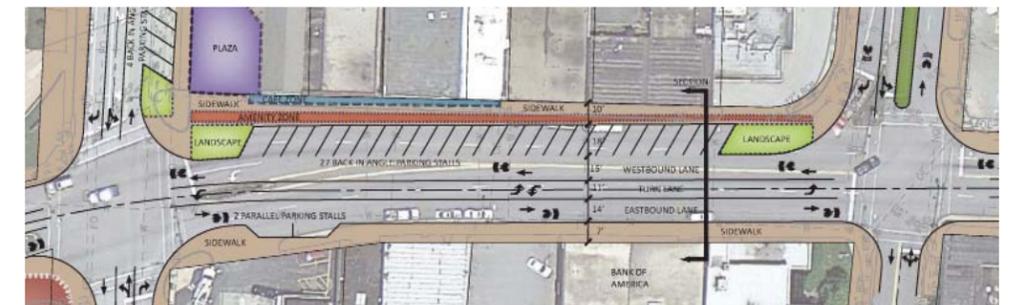
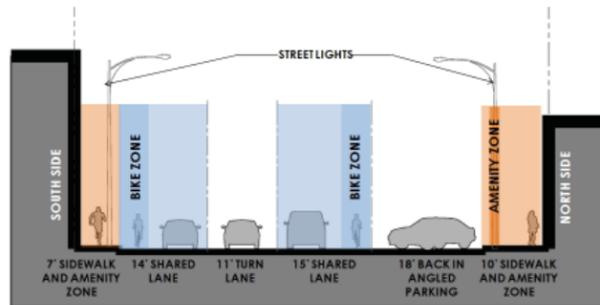
An integrated multi-modal approach was undertaken in the streetscape design, which involved exploring numerous conceptual options and urban design alternatives. These concepts were evaluated based on their ability to:

- Provide ample on-street parking to support economic development within the CBD area
- Create a pedestrian-friendly environment of widened sidewalks and improved site furnishings to encourage flexible use of the streetscape area for commercial retail uses
- Integrate bicycle routes into the revised street configuration
- Unify and soften the visual appearance with additional plantings and street trees
- Incorporate attractive street and sidewalk lighting
- Enhance the “sense of arrival” into the CBD area

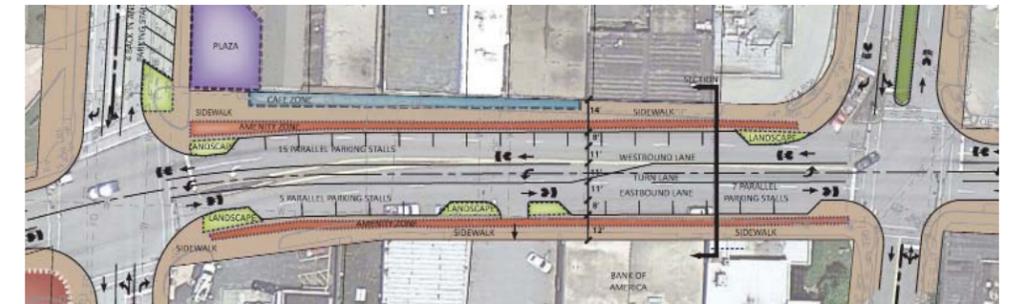
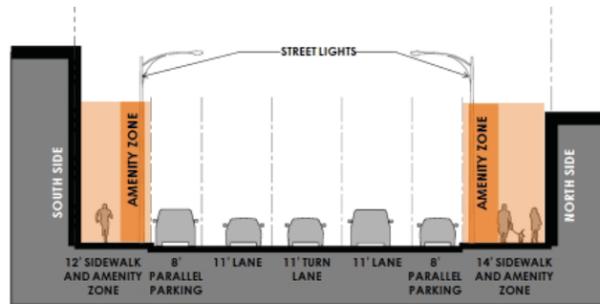
The Steering Committee was encouraged to take a hands-on approach to understanding and evaluating these alternatives, which included studying the merits of alternative on-street parking approaches including combinations of parallel, angled, and reverse-angle parking.



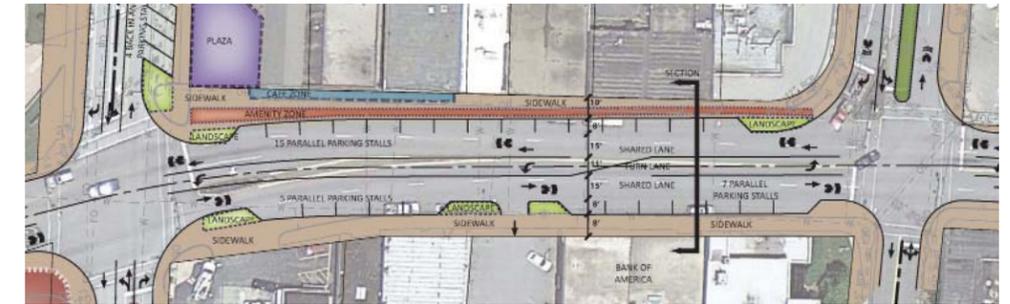
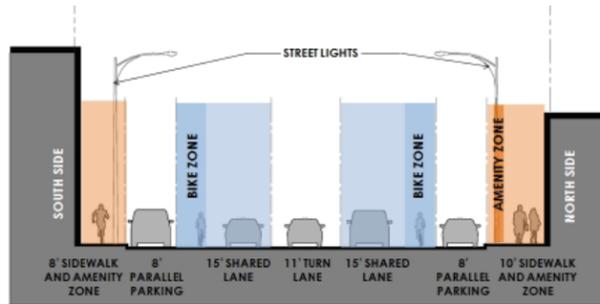
CONCEPT A: Back-in Angle Parking with Shared Bike Lanes



CONCEPT B: Back-in Angle Parking Expanded Shared Lane



CONCEPT C: Parallel Parking with Shared Lanes



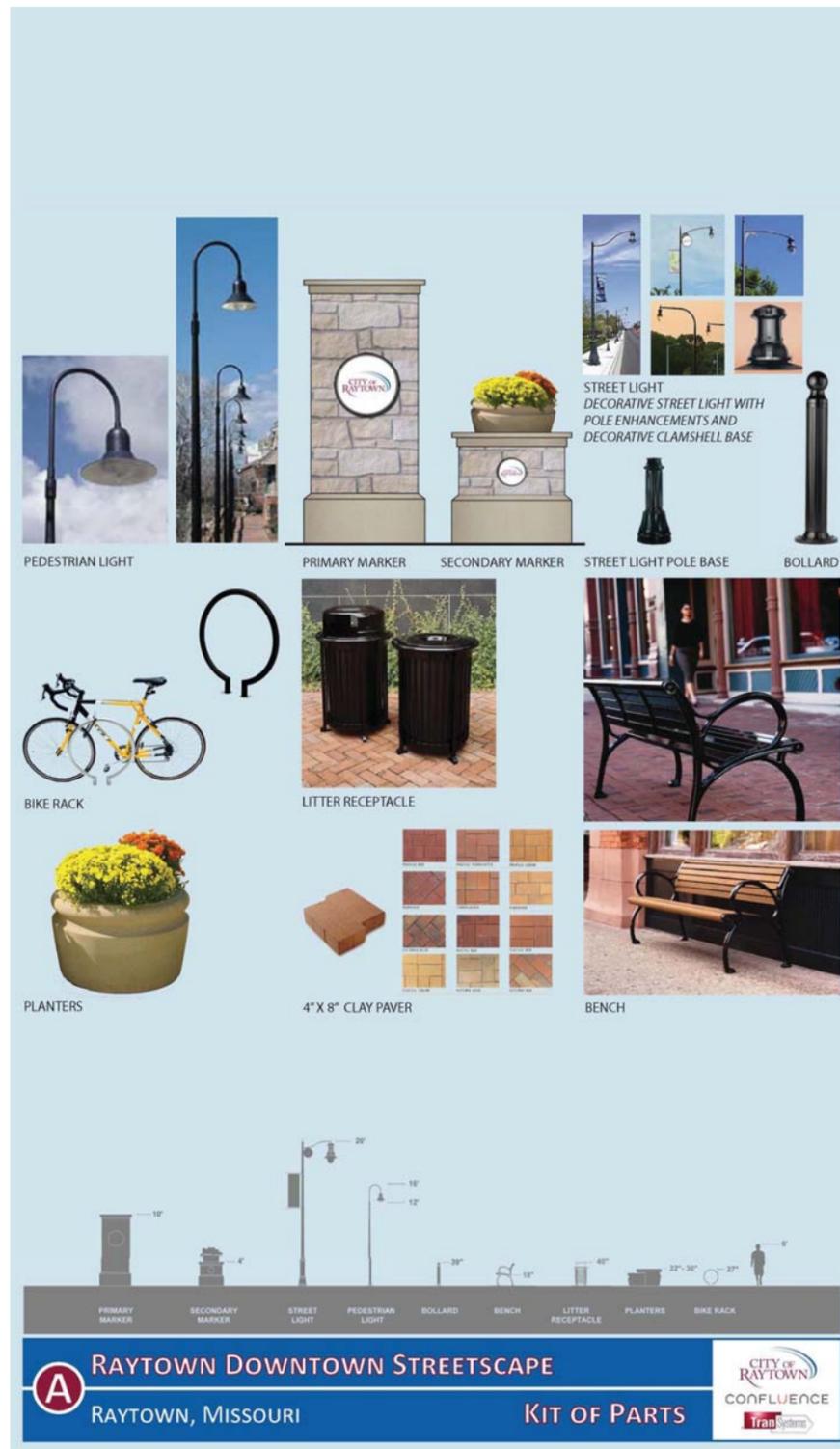
CONCEPT D: Parallel Parking with Expanded Shared Lanes

SITE FURNISHINGS + AMENITIES:

A variety of options were explored to develop a recommended streetscape program for site furnishings and pedestrian amenities in the CBD area. These options included design themes ranging from very traditional to contemporary collections of furnishings – which can ultimately assist in defining the new visual character of the area. The collection of furnishings is commonly referred to as a streetscape “kit of parts” which can be utilized to address specific needs and opportunities in the project area.

