

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
JULY 7, 2020
REGULAR SESSION NO. 30
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

During Jackson County's Recovery Plan, the City of Raytown has chosen to continue to follow the County's social distancing guidelines and other recommendations. The public may attend under the following guidelines:

- All attendees (Board/Staff/Public) will use the main entrance door.
- Temperature will be taken prior to entrance into the building.
- Masks are required, per the modified Phase 2 guidelines of the Jackson County Recovery Plan. Masks will be provided to those without a personal mask to wear.
- Seating limited. Approximately six (6) seats will be available for the public to attend.
- Limited access to dais/table for Aldermen and Staff.

We are urging citizens to view via livestream as the meeting will be streamed on Google Ch. 145, Comcast Ch. 7 and online at www.raytown.mo.us

There will be no in-person Public Comments. Please send your Public Comments to the City Clerk at thenry@raytown.mo.us by 12:00 p.m. (noon) on Monday, July 6, so that your comments can be provided to the Board of Aldermen during the Public Comments section of the July 7, 2020 meeting agenda. All Public Comments received will be kept on file in the City Clerk's office.

OPENING SESSION

Invocation/Pledge of Allegiance
Roll Call

Public Comments
Communication from the Mayor
Communication from the City Administrator
Committee Reports

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda.

Approval of the Regular June 16, 2020 Board of Aldermen meeting minutes.

R-3304-20: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF MIKE APPRILL TO THE BOARD OF ZONING ADJUSTMENT. Point of Contact: Missy Wilson, Assistant City Administrator.

R-3305-20: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF KEVIN WILSON TO THE BOARD OF ZONING ADJUSTMENT. Point of Contact: Missy Wilson, Assistant City Administrator.

R-3306-20: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF DTHENEE ABERCROMBIE TO THE TAX INCREMENT FINANCING COMMISSION. Point of Contact: Missy Wilson, Assistant City Administrator.

R-3307-20: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF WENDY MCDERMOTT TO THE TAX INCREMENT FINANCING COMMISSION. Point of Contact: Missy Wilson, Assistant City Administrator.

R-3308-20: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JASON GREENE TO THE TAX INCREMENT FINANCING COMMISSION. Point of Contact: Missy Wilson, Assistant City Administrator.

REGULAR AGENDA

NEW BUSINESS

2. **R-3309-20: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE TOLLING AGREEMENTS AND GRANTING FURTHER AUTHORITY. Point of Contact: Damon Hodges, City Administrator.
3. **R-3310-20: A RESOLUTION** DECLARING CERTAIN PROPERTY OWNED BY THE CITY OF RAYTOWN AS SURPLUS AND AUTHORIZING DISPOSITION OF SUCH PROPERTY BY AUCTION. Point of Contact: Jose Leon, Public Works Director.
4. **R-3311-20: A RESOLUTION** AUTHORIZING AND APPROVING ENGINEERING SERVICES WITH GEORGE BUTLER ASSOCIATES FOR A SANITARY SEWER INFLOW AND INFILTRATION REDUCTION PROGRAM PROJECT IN AN AMOUNT NOT TO EXCEED \$114,937.00 FOR FISCAL YEAR 2019-2020. Point of Contact: Jose Leon, Public Works Director.
5. **R-3312-20: A RESOLUTION** AUTHORIZING AND APPROVING ENGINEERING SERVICES WITH GEORGE BUTLER ASSOCIATES FOR THE STORMWATER MASTER PLAN PHASE 1 IN AN AMOUNT NOT TO EXCEED \$100,065.00 FOR FISCAL YEAR 2019-2020. Point of Contact: Jose Leon, Public Works Director.

ADJOURNMENT

MINUTES
RAYTOWN BOARD OF ALDERMEN
JUNE 16, 2020
REGULAR SESSION NO. 29
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

OPENING SESSION

Mayor Michael McDonough called the June 16, 2020 Board of Aldermen meeting to order at 7:00 p.m. Dorinda Nicholson of The Church of Jesus Christ of Latter-day Saints provided the invocation and led the pledge of allegiance.

Roll Call

Roll was called by Jennifer Baird, City Attorney, and the attendance was as follows:

Present: Alderman Greg Walters, Alderman Frank Hunt, Alderman Jim Aziere, Alderman Ryan Myers, Alderman Janet Emerson, Alderman Mary Jane Van Buskirk, Alderman Bill Van Buskirk, Alderman Bonnaye Mims, Alderman Derek Ward

Absent: Alderman Jason Greene

Proclamations and Presentations

Mayor McDonough presented proclamations from the City of Raytown and State of Missouri in memory of Clifford Sargeon.

Public Comments

Tony Jacob, Raytown, Missouri

Communication from the Mayor

Mayor McDonough spoke on recent events and City business.

Communication from the City Administrator

Damon Hodges, City Administrator, provided an update on the City's current projects and plans.

Committee Reports

Committee reports were given by Aldermen Mims, Aziere, Emerson and Walters.

STUDY SESSION

Mid-Year Financial Report for Fiscal Year 2019-2020
Russell Petry, Finance Director

Russell Petry, Finance Director, presented the item.

The item was discussed.

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda.

Approval of the Regular June 9, 2020 Board of Aldermen meeting minutes.

R-3299-20: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF ALLAN THOMPSON TO THE TAX INCREMENT FINANCING COMMISSION. Point of Contact: Teresa Henry, City Clerk.

R-3300-20: A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF GEORGE KOEPP TO THE TAX INCREMENT FINANCING COMMISSION. Point of Contact: Teresa Henry, City Clerk.

R-3301-20: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF REGINALD GREEN TO THE TAX INCREMENT FINANCING COMMISSION. Point of Contact: Teresa Henry, City Clerk.

Alderman Mary Jane Van Buskirk, seconded by Alderman Aziere, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Ward, Hunt, Bill Van Buskirk, Mary Jane Van Buskirk, Emerson, Myers, Aziere, Mims, Walters

Nays: None

Absent: Alderman Greene

REGULAR AGENDA

NEW BUSINESS

- R-3302-20: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH RADMACHER BROTHERS EXCAVATING CO., INC. FOR THE 350 HIGHWAY AND RAYTOWN ROAD INTERSECTION IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$2,270,000.00 FOR FISCAL YEAR 2019-2020. Point of Contact: Jose Leon, Public Works Director.