The Steering Committee was engaged in evaluating several thematic approaches. Ultimately, the City’s existing thematic gateway enhancements - located at key intersections throughout the community - became a guiding element in shaping the final aesthetic recommendations for streetscape within the CBD area. The committee elected to utilize a design approach that compliments the existing gateway’s use of large stone monuments, unique identification signs, improved lighting with decorative poles, and attractive pedestrian-scaled bollards.

In support of the desired theme, the provision of additional streetscape furnishings and amenities was explored including new benches, litter receptacles, bicycle racks, identification and wayfinding signage, decorative paving treatments, and moveable landscape planters. The committee assisted in evaluating and prioritizing the need for each of these streetscape elements. Opportunities for integrating Raytown’s unique community history into the streetscape design were also explored and considered in the final streetscape design.



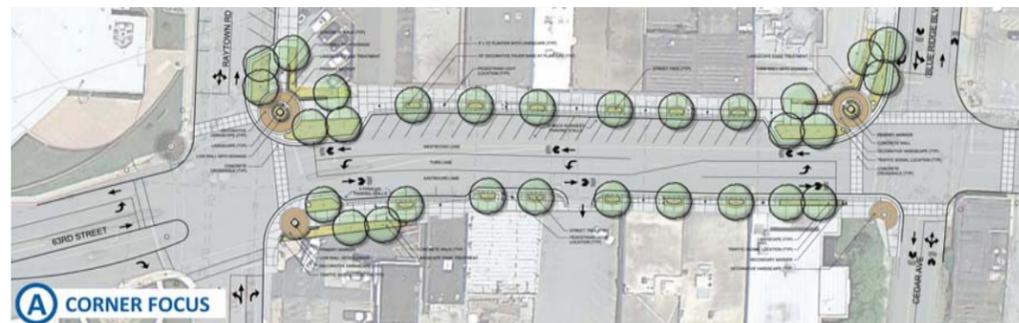
3.02 Streetscape 'Kit of Parts' Options A+B

STREETSCAPE MASTER PLAN

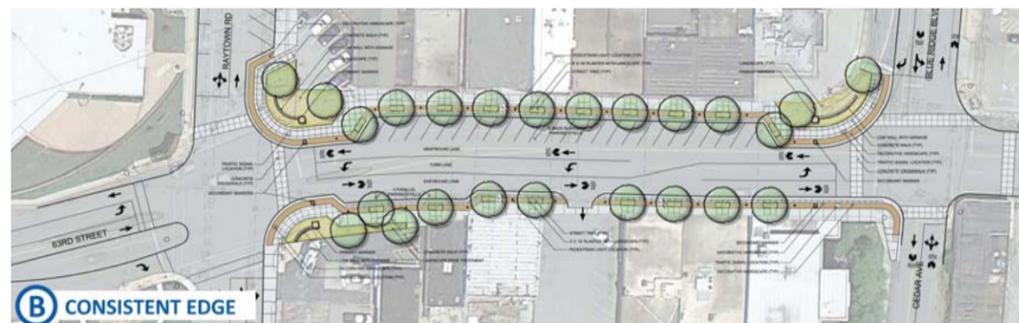
Utilizing the Steering Committee's preferences for streetscape character and amenities, the design team analyzed the streets within the CBD study area to create an incremental implementation approach. Based on available funding, the City determined the Phase One project area to include a one-block stretch of 63rd Street between Raytown Road and Blue Ridge Boulevard – which also includes the provision of two new traffic signals at these intersections. Future phases were also integrated into the master plan.

PHASING RECOMMENDATIONS:

- **Phase Two** - Blue Ridge Boulevard (East 63rd St. to East 60th Terrace)
- **Future Phase** - Blue Ridge Boulevard (East 60th Terrace to East 59th Street)
- **Future Phase** - Raytown Road (East 63rd Street to East 64th Street)
- **Future Phase** - East 63rd Street (Raytown Tfwy. to Raytown Rd.)
- **Future Phase** - Raytown Road (East 61st Terrace to East 63rd Street)
- **Future Phase** - East 63rd Terrace, East 64th Street, and Cedar Aveune.
- **Future Phase** - East 61st Terrace and East 62nd Street



Two approaches for distributing site furnishings and amenities within the Phase One project area were developed. The committee preferred a combination of the two alternatives.



4.01 East 63rd Street Streetscape Alternatives A-B

FUTURE PHASE

BLUE RIDGE BOULEVARD

PHASE TWO

BLUE RIDGE BOULEVARD

FUTURE PHASE

EAST 61ST TERRACE

EAST 62ND STREET

FUTURE PHASE

RAYTOWN ROAD

PHASE ONE

EAST 63RD STREET

FUTURE PHASE

RAYTOWN ROAD

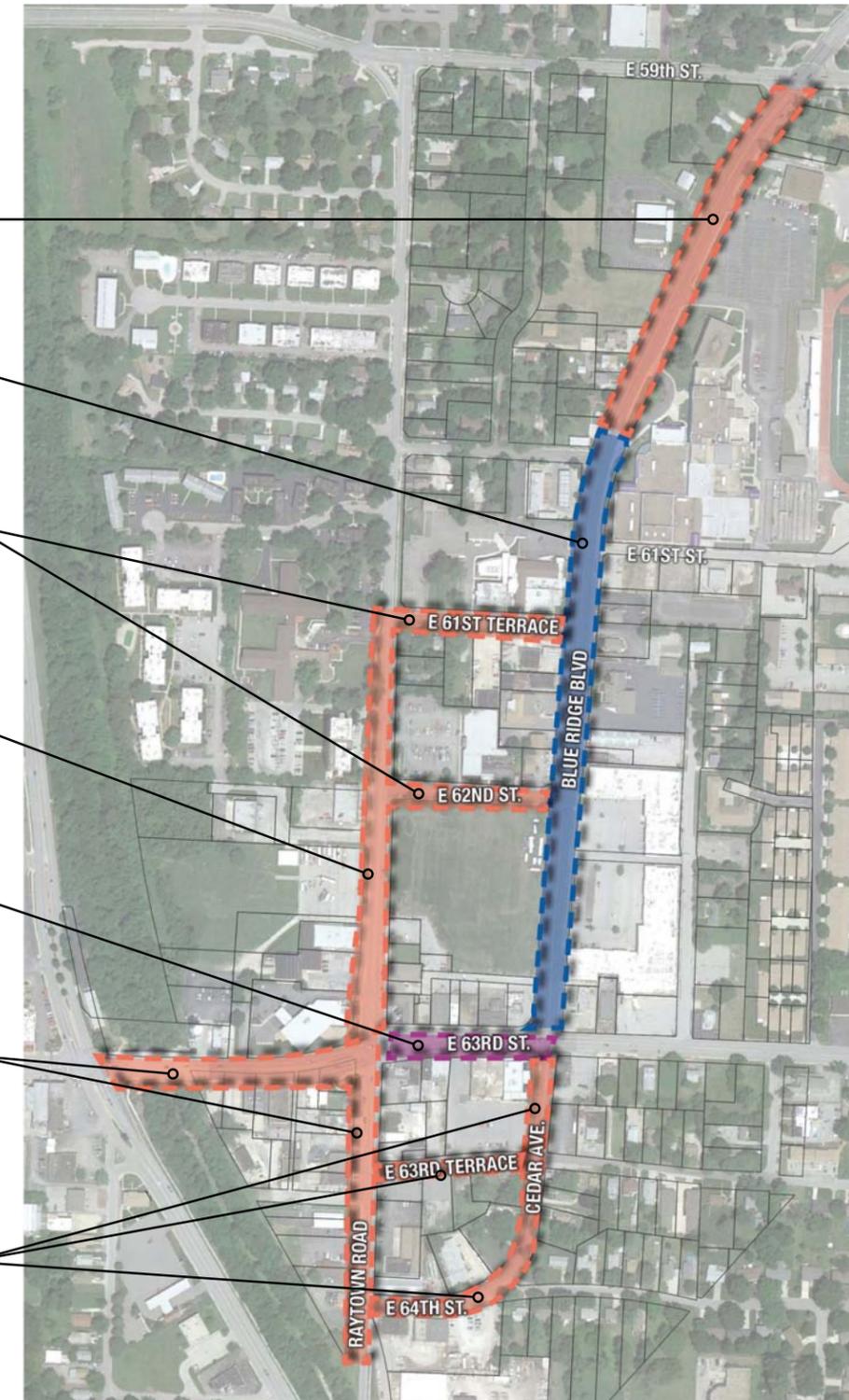
EAST 63RD STREET

FUTURE PHASE

EAST 63RD TERRACE

EAST 64TH STREET

CEDAR AVENUE



4.02 CBD Streetscape Phases



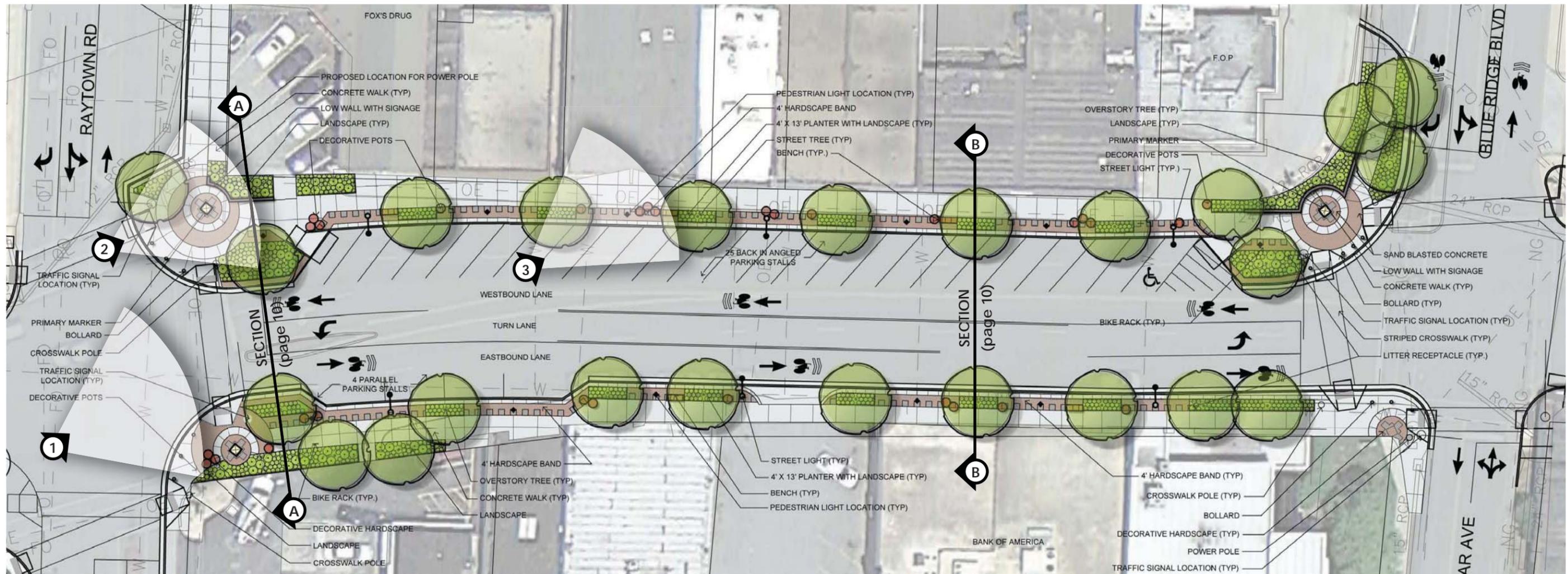
Viewing East at East 63rd Street and Raytown Road ①



Primary Marker ②



Mid-Block of East 63rd Street - North Side ③



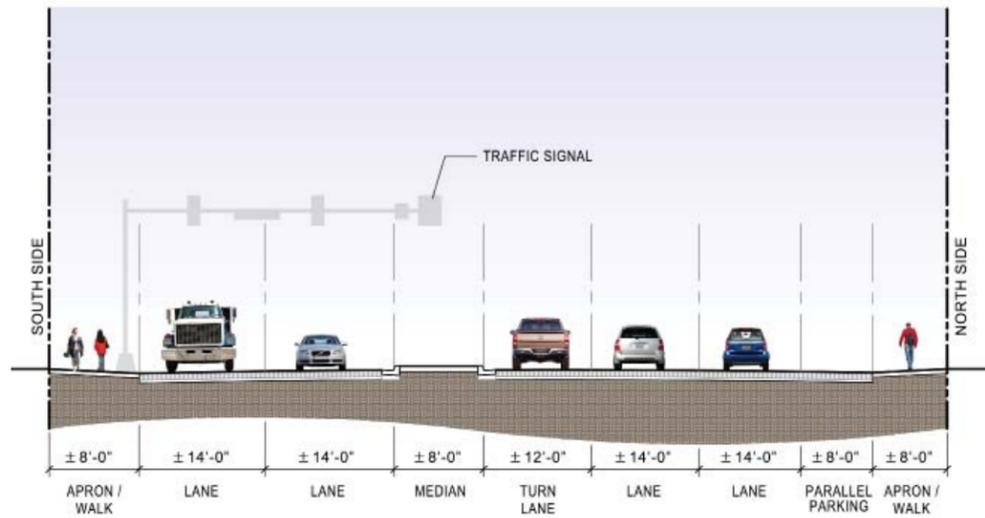
4.03 Proposed Streetscape Plan (Phase One: East 63rd Street)

PHASE ONE IMPROVEMENTS

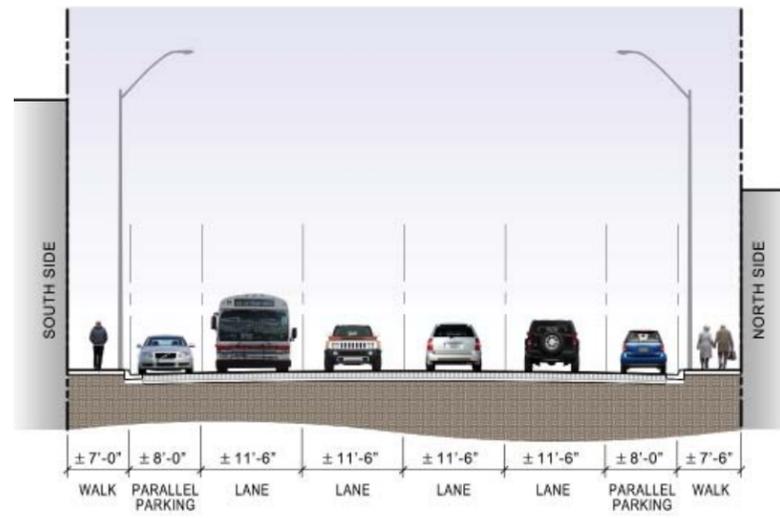
The first phase of the project is intended to transform the physical design of East 63rd Street to better accommodate all modes of transportation, including vehicular, pedestrian, transit, and bicycles. This design methodology is sometimes referred to as a "Complete Street" approach, and basically promotes a balanced method of decision-making that can significantly improve the ability for the street design to respond to its intended use by the community.

This block incorporates a significant improvement to existing conditions – including a modest reduction in the widths of vehicular travel lanes down to an acceptable standard of 11'-0" (typical), converting the four lane street to a three lane street section, and converting existing on-street parallel parking stalls to angled parking stalls. These stalls are designated for use as "back-in" angled parking, which provide significant safety benefits and convenience for shoppers to access their trunk area directly from the sidewalk. These stalls are also being designed to provide flexibility for future conversion to "head-in" angled parking should that scenario be desired in the future. The vehicular lanes will be designated as shared lanes with bicycles, and the sidewalks will be significantly widened to promote pedestrian activity and expanded flexibility for adjacent retail commercial use of the sidewalk area.

The improvements also incorporate expanding sidewalk and landscape amenity zones at each of the intersections with Raytown Road and Blue Ridge Boulevard, which provide benefits in defining and protecting the drive lanes and on-street parking stalls while also providing expanded space behind the back of curb to utilize for additional aesthetic enhancements. These enhancements are anticipated to include landscape plantings for beautification, pedestrian plaza spaces with district gateway identification monuments, and additional space for placement of site furnishings. These expanded areas also significantly reduce the pedestrian crossing distance at these intersections, which further supports the goal of making the CBD more pedestrian friendly.