The item was read by title only by Jennifer Baird, City Attorney.

Alderman Mims, seconded by Alderman Mary Jane Van Buskirk, made a motion to adopt.

The item was discussed.

Jason Hanson, City Engineer, presented the item.

Discussion continued.

Alderman Mims amended her motion to include alternates 1, 2 and 3.

Alderman Mary Jane Van Buskirk withdrew her second.

Alderman Aziere seconded Alderman Mims' motion to adopt the base bid plus alternates 1, 2 and 3.

The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Aziere, Hunt, Emerson, Bill Van Buskirk, Ward, Walters, Myers, Mary Jane Van Buskirk
Nays: None
Absent: Alderman Greene

3. **R-3303-20: A RESOLUTION** AUTHORIZING AND APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH GEORGE BUTLER ASSOCIATES FOR CONSTRUCTION INSPECTION SERVICES FOR THE 350 HIGHWAY AND RAYTOWN ROAD INTERSECTION IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$274,000.00 FOR FISCAL YEAR 2019-2020. Point of Contact: Jose Leon, Public Works Director.

The item was read by title only by Jennifer Baird, City Attorney.

Jose Leon, Public Works Director, presented the item.

Alderman Mims, seconded by Alderman Aziere, made a motion to adopt.

The item was discussed.

The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Aziere, Mary Jane Van Buskirk, Myers, Walters, Ward, Hunt, Bill Van Buskirk, Emerson
Nays: None
Absent: Alderman Greene

ADJOURNMENT

Alderman Mims, seconded by Alderman Mary Jane Van Buskirk, made a motion to adjourn. The motion was approved unanimously.

The meeting adjourned at 9:02 p.m.

Teresa M. Henry, MRCC
City Clerk

CITY OF RAYTOWN
Request for Board Action

Date: June 29, 2020
To: Mayor and Board of Aldermen
From: Teresa M. Henry, City Clerk

Resolution No.: R- 3304-20

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Approve a resolution authorizing and approving the reappointment of Mike Apprill to the Board of Zoning Adjustment for a five-year term which will expired on June 1, 2025.

Analysis: The Raytown Zoning Ordinance calls for the City to have a Board of Zoning Adjustment that has the following powers:

1. To hear and decide on applications seeking a variance to a regulation or requirement specified in the Zoning Ordinance.
2. To hear and decide on applications seeking a Home Occupation Accessory Use Permit.
3. To hear and decide on applications seeking an exception to the zoning regulations for the construction of a dwelling and / or accessory structures on a substandard sized lot.
4. To hear and decide appeals from property owners where it is alleged there is an error in any order, requirement, decision or determination by the city in the enforcement of the Zoning Ordinance.

The Board of Zoning Adjustment consists of five (5) regular members and three (3) alternate members all of whom must be residents of Raytown. Each of the members of the Board of Zoning Adjustment are appointed by the Mayor and approved by the Board of Aldermen. Regular and alternate members serve staggered five-year terms. Alternate members may serve at meetings of the Board of Zoning Adjustment in the absence of or disqualification of a regular member.

The current term of Mike Apprill has expired and he has expressed an interest in being reappointed for another term. The application for appointment is attached which expresses interest in being reappointed to serve another term on the Board of Zoning Adjustment.

Alternatives: Appoint someone else.

A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF MIKE APPRILL TO THE BOARD OF ZONING ADJUSTMENT

WHEREAS, City of Raytown Zoning Code, Section 24 provides for appointment of a Board of Zoning Adjustment (BZA) within the City of Raytown; and

WHEREAS, the BZA consists of five (5) regular members appointed by the Mayor and approved by the Board of Aldermen to staggered 5-year terms plus three (3) alternate members which may be appointed to serve in the absence of or disqualification of the regular members; and

WHEREAS, members of the BZA are required to be residents of the City; and

WHEREAS, the Mayor desires to reappoint Mike Apprill to a 5-year term on the BZA expiring June 1, 2025 or until a successor is duly appointed; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such appointment;

NOW THEREFORE, be it resolved by the Board of Aldermen of the City of Raytown, Missouri as follows:

THAT the reappointment of Mike Apprill, 8424 Woodson Drive, Raytown, Missouri, as a member of the Board of Zoning Adjustment to a 5-year term expiring June 1, 2025, or until such time as a successor is duly appointed, is hereby approved;

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

From: [Please Do Not Click Reply](#)
To: [Teresa Henry](#)
Subject: Application for Boards, Committees and Commissions (form) has been filled out on your site.
Date: Wednesday, June 17, 2020 10:21:11 AM

Your Site has received new information through a form.
Form: Application for Boards, Committees and Commissions
Site URL: www.raytown.mo.us

Date: 6/17/2020

Last Name: Apprill

First Name: Michael

Middle Name:

Address: 8424 Woodson Dr

Phone: Day: 8168968848

Phone: Evening:

Cell Phone Number: 8168968848

Fax No.:

Email Address: mrapprill@gmail.com

Which board would you like to serve on?: Board of Zoning Adjustment

Because: I have served on this board for several years and agreed to serve another term if accepted.

My strength(s) on this Board/Commission will be:: Retired Engineer with experience with various projects and dealing with local, state and federal requirements

Education:High School/City/State/Date: Higginsville High School graduate in 1966

Trade/College/University/Degree/Date: BSEE University of MO Rolla 1970

Post Graduate/College/Degree/Date: MSEE University of Missouri in the 1980s

Current: Employer/Address/Position: Currently volunteer as Facilities coordinator for the ST. John Francis Regis Parish and Academy

Past Employer/Address/Position/Dates: Retired from Aquila as VP in 2007. Held various engineering and management positions over my 37 yrs with the company.

Past Employer/Address/Position/Dates:

Organization/Leadership Position(s)/Membership Dates (s): I Held various company representative and regional organizations leadership positions related to the Electric Utility industry.

Currently Life Member of the Institute of Electrical and Electronic Engineers.

If so, please explain.: None in Raytown.

If yes, how often do you anticipate this would occur?: unavailable 3-4 times per year.

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CITY OF RAYTOWN
Request for Board Action

Date: June 29, 2020
To: Mayor and Board of Aldermen
From: Teresa Henry, City Clerk

Resolution No.: R-3305-20

Department Head Approval: _____

City Administrator Approval: _____



Action Requested: Approve a resolution reappointing Kevin Wilson to the Board of Zoning Adjustment for a term that will expire on June 1, 2024.

Recommendation: None.

Analysis: The Board of Zoning Adjustment consists of five (5) regular members and three (3) alternate members all of whom must be residents of Raytown. Each of the members of the Board of Zoning Adjustment are appointed by the Mayor and approved by the Board of Aldermen. Regular and alternate members serve staggered 5-year terms. Alternate members may serve at meetings of the Board of Zoning Adjustment in the absence of or disqualification of a regular member.

The term of Kevin Wilson on the Board of Zoning Adjustment has expired. He has submitted an application expressing his interest in being appointed to serve as an alternate member for a term that will expire on June 1, 2024.

It should be noted that Mr. Wilson also serves on the Planning & Zoning Commission. Because it is often not necessary for an alternate member to attend a Board of Zoning Adjustment meeting, Mr. Wilson's participation on the Planning & Zoning Commission will enable him to remain current on development and zoning issues, which may not be possible with someone who is not otherwise engaged in the City's development and zoning processes.

Alternatives: Appoint someone else.

Budgetary Impact:

Not Applicable

A RESOLUTION AUTHORIZING AND APPROVING THE REAPPOINTMENT OF KEVIN WILSON TO THE BOARD OF ZONING ADJUSTMENT

WHEREAS, City of Raytown Zoning Code, Section 24 provides for appointment of a Board of Zoning Adjustment (BZA) within the City of Raytown; and

WHEREAS, five (5) members and three (3) alternate members are appointed to staggered 5-year terms by the Mayor with consent of a majority of the Board of Aldermen; and

WHEREAS, Kevin Wilson was originally appointed by the City to the BZA on December 12, 2009, with a term expiring June 1, 2014 or until a successor is duly appointed and the Mayor desires to reappoint Kevin Wilson to a 5-year term on the BZA, expiring June 1, 2024;

NOW THEREFORE, be it resolved by the Board of Aldermen of the City of Raytown, Missouri as follows:

THAT Kevin Wilson, 8608 Ridgeway, Raytown, Missouri; is hereby reappointed as a member of the Board and Zoning Adjustment to fill a staggered 5-year term ending June 1, 2024, or until such time as a successor is duly appointed;

PASSES AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Barid, City Attorney

From: [Please Do Not Click Reply](#)
To: [Teresa Henry](#)
Subject: Application for Boards, Committees and Commissions (form) has been filled out on your site.
Date: Tuesday, June 23, 2020 6:35:24 PM

Your Site has received new information through a form.
Form: Application for Boards, Committees and Commissions
Site URL: www.raytown.mo.us

Date: June 23, 2020

Last Name: Wilson

First Name: Kevin

Middle Name: Robert

Address: 8608 Ridgeway

Phone: Day: 816-651-9009

Phone: Evening: 816-651-9009

Cell Phone Number: 816-651-9009

Fax No.:

Email Address: krwilson65@gmail.com

Which board would you like to serve on?: Alternate Renewal for Board of Zoning Adjustments

Because: I am applying to renew my position as an alternate on the Board of Zoning Adjustments. I am reapplying to continue my service to the City of Raytown.

My strength(s) on this Board/Commission will be:: Leadership, contemplative review of applications.

Education:High School/City/State/Date: Raytown High School, Raytown Missouri, 1984

Trade/College/University/Degree/Date: UCM, BSBA, Marketing, December 1992

Post Graduate/College/Degree/Date: Supply Chain Academy Certification, University of Kansas, July 2019

Current: Employer/Address/Position: Waddell & Reed, 6300 Lamar Avenue, Overland Park, KS 66202, Strategic Sourcing Manager

Past Employer/Address/Position/Dates: Sprint Corporation, 6300 Sprint Parkway, Overland Park Kansas, 66251, October 2000 - October 2019

Past Employer/Address/Position/Dates:

Organization/Leadership Position(s)/Membership Dates (s): Board Member & Treasurer, Raytown - Lee's Summit Community Credit Union, 2014;

Chairperson, City of Raytown, Planning & Zoning Commission

If so, please explain.: No

If yes, how often do you anticipate this would occur?: No more than twice per year.

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CITY OF RAYTOWN
Request for Board Action

Date: June 29, 2020

Resolution No.: R-3306-20

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Appointment of Dthenee Abercrombie to the Tax Increment Financing Commission.

Recommendation: None.

Analysis: The Tax Increment Financing Commission (TIF) was established pursuant to Ordinance 4121-95, amended by Ordinance 4889-03, and provides for the appointment of six (6) TIF Commissioners appointed by the Mayor with the approval of the Board of Aldermen. The term of the members is for four (4) years and the terms are required to be staggered to provide consistent and experienced leadership.

There is currently a vacancy on the TIF Commission with a term which expired November 1, 2017 (or until a successor was duly appointed) and the Mayor is recommending Dthenee Abercrombie be appointed for a 4-year term, ending in November 1, 2021.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF DTHENEE ABERCROMBIE TO THE TAX INCREMENT FINANCING COMMISSION

WHEREAS, Ordinance 4121-95, as amended by Ordinance 4889-03, provides for the appointment of a Tax Increment Financing (TIF) Commission within the City of Raytown; and

WHEREAS, six (6) members of the TIF Commission are appointed by the Mayor with consent of a majority of the Board of Aldermen; and

WHEREAS, in addition to the members appointed by the City, such TIF Commission is comprised of two (2) members appointed by the Raytown Consolidated School District Number 2, two (2) members appointed by Jackson County, and one (1) member is appointed by the other taxing jurisdictions within the City who are all appointed at the time a Tax Increment Financing plan is submitted for consideration; and

WHEREAS, there is currently a vacancy on the TIF Commission with a term which expired on November 1, 2017 or until a successor was duly appointed, and the Mayor desires to appoint Dthenee Abercrombie to a vacant 4-year term on the TIF Commission, expiring on November 1, 2021; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such reappointment as proposed by the Mayor;