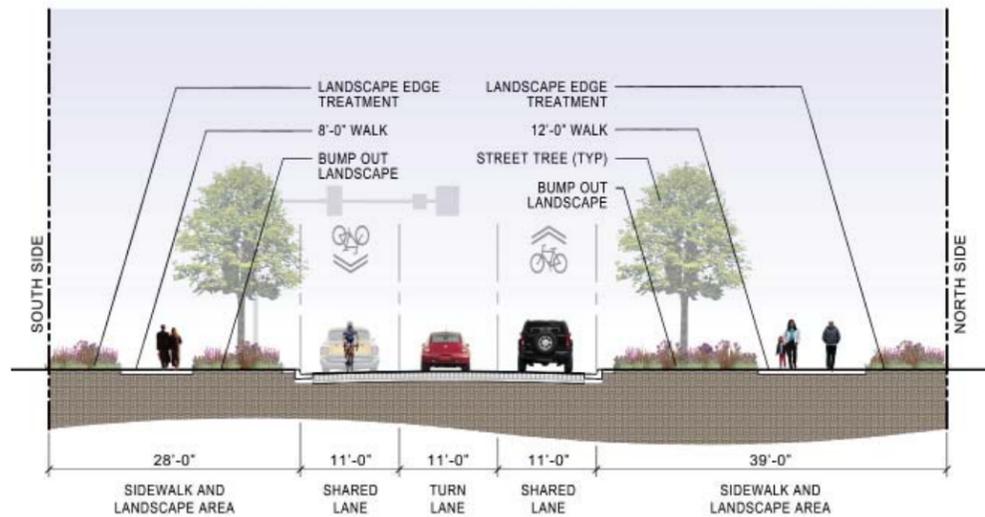


SECTION A: East 63rd Street - Existing Roadway

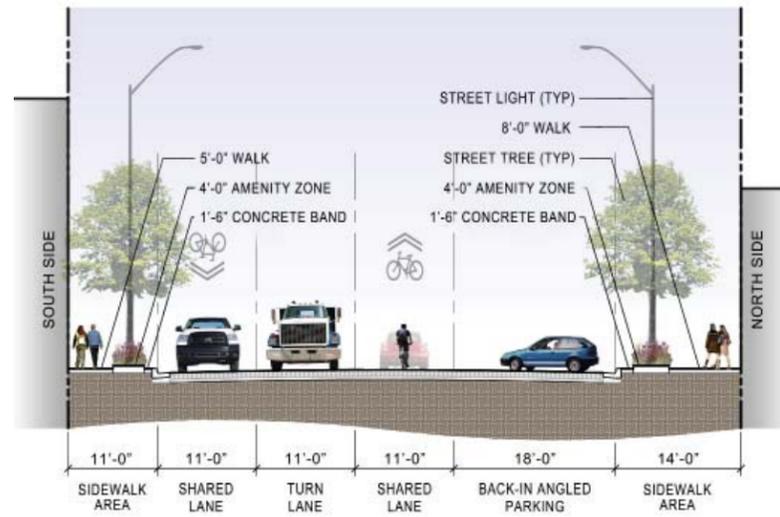


SECTION B: East 63rd Street - Existing Roadway

5.02 East 63rd Street - Existing Roadway Sections A+B



SECTION A: East 63rd Street - Proposed Roadway



SECTION B: East 63rd Street - Proposed Roadway

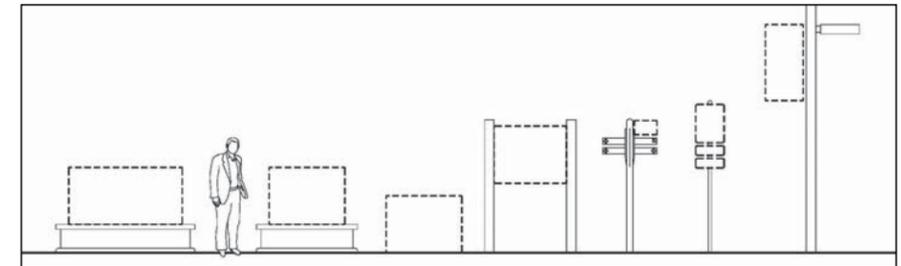
4.04 East 63rd Street - Proposed Roadway Sections A+B

STREETSCAPE 'KIT OF PARTS'

The recommended palette of site furnishings and pedestrian amenities to be utilized in Raytown's CBD area includes a variety of elements. This "Kit of Parts" is intended to be applied consistently to each block of streetscape revitalization as future phases of the project move forward into implementation. The final quantity, and location of these elements for specific blocks within the CBD area will need to be determined on a case by case basis during the

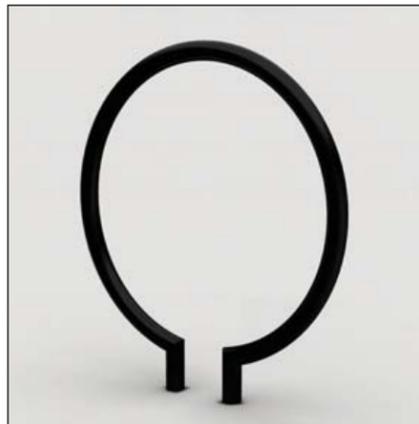
final design process in order to adapt to existing conditions and future adjacent development opportunities.

The 'Kit of Parts' for use in the CBD area is outlined below, and was carefully selected to visually compliment the City's previous enhancements to gateway intersections that have been made in several areas of the community. Many of these components are elements that can be added incrementally over time throughout the CBD area as budget priorities and funding allows.



WAYFINDING SIGNAGE

Not included in the scope for this project. A complete 'kit of parts' should include a standard for signage at various scales/applications.



BIKE RACK
Company: Landscape Forms
Model: Ring-Powder Coated Steel
Color: Black



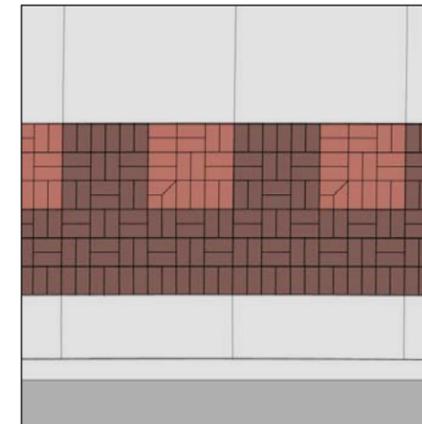
BOLLARD
Company: Union Metal Corporation
Model: Ornamental Columbian Family Bollard-NBOL-20-A48-Y1
Color: Black



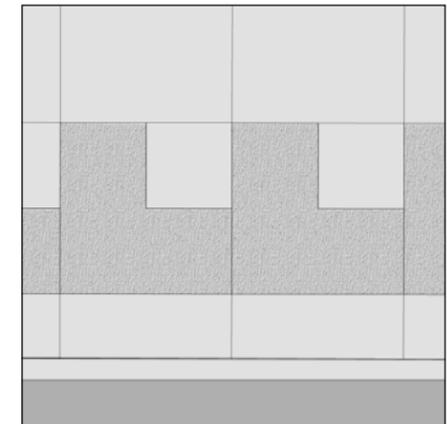
BENCH
Company: Landscape Forms
Model: Plainwell-72"
Seat: Ipe Wood
Color: Black



LITTER RECEPTACLE
Company: Landscape Forms
Model: Scarborough-Side Opening and Vertical Flat Straps
Color: Black



CLAY BRICK PAVERS
Company: Endicott Clay Pavers
Color (Red): Rose Blend-4"x 8"x 2 1/4"--or equivalent
Color (Brown): Medium Ironspot #46-4"x 8"x 2 1/4"--or equivalent



SANDBLASTED CONCRETE
Sandblasted Concrete
Texture: Medium to Heavy Sandblast.



STREET LIGHT
Company: Sternberg Lighting
Fixture: Liberty 1914LED/SG/RLM 431
Arm: Bracket-CA (6')



PEDESTRIAN LIGHT
Company: EcoFit LED
Fixture: DECO-8 (24"DIA. x 13"HT.)
Pole: To match Blue Ridge Cut-Off and East 63rd Street Sheppard's Hook Pole.



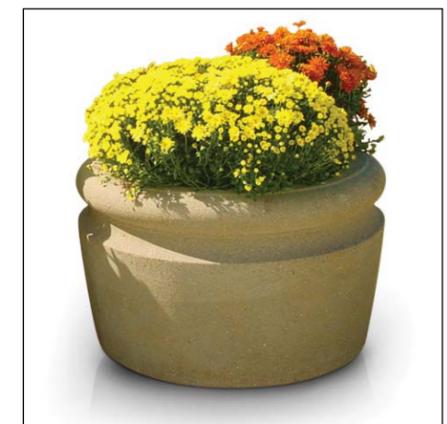
LIGHT POLE BASE
To match Blue Ridge Cut-Off and East 63rd Street light pole bases.



SIGNAL ARMS
To match Blue Ridge Cut-Off and East 63rd Street signal arms.



MARKERS (PRIMARY+SECONDARY)
Primary: 8'HT.
Secondary: 3'HT.