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

THAT Dthenee Abercrombie, 11708 E. 78th Street, Raytown, Missouri is hereby appointed as a member of the Tax Increment Financing Commission to fulfil a vacant 4-year term expiring on November 1, 2021, or until a successor is duly appointed.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

From: [Please Do Not Click Reply](#)
To: [Teresa Henry](#)
Subject: Application for Boards, Committees and Commissions (form) has been filled out on your site.
Date: Sunday, June 28, 2020 11:50:56 PM

Your Site has received new information through a form.
Form: Application for Boards, Committees and Commissions
Site URL: www.raytown.mo.us

Date: 6/28/20

Last Name: Abercrombie

First Name: Dthenee

Middle Name: Lenae

Address: 11708 E 78th St

Raytown, MO 64138

Phone: Day:

Phone: Evening:

Cell Phone Number: 8168683376

Fax No.:

Email Address: angel2abercrombie@gmail.com

Which board would you like to serve on?: Tax Increment Financing

Because: My knowledge with creating quarterly and annual multi million dollar budget for the state and my degree.

I would be a good fit for this committee

My strength(s) on this Board/Commission will be:: Budget Finance background and creating budgets with the state.

Education:High School/City/State/Date: Southeast High

Kansas City, MO

1988 Degree

Trade/College/University/Degree/Date: UMKC

5100 Rockhill Road

KC, MO 64110

2005

BA Finance

Post Graduate/College/Degree/Date:

Current: Employer/Address/Position: Honeywell FM&T

23500 W 105th St

Olathe, KS 66061

SR Payroll Specialist

Past Employer/Address/Position/Dates:

Past Employer/Address/Position/Dates:

Organization/Leadership Position(s)/Membership Dates (s): NA

If so, please explain.: No

If yes, how often do you anticipate this would occur?: No

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CITY OF RAYTOWN
Request for Board Action

Date: June 29, 2020

Resolution No.: R-3307-20

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Appointment of Wendy McDermott to the Tax Increment Financing Commission.

Recommendation: None.

Analysis: The Tax Increment Financing Commission (TIF) was established pursuant to Ordinance 4121-95, amended by Ordinance 4889-03, and provides for the appointment of six (6) TIF Commissioners appointed by the Mayor with the approval of the Board of Aldermen. The term of the members is for four (4) years and the terms are required to be staggered to provide consistent and experienced leadership.

There is currently a vacancy on the TIF Commission with a term which expired November 2019 (or until a successor was duly appointed) and the Mayor is recommending Wendy McDermott be appointed for a 4-year term, ending in November 2023.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF WENDY MCDERMOTT TO THE TAX INCREMENT FINANCING COMMISSION

WHEREAS, Ordinance 4121-95, as amended by Ordinance 4889-03, provides for the appointment of a Tax Increment Financing (TIF) Commission within the City of Raytown; and

WHEREAS, six (6) members of the TIF Commission are appointed by the Mayor with consent of a majority of the Board of Aldermen; and

WHEREAS, in addition to the members appointed by the City, such TIF Commission is comprised of two (2) members appointed by the Raytown Consolidated School District Number 2, two (2) members appointed by Jackson County, and one (1) member is appointed by the other taxing jurisdictions within the City who are all appointed at the time a Tax Increment Financing plan is submitted for consideration; and

WHEREAS, there is currently a vacancy on the TIF Commission with a term which expired on November 1, 2019 or until a successor was duly appointed, and the Mayor desires to appoint Wendy McDermott to a vacant 4-year term on the TIF Commission, expiring on November 1, 2023; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such reappointment as proposed by the Mayor;

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

THAT Wendy McDermott, 8204 Laurel Avenue, Raytown, Missouri is hereby appointed as a member of the Tax Increment Financing Commission to fulfil a vacant 4-year term expiring on November 1, 2023, or until a successor is duly appointed.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

From: [Please Do Not Click Reply](#)
To: [Teresa Henry](#)
Subject: Application for Boards, Committees and Commissions (form) has been filled out on your site.
Date: Thursday, August 02, 2018 1:28:14 PM

Your Site has received new information through a form.
Form: Application for Boards, Committees and Commissions
Site URL: www.raytown.mo.us

Date: 8/2/2018
Last Name: McDermott
First Name: Wendy
Middle Name: Ann
Address: 8204 Laurel Avenue, Raytown, MO
Phone: Day: 913.205.3403
Phone: Evening: 913.205.3403
Cell Phone Number: 913.205.3403
Fax No.:
Email Address: jw0005@sbcglobal.net
Which board would you like to serve on?: Open based on needs
Because: I want to serve my community in seeing growth and prosperity
My strength(s) on this Board/Commission will be:: 14 years in financing of residential homes in the greater KC area
Education:High School/City/State/Date: Valley high School, West Des Moines, Iowa
Trade/College/University/Degree/Date: Iowa State University, Ames, Iowa graduate
Post Graduate/College/Degree/Date:
Current: Employer/Address/Position: Academy Mortgage, Sales Manager
Past Employer/Address/Position/Dates:
Past Employer/Address/Position/Dates:
Organization/Leadership Position(s)/Membership Dates (s): KCRAR Member

If so, please explain.: no
If yes, how often do you anticipate this would occur?: no

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CITY OF RAYTOWN
Request for Board Action

Date: June 29, 2020

Resolution No.: R-3308-20

To: Mayor and Board of Aldermen

From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Appointment of Jason Greene to the Tax Increment Financing Commission.

Recommendation: None.

Analysis: The Tax Increment Financing Commission (TIF) was established pursuant to Ordinance 4121-95, amended by Ordinance 4889-03, and provides for the appointment of six (6) TIF Commissioners appointed by the Mayor with the approval of the Board of Aldermen. The term of the members is for four (4) years and the terms are required to be staggered to provide consistent and experienced leadership.

There is currently a vacancy on the TIF Commission with a term which expired November 2018 (or until a successor was duly appointed) and the Mayor is recommending Jason Greene be appointed for a 4-year term, ending in November 2022.