CONCRETE PLANTERS
Company: Belson Outdoors
Model: WL36x22
Color: Sand Tan (LSB)

FUTURE PHASING

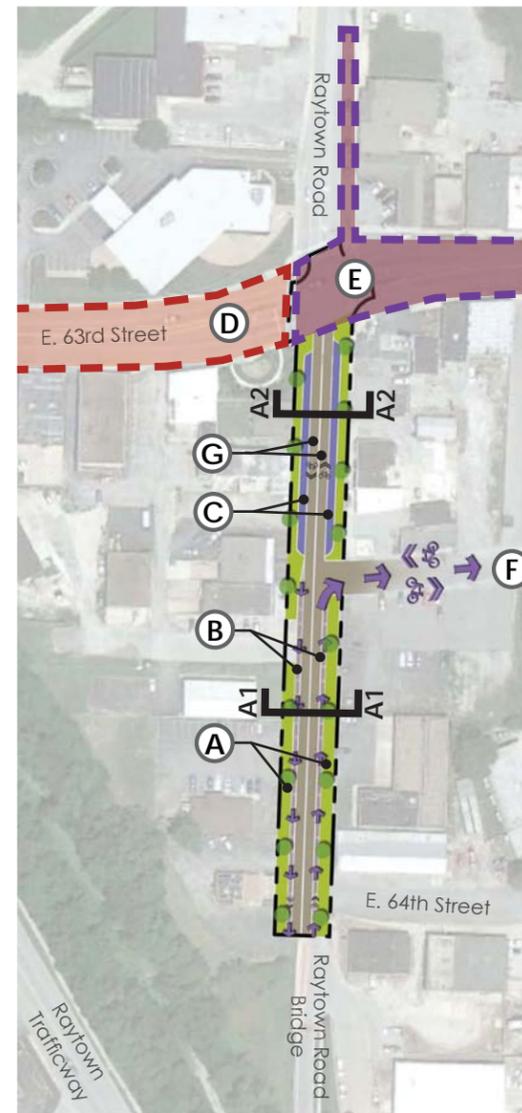
RAYTOWN ROAD - FUTURE PHASE

Located just south of East 63rd Street, the future enhancement of Raytown Road anticipates a modest narrowing of the existing street width to utilize 11'-0" (typ.) drive lanes and the provision of on-street parallel parking stalls (between East 63rd Street and East 63rd Terrace), while also expanding the adjacent "parkway" areas to 10'-0". These parkway areas provide areas for widened sidewalks (6' min.), street tree placement, landscape plantings, site furnishings, and street lighting and pedestrian lighting.

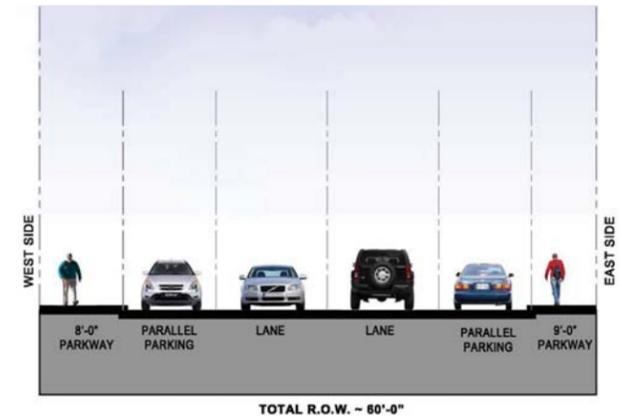
For the section south of East 63rd Terrace, the street incorporates on-street bike lanes (5' width) on both sides of the street in lieu of on-street parallel parking. This provides an alignment for bicyclists to utilize East 63rd Terrace to connect east to Cedar Avenue and then north to Blue Ridge Boulevard and East 63rd Street. This street section is slightly narrower than the northern block, which provides opportunities for a 14'-0" parkway adjacent to the street that can accommodate wider sidewalks and streetscape amenities.

As improvements in this area move forward to final design and implementation, adjacent and active economic development activity should be considered and integrated into the final configuration and provision of these streetscape improvements.

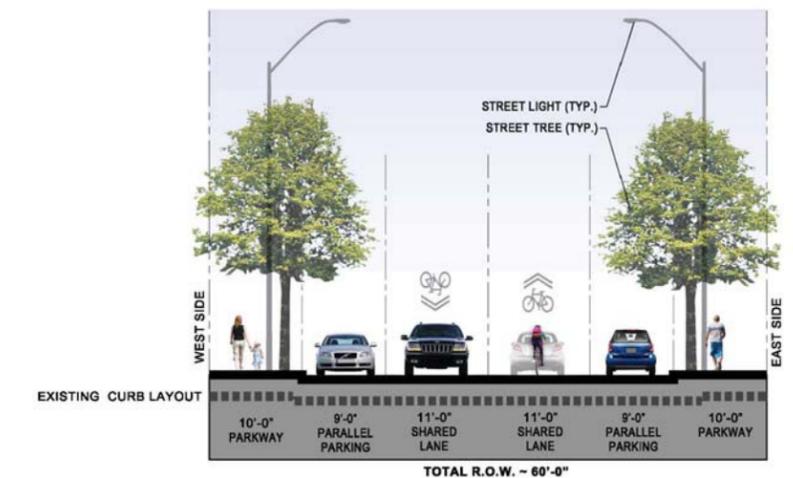
- (A)** Parkway with Street Trees
- (B)** Bike Lane (5' Wide)
- (C)** Parallel Street Parking
- (D)** Future Phase (East 63rd Street)
- (E)** 63rd Street-Phase 1
- (F)** Bike Lane Via 63rd Terrace to Cedar Avenue
- (G)** 11' Shared Lanes (Bike)



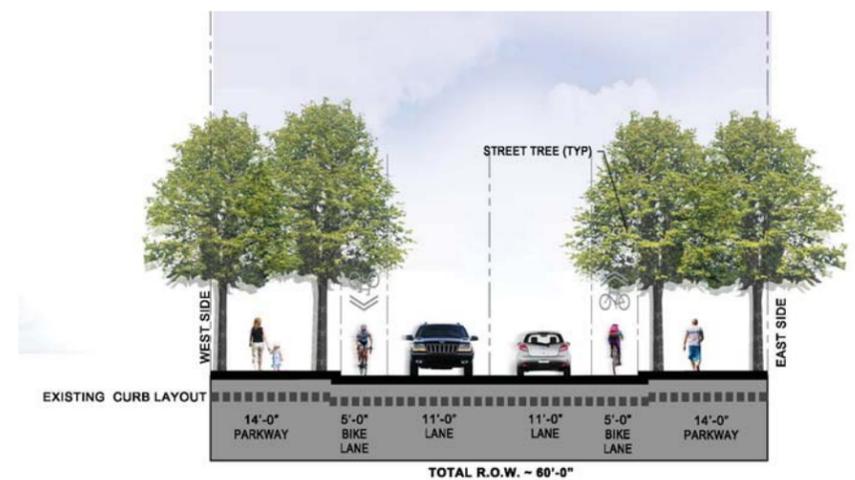
5.01: Plan - Raytown Road from East 63rd Street to East 64th Street



5.02: Existing Roadway - Raytown Road



5.03: Section A2 - Raytown Road



5.04: Section A1 - Raytown Road

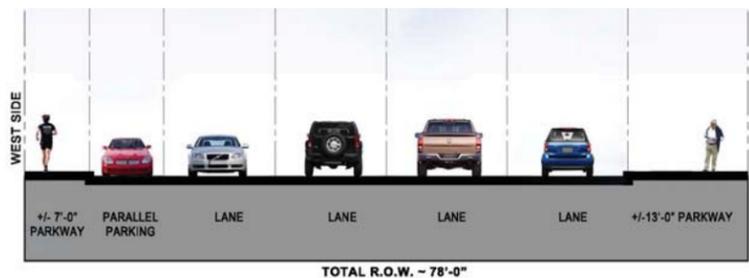
BLUE RIDGE BOULEVARD - PHASE TWO

Located just north of East 63rd Street, the future enhancement of Blue Ridge Boulevard anticipates slight narrowing of the existing street lane widths to utilize 11'-0" (typ.) travel lanes and the provision of on-street parallel and angled parking stalls, while also expanding the adjacent "parkway" areas. These parkway areas provide areas for widened sidewalks (6' min.), street tree placement, landscape plantings, site furnishings, secondary markers, and street and pedestrian lighting.

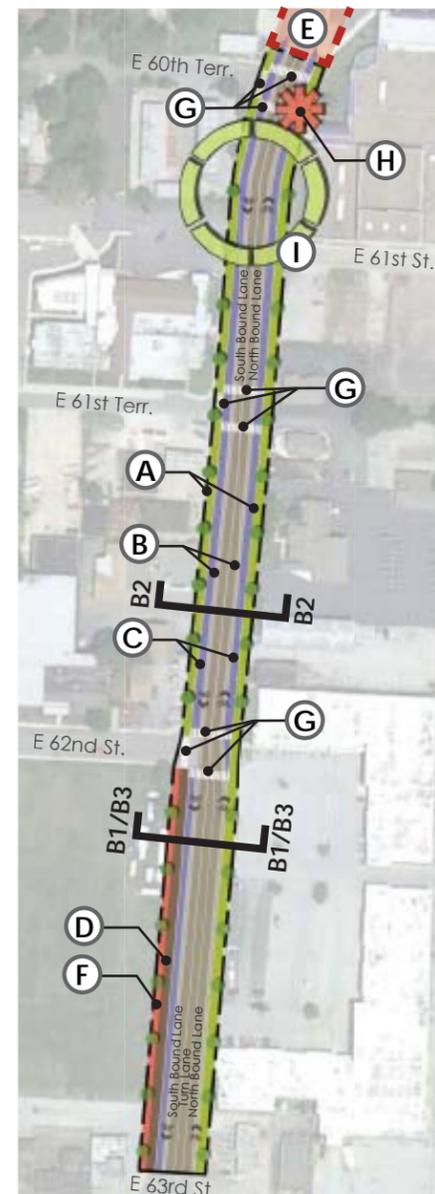
The street incorporates on-street bike lanes (5' width) on both sides of the street. The bike lanes are in lieu of on-street parallel parking from East 62nd Street to East 60th Terrace. The street section from East 63rd Street to East 62nd Street could potentially be slightly wider if additional City property on the west side of Blue Ridge Boulevard is acquired for street right of way. The additional right of way would allow for additional angled on-street parking for the downtown shops and events. The proposed landscape and low wall buffer at the high school entry at East 60th Terrace diverts students to nearby crosswalks for safer crossing of Blue Ridge Boulevard.

As improvements in this area move forward to final design and implementation, adjacent and active economic development activity should be considered and integrated into the final configuration and provision of these streetscape improvements.

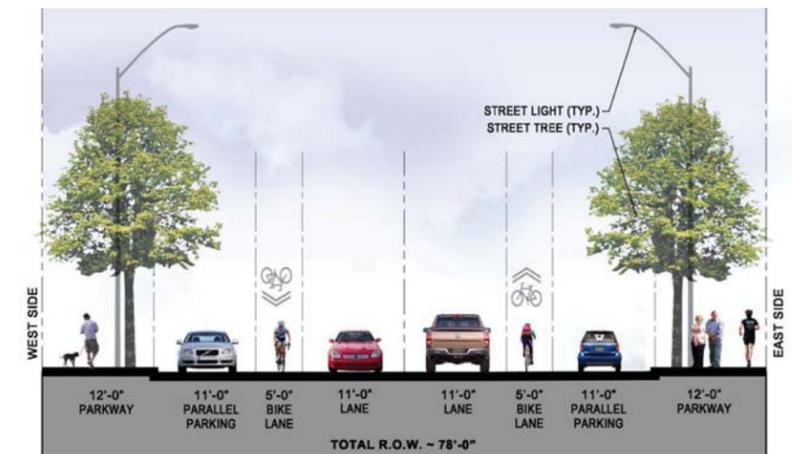
- (A)** Parkway with Street Trees
- (B)** Bike Lane (5' Wide)
- (C)** Parallel Street Parking
- (D)** Back-in Angled Parking
- (E)** Future Phase (North-Blue Ridge Blvd)
- (F)** Additional R.O.W.-City Property
- (G)** Proposed Crosswalks
- (H)** Landscape/Low Wall Buffer
- (I)** Gateway-C.B.D. (Secondary Markers)



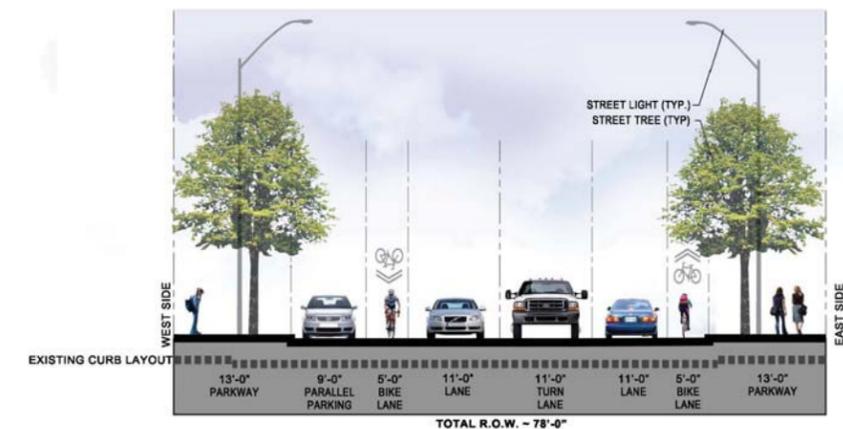
6.02: Existing Roadway - Blue Ridge Blvd.



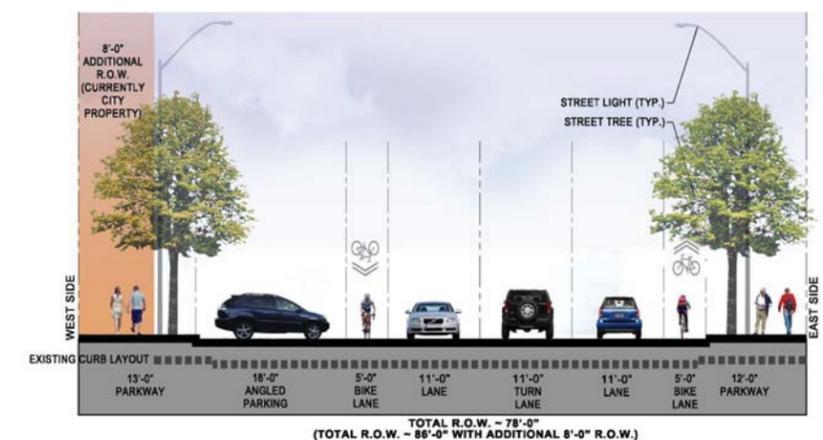
6.01: Plan - Blue Ridge Blvd from E. 60th Terr. to E. 63rd St.



6.03: Section B1 - Blue Ridge Blvd.



6.04: Section B2 - Blue Ridge Blvd.



6.05: Section B3 - Blue Ridge Blvd.

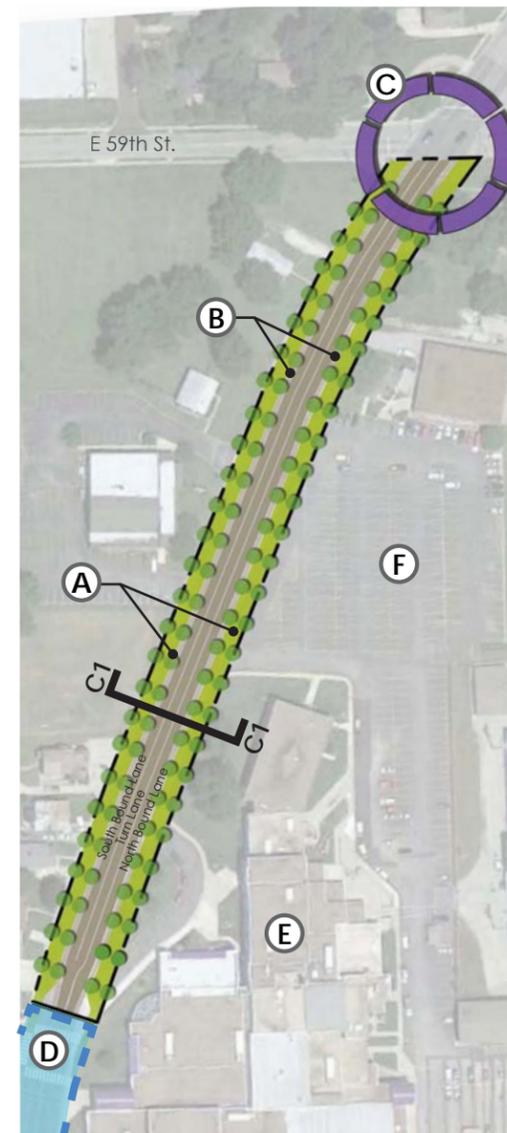
BLUE RIDGE BOULEVARD - NORTH

Located between East 60th Terrace and East 59th Street, the future enhancement of Blue Ridge Boulevard anticipates slight narrowing of the existing street lane widths to utilize 11'-0" (typ.) travel lanes to incorporate a center turn lane and expanded adjacent "parkway" areas. These parkway areas provide space for widened sidewalks (6' min.), double row of street trees, landscape plantings, site furnishings, gateway markers, and street lighting and pedestrian lighting.

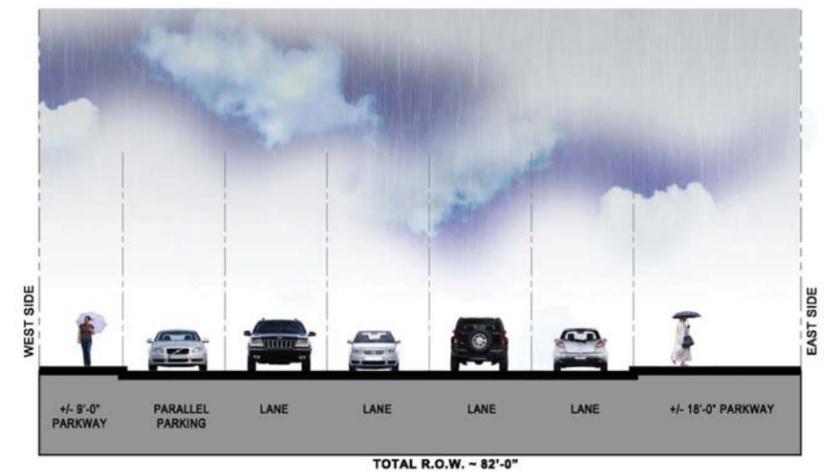
The street incorporates on-street bike lanes (5' width) on both sides of the street. The bike lanes are in lieu of on-street parallel parking from East 60th Terrace to East 59th Street. The section removes all on-street parking as there is little demand in the area. Reducing the number of lanes from 4 to 2 maintains the current level of service and re-allocates right of way for expanded "parkways" and the addition of a center turn lane. The center turn lane allows motorists to wait in a designated turn lane for a safer movement into the high school parking lot.