A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JASON GREENE TO THE TAX INCREMENT FINANCING COMMISSION

WHEREAS, Ordinance 4121-95, as amended by Ordinance 4889-03, provides for the appointment of a Tax Increment Financing (TIF) Commission within the City of Raytown; and

WHEREAS, six (6) members of the TIF Commission are appointed by the Mayor with consent of a majority of the Board of Aldermen; and

WHEREAS, in addition to the members appointed by the City, such TIF Commission is comprised of two (2) members appointed by the Raytown Consolidated School District Number 2, two (2) members appointed by Jackson County, and one (1) member is appointed by the other taxing jurisdictions within the City who are all appointed at the time a Tax Increment Financing plan is submitted for consideration; and

WHEREAS, there is currently a vacancy on the TIF Commission with a term which expired on November 1, 2018 or until a successor was duly appointed, and the Mayor desires to appoint Jason Greene to a vacant 4-year term on the TIF Commission, expiring on November 1, 2022; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve such reappointment as proposed by the Mayor;

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

THAT Jason Greene, 9813 Gregory Boulevard, Raytown, Missouri is hereby appointed as a member of the Tax Increment Financing Commission to fulfil a vacant 4-year term expiring on November 1, 2022, or until a successor is duly appointed.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

**CITY OF RAYTOWN
Request for Board Action**

Date: July 1, 2020

Resolution No.: R-3309-20

To: Mayor and Board of Aldermen

From: Damon Hodges, City Administrator

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____

Action Requested: Board of Aldermen approval to enter into certain tolling agreements.

Analysis: The City of Raytown has been participating with Cunningham Vogel & Rost, P.C. in a Telecom Group relating to telecommunication company tax issues. Participation in this group provides the benefit of Group sharing of information, but also of costs which are split pro rata among all members, except for costs that benefit only one city (which is billed only to that city) or costs that disproportionately benefit less than all members (which is an equitable pro rata split). Given the large number of Group members, non-litigation costs have generally been rather small relative to the amounts at issue.

Alternatives: Do not enter into certain tolling agreements to determine underpayment of the gross receipts license tax.

Budgetary Impact:

Not Applicable

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE TOLLING AGREEMENTS AND GRANTING FURTHER AUTHORITY

WHEREAS, the City of Raytown (the “City”) has initiated audits to determine the existence or extent of possible underpayment of the gross receipts license tax in Chapter 10 of the Code of Ordinances of the City of Raytown, Missouri by persons or entities subject to such tax operating in the City (“Audits”); and

WHEREAS, the City and Celco Partnership d/b/a Verizon Wireless (“Verizon”), along with Verizon’s affiliates, desire to enter into a tolling agreement, as more fully described in Exhibit 1 attached hereto (“Verizon Tolling Agreement”), and the Board of Aldermen finds it in the best interest of the City to enter into such tolling agreement; and

WHEREAS, while conducting Audits, the City may require additional tolling agreements with other persons or entities subject to the City’s gross receipts license tax and the Board finds it is in the best interest of the City to enter into such tolling agreements in substantially the same form as Exhibit 1; and

WHEREAS, while conducting the Audits, the City may be required, as authorized by law, to compel by subpoena the production of books, papers, and other evidence for the purpose of investigating the existence or extent of possible underpayment of the gross receipts license tax;

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

THAT The Board of Aldermen hereby authorizes the City Administrator to execute on behalf of the City, the Verizon Tolling Agreement, in substantially the same form attached hereto as “Exhibit 1,” and further authorizes the City Administrator to execute on behalf of the City, tolling agreements in substantially the same form as Exhibit 1 with other persons or entities subject to the City’s gross receipts license tax as required during the Audits;

FURTHER THAT Pursuant to Chapter 10 of the Code of Ordinances of the City of Raytown, Missouri, among other authorities, the Board of Aldermen hereby authorizes the City Administrator and the City Clerk as the City License Officer as necessary during the Audits to issue and compel by subpoena the production of such person’s or entity’s books, papers, and other evidence for the purpose of investigating the existence or extent of possible underpayment of the gross receipts license tax;

FURTHER THAT The Board of Aldermen hereby authorizes the City Administrator and Special Legal Counsel to take all such further actions as may be necessary to carry out the intent of this Resolution and the Audits;

FURTHER THAT The recitals contained above are incorporated in this Resolution as if fully set forth herein;

RESOLUTION NO.: R-3309-20

FURTHER THAT this Resolution is adopted and shall be in full force and effect on and after the date of its passage and approval.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

Exhibit 1

TOLLING AGREEMENT

THIS TOLLING AGREEMENT ("Agreement") is made by and between the City of Raytown, Missouri (the "City") and Cellco Partnership d/b/a Verizon Wireless ("Cellco"), on behalf of itself and its Affiliates, as defined below, and as successor by merger, effective December 31, 2019, to Verizon Wireless (VAW) LLC (collectively, "Verizon" and together with the City, the "Parties").

Recitals

WHEREAS, the City has a license tax on "[e]very person, partnership, company, corporation, association or a joint stock company engaged in the business of furnishing exchange telephone service in the city shall pay to the said city, in addition to all other taxes, payments or fees now or hereafter required by law or ordinances a license fee of the sum of seven percent of the gross annual receipts . . ." as set forth in Section 10-108 of the City Code ("License Tax");

WHEREAS, the City believes there is a possible underpayment of the License Tax by Verizon that the City believes would give rise to certain enforcement actions or claims against Verizon;

WHEREAS, the Parties wish to postpone or avoid the inconvenience, expense, and distraction of possible litigation by the City against Verizon, while fully preserving any rights of the City as to the Tolloed Claims that may exist prior to the Tolling Period (all as defined below in this Agreement) to commence legal action against Verizon, which, but for this Agreement, might otherwise be time-barred or limited in any way by any applicable statute of limitations, laches, and other possible time-bars and defenses based in whole or in part on the time which may elapse during the Tolling Period established herein (all of which time-bars and defenses, including, the statute of limitations and laches, are referred to as "Time Defenses");

WHEREAS, neither Verizon nor the City, by entering into this Agreement, make any statement as to the merit or extent of merit of any claims, damages or defenses (including the Time Defenses) and the City and Verizon agree that both have the power and authority to enter into this Agreement and no other parties are necessary to join herein in order to toll the statute of limitations and other Time Defenses and make this Agreement enforceable;

WHEREAS, Cellco is entering into this agreement on its own behalf and on behalf of certain of its commonly controlled affiliated entities, namely, Alltel Corporation (on its own behalf and as successor by merger to Alltel Communications, LLC), Missouri 4 RSA Limited Partnership, and St. Joseph CellTelCo (collectively, the "Affiliates"); and,

NOW, THEREFORE, in consideration of the mutual commitments herein and other good and valuable mutual consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Terms and Conditions

1. With respect to any and all claims, causes of action or remedies of the City, known or unknown, relating to, arising out of, or in connection with the City's License Tax, including but not limited to claims for delinquent taxes, interest, penalties, and attorney fees, declaratory

judgment and injunctive relief, accounting, violation of statute, or any other claims, offsets, or causes of action whatsoever (collectively, the "Tolled Claims"), the Parties hereby stipulate that any applicable statute of limitations or other Time Defenses applicable to the Tolled Claims shall be deemed tolled from the period of March 31, 2020 until the earlier of: (a) the termination of this Agreement by either the City or Verizon in accordance with the terms and conditions of this Agreement; or (b) May 31, 2021, unless extended in writing by the Parties, hereinafter such period to be known as the "Tolling Period." For purposes of clarity, the tolling of the statute of limitations and other Time Defenses during the Tolling Period shall survive the Tolling Period and any termination hereof, such that any Tolled Claim which would have been barred or limited in any way by as a result of any statute of limitations or other Time Defense may be brought by the City without regard to any expiration of time that occurs during the Tolling Period and Verizon may not hereinafter assert in any action between the Parties or otherwise the expiration of the statute of limitation or other Time Defense occurring during or as to the passage of time within the Tolling Period as a defense to any such Tolled Claim brought by the City.

2. The City or Verizon may terminate the Tolling Period by giving the other Party thirty (30) days prior written notice by e-mail and physical delivery such as overnight delivery of the termination of the Tolling Period. Any applicable statute of limitations or other Time Defenses which apply to the Tolled Claims shall begin to run again from the effective date of termination of the Tolling Period. Prior to expiration or termination of this Agreement, which shall occur upon expiration or termination of the Tolling Period, the City and Verizon agree not to file any cause of action against the other relating to the Tolled Claims.

3. Nothing in this Agreement shall be construed as an admission of any fault, liability or wrongdoing by or relating to any person and nothing herein shall be deemed to limit any obligation or liability of either Party, or any defense other than Time Defense tolled during this Agreement, including during the Tolling Period, that may exist.

4. This Agreement may be signed in counterparts, each of which shall be deemed an original, and all such counterparts constituting one Agreement. The exchange of copies of this Agreement and of signature pages electronically or by physical delivery of hard copy shall constitute effective execution and delivery of this Agreement.

5. Any and all notices under this Agreement shall be in writing, and shall be addressed and provided to the Parties by email and physical delivery to the following:

To the City: Daniel G. Vogel
Margaret C. Eveker
Cunningham Vogel & Rost, P.C.
333. S. Kirkwood Rd., Suite 300
St. Louis, MO 63122
dan@municipalfirm.com
maggie@municipalfirm.com
Special Legal Counsel
City of Raytown, Missouri

To Verizon: Verizon
One Verizon Way, VC54

Attention: Managing Associate General Counsel - Tax
Basking Ridge, NJ 07920
Doug.Reeves@verizon.com
Leigh.Schachter@verizon.com

6. The rights and obligations of the Parties created by this Agreement shall be governed by and construed in accordance with the laws of the State of Missouri, without regard to conflicts of law.

7. This Agreement may not be amended, modified, or supplemented, except in writing duly executed and delivered by both Parties to this Agreement.

8. This Agreement constitutes the full and complete agreement of the parties concerning the subject matter of the Agreement, and there are no covenants, conditions, or terms other than those expressly set forth in this Agreement.

9. This Agreement shall be effective on the date of the last signature below.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals as of the date below written.

CELLCO PARTNERSHIP
d/b/a Verizon Wireless

By: Mario Manniello Digitally signed by Mario Manniello
Date: 2020.05.20 12:54:21 -0400

Name: Mario Manniello

Title: Vice President - Taxes

Date: May 20, 2020

CITY OF RAYTOWN

By: _____

Name: _____

Title: _____

Date: _____

**CITY OF RAYTOWN
Request for Board Action**

Date: July 7, 2020

Resolution No.: R-3310-20

To: Mayor and Board of Aldermen

From: Jose Leon, Director of Public Works

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____

Action Requested: Board of Aldermen approval to surplus vehicles and to dispose of items in accordance with the purchasing policy.

Recommendation: Staff recommends approval as submitted.

Analysis: Public Works has evaluated the vehicles that were taken out of service and it was determined that these vehicles are not well-suited for continued use by the City and should therefore be deemed surplus and disposed of in accordance with the purchasing policy.

Unit 101 = 2015 Ford Interceptor Utility, 1FM5K8AR2FGC26810, miles 126,000
This asset was replaced with a 2020 Interceptor Utility.

Unit 225 = 2009 Ford F-550, 1FDAF56R69EA03129, miles 68,000
This asset is not currently in service due to serious engine and high-pressure fuel pump failure. It will be budgeted for replacement in 2021.

The vehicles listed above would be sold in accordance with the purchasing policy. Proceeds from the sale of all units would be deposited back to the appropriate fund.

Alternatives: Do not surplus the equipment.

Budgetary Impact:

Not Applicable

Additional Reports Attached: Vehicle information details and pictures.