As improvements in this area move forward to final design and implementation, adjacent and active economic development activity should be considered and integrated into the final configuration and provision of these streetscape improvements.

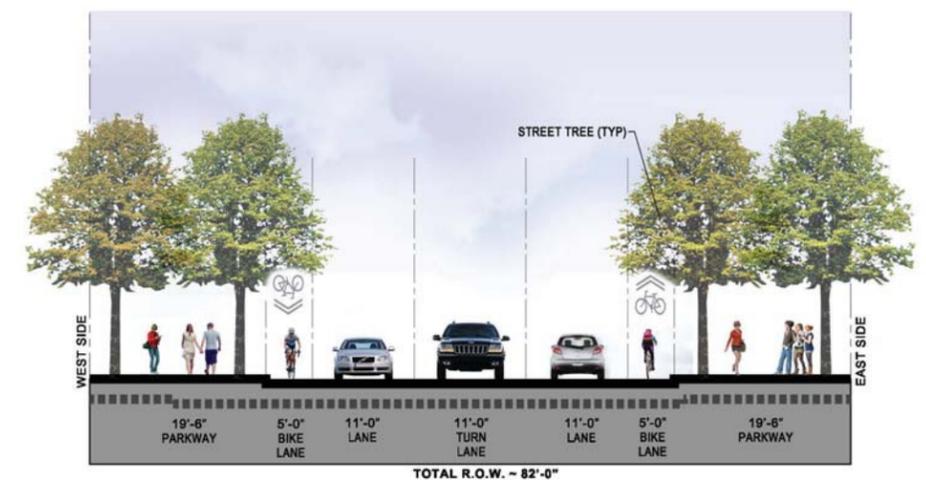
- (A)** Parkway with Street Trees-Double Row
- (B)** Bike Lane (5' Wide)
- (C)** Gateway Markers (2-Primary Markers)
- (D)** Future Phase (South-Blue Ridge Blvd)
- (E)** High School-Building
- (F)** High School-Parking Lot



7.01: Plan - Blue Ridge Boulevard from East 60th Terrace to East 59th Street



7.02: Existing Roadway - Blue Ridge Blvd.



7.03: Section C1 - Raytown Road

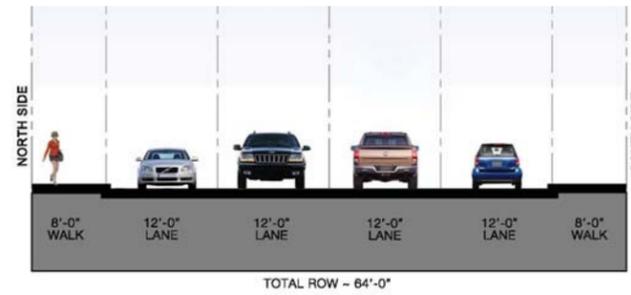
EAST 63RD STREET

Located between Raytown Road and the East 63rd Street bridge (just west of downtown shops), the future enhancement of East 63rd Street anticipates a modest expansion of adjacent “parkway” areas and the addition of angled parking on the south side of the street to serve the businesses. These parkway areas provide space for widened sidewalks (6' min.), street tree placement, landscape plantings, site furnishings, and street lighting and pedestrian lighting.

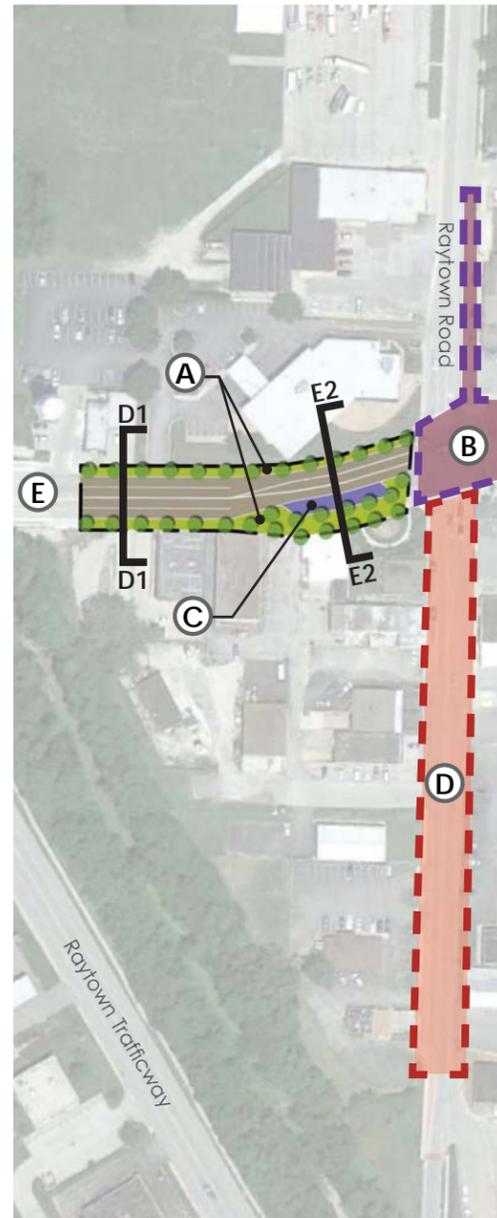
This street section provides opportunities for expanding parkways at various widths of 10'-0" to 24'-0" to accommodate wider sidewalks and streetscape amenities. The street incorporates on-street angled parking along the existing pocket park on the south side of 63rd Street.

As improvements in this area move forward to final design and implementation, adjacent and active economic development activity should be considered and integrated into the final configuration and provision of these streetscape improvements.

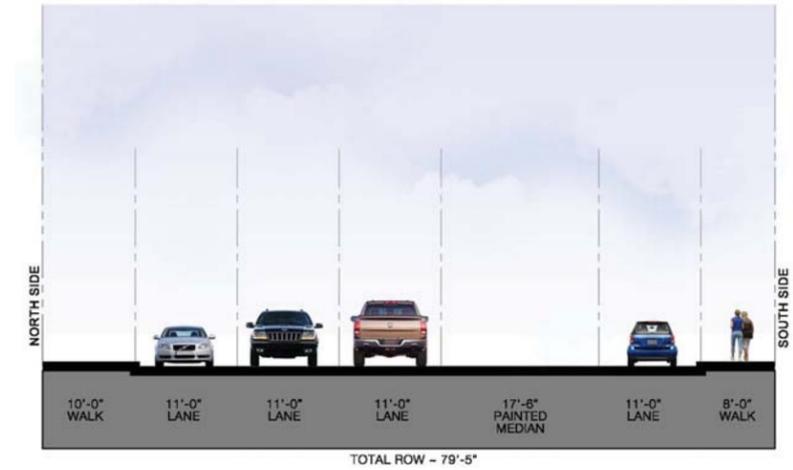
- (A)** Parkway with Street Trees
- (B)** East 63rd Street-Phase 1
- (C)** Back-In Angled Parking
- (D)** Future Phase (Raytown Road)
- (E)** East 63rd Street Bridge



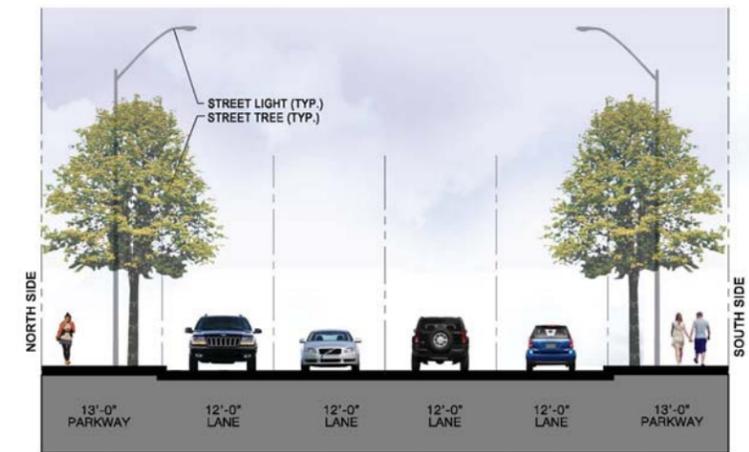
8.02: Existing Roadway-Section D1



8.01: Plan - East 63rd Street from East 63rd Street Bridge to Raytown Road



8.03: Existing Roadway-Section E2



8.04: Section D1-East 63rd Street



8.05: Section E2-East 63rd Street

October 21, 2016

REQUEST FOR PROPOSAL
AUDIT SERVICES

I. INTRODUCTION

A. GENERAL STATEMENT

The City of Raytown is currently seeking proposals for professional audit services for three years ending October 31, 2016, 2017, and 2018, with two one year extensions. The audit is to be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. A copy of the City's October 31, 2015 Audited Financial Statement may be accessed on the City's website at www.Raytown.mo.us by first clicking on Govern (on the top left hand side), then Finance, then City Financials.

B. BACKGROUND

The City of Raytown was incorporated under the provisions of the Missouri State Statutes as a Fourth Class City. The City operates under a Mayor-Board of Aldermen form of government, consisting of the Mayor and a ten member Board of Aldermen. Day to day operations are directed by the City Administrator. The City is organized with Departments of Administration, Finance, Court, Police, Emergency Medical Services, Public Works, and Parks and Recreation. The Finance Department consists of ten full time staff with half of the employees being dedicated to Sewer billing and County collections. The City employs approximately 140 full-time staff.

Finance Department staff will be available for any records and/or data required to complete the audit firm's report on an efficient and timely basis. All City financials, including payroll, are process using Incode X software.

II. SCOPE OF SERVICES

A. OBJECTIVES

1. AUDIT

The auditing firm selected shall be required to audit all financial records of the city including all funds. The term of this contract will be for three (3) years. An option to extend the contract and related costs will be considered in the final year. The audit shall include the following:

- All tests and examinations necessary for an informed opinion of the financial statements,
- Preparation and supervision of all adjusting entries,
- Recommendations, as deemed appropriate, concerning management operations and accounting procedures and controls,
- Preparation of the annual report,
- Completion of the audit and all reports in a timely manner prior to May 1.

- Upon completion 20 copies of the audit will be submitted to the City Clerk for distribution.
- A verbal presentation will be required to the Mayor and the Board of Aldermen.

B. DELIVERABLES

The provider of audit services will provide the following:

- Up to 20 copies and an electronic copy of the Audited Financial Report. The City shall retain the right to make additional copies as it deems necessary and appropriate,
- Verbal presentation of the Audited Financial Report by the provider of audit services to the Mayor and Board of Aldermen at public meeting,
- A draft Management Letter to the Mayor and Board of Aldermen, containing any recommendations for improvement of organizational effectiveness, internal controls and/or accounting controls will be reviewed with the City Administrator and Finance Director prior to finalizing,
- Discussion of the Management Letter with the Mayor and Board of Aldermen at an open meeting, in accordance with State Law.

III. PROPOSAL CONTENT REQUIREMENTS FOR AUDIT SERVICES

Proposal Requirements:

- A. Describe your firm's approach to conducting the audit examination, including your understanding of the scope of services to be provided and the reports and documents required. It should indicate the approximate date the audit will begin and end (including any preliminary fieldwork). Include a copy of your firm's most current peer review report.
- B. Describe the governmental experience of your firm including the specific details regarding experience in the preparation of Audited Financial Reports.
- C. Provide a list of at least five municipal government references where your firm has conducted an audit in the past 36 months. This list should indicate the names and telephone numbers of officials in the other municipalities that may be contacted.
- D. Experience of the individuals who will be assigned to the engagement and the relevant experience of each in auditing municipalities and preparing Audited Financial Reports must be furnished.
- E. The City requires a firm, fixed fee for the audit service listed below:
 - a. Audited Financial Report for the year ending October 31, 2016
 - b. Audited Financial Report for the year ending October 31, 2017
 - c. Audited Financial Report for the year ending October 31, 2018
- F. Additionally the firm will need to provide an hourly rate for services offered outside the normal scope of the annual audit, to include any required Single Audits.
- G. The original and two (2) copies of the completed proposal must be received **no later than 10:00 a.m. on Friday November 11, 2016**. The proposals shall be submitted to:

Mark Loughry
Director of Finance
City of Raytown
10000 East 59th Street
Raytown, Missouri 64133

IV. SELECTION CRITERIA

The procurement process for these services will be based upon a Qualifications Based Selection (QBS) process. The award of a contract will be made to the firm offering a response which the City believes best meets its needs.

Each respondent will be evaluated on the basis of the following criteria:

- A. Qualifications and experience of the firm and the key individuals to be assigned to the City's audit,
- B. Ability to complete the audit in a timely manner, credentials of the firm and demonstrated ability in similar projects,
- C. Costs

V. OTHER CONSIDERATIONS

- A. Conflict of Interest: Firms making proposals must stipulate that they or their employees do not currently have, nor will they have, any conflict of interest between themselves, and the City. Any perceived or potential conflict of interest must be disclosed in the proposal.
- B. Rights Reserved to the City: The City reserves the right to reject any and all proposals, or to waive any irregularities and missions if, in its judgment, the best interest of the City is served.
- C. Payment: Payment for service rendered will be based upon receipt of an itemized invoice(s) from the audit firm.
- D. Ownership: All proposals and reports become the property of the City upon submission, for use as deemed appropriate. Work papers must be available for references and reproduction by the City for a period of three years from submission of the reports. Copies of adjusting entries and trial balance, if applicable, will be provided to the City upon completion of the audits.
- E. Confidentiality: All proposals will be kept in confidence by the City. The invitees and subsequently selected firm may not issue news releases or other public notification regarding this project without prior approval from the City.

VI. MISCELLANEOUS INFORMATION

- A. Proposal Acceptance:
 - 1. The City of Raytown reserves the right to accept the proposals in whole or in part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the City.
 - 2. Neither the distribution of this RFP nor acceptance of any response should be construed as creating a contractual obligation between the City of Raytown and

any firm. Raytown does not authorize and will not be responsible for any expense or charges associated with providing a response to the Request for Proposal.

3. A recommendation will be made to the Mayor and Board of Aldermen for final approval. Firms whose proposals are not accepted will be notified in writing.
4. Notification of award will be made by the Director of Finance. The selected firm will be required to enter into a contract with the City. The final contract is subject to final approval by the Mayor and Board of Aldermen.
5. The proposal must remain valid for at least forty-five (45) days, after submittal date.

B. ADDITIONAL INFORMATION

All questions regarding this Request for Proposal should be directed *via email*, to:

Mark Loughry
Director of Finance
City of Raytown
10000 East 59th Street
Raytown, Missouri 64133
Fax: (816) 737-8370
Email: markl@raytown.mo.us

Proposals must be submitted by **10:00 a.m. on Friday, November 11, 2016** to the Office of the Director of Finance, at which time they will be opened and evaluated. A recommendation will be submitted to the Board of Aldermen for consideration at their Board Meeting on December 6, 2016. All proposals must be submitted in sealed envelopes clearly marked "AUDIT PROPOSAL" and must be submitted in duplicate.

AN ORDINANCE ESTABLISHING THE COMPENSATION FOR THE OFFICE OF BOARD OF ALDERMEN FOR THE TERM BEGINNING APRIL 2017

WHEREAS, compensation for the Office of Board of Aldermen is set by ordinance; and

WHEREAS, compensation for the Board of Aldermen cannot change during the term of office, unless additional duties are added; and

WHEREAS, the Elected Officials Compensation Committee recommended a change in the monthly compensation rate of \$500.00 beginning April 4, 2017 and an auto allowance beginning April 4, 2017 in the amount of \$50.00; and

WHEREAS, the Board of Aldermen have requested that the current compensation of \$400.00 and the current auto allowance of \$50.00 per month remain;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – SALARY AND AUTO ALLOWANCE OF THE BOARD OF ALDERMEN.

That the salary of the Board of Aldermen shall continue to be established at a rate of \$400.00 per month and the auto allowance shall continue at a rate of \$50.00 per month effective April 4, 2017.

SECTION 2 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED AND ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this ____ day of _____, 2016.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved to as Form:

Joe Willerth, City Attorney

AN ORDINANCE ESTABLISHING THE COMPENSATION FOR THE OFFICE OF MUNICIPAL JUDGE FOR THE TERM BEGINNING APRIL 2017

WHEREAS, compensation for the Office of Municipal Judge is set by ordinance; and

WHEREAS, compensation for the Office of Municipal Judge cannot change during the term of office, unless additional duties are added; and

WHEREAS, the Elected Officials Compensation Review Board recommend a 25% increase to the current yearly compensation for the term beginning in April 2017 with an additional 2% increase in April 2018, April 2019 and April 2020; and

WHEREAS, the Board of Alderman, recommended the yearly compensation of the Municipal Judge be set in the amount of _____ for the term beginning April 2017 and ending April 2021;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – SALARY OF MUNICIPAL JUDGE ESTABLISHED. That the yearly salary for the Office of Municipal Judge shall be _____, beginning in April of 2017 and ending April 2021.

SECTION 2 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED AND ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this ___ day of _____, 2016.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Joe Willerth, City Attorney

AN ORDINANCE ESTABLISHING THE COMPENSATION FOR THE OFFICE OF POLICE CHIEF FOR THE TERM BEGINNING APRIL 2017

WHEREAS, compensation for the Office of Police Chief is set by ordinance; and

WHEREAS, compensation for the Office of Police Chief cannot change during the term of office, unless additional duties are added; and

WHEREAS, the Elected Officials Compensation Review Board recommend a 7½% increase to the yearly compensation for the term beginning in April 2017 with an additional 2% increase in April 2018, April 2019 and April 2020; and

WHEREAS, the Board of Aldermen, recommended the yearly compensation of the Police Chief be set in the amount of _____ for the term beginning April 2017 and ending April 2021;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – SALARY OF POLICE CHIEF ESTABLISHED. That the salary for the Office of Police Chief shall be _____, beginning in April of 2017 and ending April 2021.

SECTION 2 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED AND ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this ____ day of _____, 2016.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Joe Willerth, City Attorney