A RESOLUTION DECLARING CERTAIN PROPERTY OWNED BY THE CITY OF RAYTOWN AS SURPLUS AND AUTHORIZING DISPOSITION OF SUCH PROPERTY BY AUCTION

WHEREAS, the City of Raytown owns the property set forth in Exhibit "A" attached hereto, which is no longer required for the provision of services to the citizens of the City and is hereby found to be surplus property; and

WHEREAS, the City's purchasing policy provides for the disposition of surplus and obsolete property by trade, auction, sealed bid, salvage or scrapping; and

WHEREAS, the Board of Aldermen find that disposition of the property contained in the attached Exhibit "A" by auction is in the best interest of the City;

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

THAT the items set forth in Exhibit "A" attached hereto and made a part hereof by reference are hereby declared as surplus property of the City; and

FURTHER THAT the City Administrator is hereby authorized to dispose of such property as allowed under the City's purchasing policy by auction, sealed bid, salvage or scrapping.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Teresa M. Henry, City Clerk

Approved as to Form:

Jennifer M. Baird, City Attorney

Unit 101
2015 Ford Interceptor Utility



Unit 225
2009 Ford F-550 w/ Plow and Spreader



CITY OF RAYTOWN
Request for Board Action

Date: July 2, 2020
To: Mayor and Board of Aldermen
From: Jose Leon, Director of Public Works

Resolution No.: R-3311-20

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____

Action Requested: To approve GBA Scope of Services with task orders included as written for engineering services for the Sanitary Sewer I/I Reduction Program.

Recommendation: Staff recommends approval of GBA Scope of Services containing task orders for engineering services for the Sanitary Sewer I/I Reduction Program in an amount not to exceed \$114,937.00.

Analysis: The City has invested thousands of dollars over the last 15+ years to understand issues of Inflow and Infiltration into our sanitary sewer system. Those efforts have culminated into various construction projects to mitigate I/I in our sanitary system. As time has passed, the need to digitally organize and properly map several bits of information the City has paid for has become important. Staff is beginning to process to develop a 5-year CIP plan that addresses I/I reduction and maintenance needs.

Staff has worked with GBA, our on-call engineers, to develop a task order to help public works staff:

- Data-driven decision making by analyzing our existing data to develop a long term I/I reduction program
- Developing and improving comprehensive GIS based databases for viewing, analysis and data entry of CCTV, flow monitoring, inspection, maintenance, operational and project data
- Determine data gap issues for collecting the data required to implement an effective asset management system and for I/I removal
- Provide the City with near-term recommendations for the improvements in priority basins based on existing reports and data
- Develop a comprehensive 5-year capital improvement plan (CIP) that reduces I/I and aligns

Alternatives: Do not spend the dollars and Public Works staff will try to do this work in-house.

Budgetary Impact:

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

Amount to Spend: \$114,937.00
Fund: Sanitary Sewer Fund
501-61-00-100-52250 and 501-62-00-100-57000

Additional Reports Attached: Scope of Services

A RESOLUTION AUTHORIZING AND APPROVING ENGINEERING SERVICES WITH GEORGE BUTLER ASSOCIATES FOR A SANITARY SEWER INFLOW AND INFILTRATION REDUCTION PROGRAM PROJECT IN AN AMOUNT NOT TO EXCEED \$114,937.00 FOR FISCAL YEAR 2019-2020

WHEREAS, the City of Raytown, Missouri (City) has identified the need to remove sources of Inflow and Infiltration from the sanitary sewer system; and

WHEREAS, this project will: inventory, review, organize and analyze existing sources of information related to the City’s sanitary sewer system; provide priority recommendations for system rehabilitation and replacement based on the City’s existing information; identify data gaps; and develop a 5-year I/I reduction capital improvements plan and provide recommendations for further system study and evaluation; and

WHEREAS, future phases of the project will provide services related to programmatic changes to improve the method of tracking, storage and reuse of the CCTV data so that identified defects can be located and prioritized for repair; application of mobile technologies for remote and consistent data entry of inspection and maintenance records; implementation of systems for the tracking of inspections, maintenance activities, and capital project status in GIS; and development of a systematic approach to determining appropriate repairs and rehabilitation strategies; and

WHEREAS, the Scope of Services provided by George Butler Associates is set forth in the attached Exhibit “A” which addresses the tasks associated with this project; and

WHEREAS, the Board of Aldermen find that it is in the best interest of the citizens of the City of Raytown that the City authorize and approve the Scope of Services for Engineering Services with George Butler Associates for the Sanitary Sewer Inflow and Infiltration Reduction Program Project in an amount not to exceed \$114,937.00 for fiscal year 2019-2020;

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

THAT the Scope of Services for Engineering Services with George Butler Associates for the Sanitary Sewer Inflow and Infiltration Reduction Program Project in an amount not to exceed \$114,937.00 for fiscal year 2019-2020 in substantially the same form as attached hereto as Exhibit “A” and incorporated herein, is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents necessary in connection with such Scope of Services and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Jennifer M. Baird, City Attorney

SCOPE OF SERVICES

It is expressly understood and agreed by the parties hereto that it is the intention of this Agreement to provide for furnishing engineering services for the subject project:

RAYTOWN, MISSOURI SANITARY SEWER INFLOW AND INFILTRATION REDUCTION PROGRAM ENGINEERING SERVICES

The City of Raytown, Missouri (City) has identified the need to remove sources of Inflow and Infiltration from the sanitary sewer system.

The project will: inventory, review, organize and analyze existing sources of information related to the City's sanitary sewer system; provide priority recommendations for system rehabilitation and replacement based on the City's existing information; identify data gaps; and develop a 5-year I/I reduction capital improvements plan and provide recommendations for further system study and evaluation.

Future phases of the project will provide services related to programmatic changes to improve the method of tracking, storage and reuse of the CCTV data so that identified defects can be located and prioritized for repair; application of mobile technologies for remote and consistent data entry of inspection and maintenance records; implementation of systems for the tracking of inspections, maintenance activities, and capital project status in GIS; and development of a systematic approach to determining appropriate repairs and rehabilitation strategies.

The Scope of Services for this Project is organized into Five (5) major Task Series:

- Task Series 100 – Project Management
- Task Series 200 – Existing Data Collection and Review
- Task Series 300 – GIS Database Preparation and Data Entry
- Task Series 400 – Data Analysis and Recommendations

TASK SERIES 100 – PROJECT MANAGEMENT

100. Project Administration. Provide the management functions required to successfully complete the project, including all project correspondence with the Client; Kick-off meeting consultation with the Client's staff; supervision and coordination of services, and a quality control/assurance; scheduling and assignment of personnel resources, continuous monitoring of work progress and invoicing for the work performed. Consultant shall prepare and distribute minutes of progress meetings with the Client with action items.

TASK SERIES 200 – EXISTING DATA COLLECTION, INVENTORY AND REVIEW

200. Data Collection. The Consultant shall collect, compile and evaluate pertinent and available data from the Client. Information anticipated to be obtained includes sanitary sewer system shapefiles; past system studies, evaluations and recommendations; flow metering locations and data; root control program data; system maintenance data; CCTV data; system backup and SSO data; history of operational and maintenance problems; construction plans for improvements completed from past study recommendations; and information related to system repairs and replacements.

Consultant shall review the existing sanitary sewer shapefiles for completeness, connectivity, attribute data integrity, and compliance with industry standard mapping and data conventions.

Consultant shall review recommended improvements from previous Bartlett & West and Burns & McDonnell studies. Consultant shall make recommendations on remaining improvements from these studies for priority design and construction. Resulting design tasks to be engaged by supplemental agreement to this scope of work.

Consultant shall provide budget of 40 hrs for field activities to resolve data discrepancies or acquire additional field data.

Consultant shall meet with representatives of the City to review the results of the data collection and review, and provide recommended direction for Task 300 GIS Database Preparation and Data Entry.

TASK SERIES 300 – GIS DATABASE PREPARATION AND DATA ENTRY

300. GIS Database Preparation and Data Entry. Based on the results of Task 200 Consultant shall develop, or modify the existing, GIS database structures and shapefiles for the purpose of mapping the data. Data to be mapped shall include –

- limits of previously recommended improvements
- limits of improvements completed from past study recommendations
- flow metering locations
- root control program extents
- system maintenance data; jetting, root saw cleaning
- CCTV locations and data
- system backup and SSO locations
- historic operational and maintenance problems
- recorded system repairs and replacements
- manhole inspection data

Consultant shall meet with representatives of the City to review the completed mapping and databases.

Consultant shall provide electronic files in shapefile or file geodatabase formats for the Client's use in updating their GIS. (Alternate – Consultant shall provide services related to integration of created shapefiles and databases into Client's existing GIS.)

TASK SERIES 400 – DATA ANALYSIS AND RECOMMENDATIONS

400. Data Analysis and Recommendations. Based on work completed in Tasks 200 and 300 Consultant shall perform analysis of the existing data to identify locations of inflow and infiltration; to quantify inflow and infiltration volumes and flows; identify assets based on condition assessment information that are candidates for rehabilitation or replacement; develop a list of priority projects, cost estimates and their impact on I/I reduction. The results will be used to develop a 5-year capital improvements program that reduces I/I and aligns with the City's capital improvements budget.

Consultant shall deliver a draft report to the City in hardcopy and pdf formats summarizing the available data as provided by the City, the results of the data analysis, the recommendations for rehabilitation or replacement, the 5-year capital improvements program; identification of data gaps and recommendations for additional data acquisition.

Consultant shall meet with representatives from the City to discuss the draft report and City comments.

Consultant shall deliver a final report to the City in hardcopy and pdf formats.

Consultant shall be available to present the project and recommendations at a Board of Alderman meeting.

ASSUMPTIONS

Existing sanitary sewer GIS shapefiles are constructed as a system network; ie upstream and downstream manholes and associated pipes are connected spatially.

Existing WINCAN CCTV video, defect information and pipe condition scoring can be exported to a format readily imported to an ESRI file geodatabase.

ADDITIONAL SERVICES

Field investigations to resolve data discrepancies or acquire additional data beyond the hours provided for in Task 200.

Survey services for acquisition of location and elevation information.

Design services related to recommended improvements identified in Task 200 and/or Task 400.

Services related to the modification of existing databases and/or creation of new databases for the purpose of future data collection.

April 29, 2020

City of Raytown, MO
Mr. José Leon
Director of Public Works
10000 E 59th Street
Raytown, MO 64113

Subject: Sanitary Sewer Inflow and Infiltration Reduction Program Engineering Services

Dear Mr. Leon –

The GBA Team is pleased to present our proposed scope and fee for the requested sanitary sewer inflow and infiltration program engineering services.

Since the early 2000's the City of Raytown, MO (City) has invested time and financial resources in the investigation, evaluation and study of its sanitary sewer system. While this investment has resulted in several studies and volumes of data it has not provided a cohesive program for the maintenance and rehabilitation of the system to address aging infrastructure, and inflow and infiltration.

As an example, the City has acquired CCTV data throughout the system at an approximate replacement value of \$2 million. However, the data is not managed in a way that allows the identified defects to be located and prioritized for repairs. This valuable data needs to be organized and reviewed to so that it can be used in prioritizing and designing sanitary sewer improvements especially in priority basins.

The scope of services has been developed to address this issue by:

- Providing the City with near-term recommendations for improvements in priority basins based on the existing reports and data.
- Developing comprehensive GIS based databases for the viewing, analysis and data entry of CCTV, flow monitoring, inspection, maintenance, operational and project data.
- Determining data gap issues for collecting the data required to implement an effective asset management system and for I/I removal.
- Analyzing the existing data sets to develop a long-term I/I reduction program based on data driven decisions and asset management principles.
- Developing a 5-year capital improvements plan that reduces I/I and aligns with the City's capital improvements budget.
- Preparing a report summarizing the work and providing recommendations for future improvements both to the repair program and additional data acquisition.

GBA has successfully provided these services to clients across the Midwest for over 30 years and look forward to working as part of the City's team to programmatically address Inflow and Infiltration.

Should you have any questions, please call Charles at 913.577.8459.

Sincerely,
George Butler Associates, Inc.

Philip E. Ciesielski, P.E.
Project Manager
pciesielski@gbateam.com

Charles McAllister
Point-of-Contact
cmcallister@gbateam.com

CLASSIFICATION		PRIN	ASC	SAES	STECH	STEC	DAES	AES	SFT	AA1	TOTAL	TOTAL	TOTAL
2020 HOURLY CHARGEOUT RATE		\$276	\$200	\$164	\$140	\$140	\$126	\$114	\$118	\$85	HOURS	EXPENSES	COST
1	Task 100 - Project Management												
1.1	Progress Meetings (8 meetings)	4	16	8	6	8					42.0		\$7,576.00
1.2	Monthly Invoice and Progress Report		4		8					8	20.0		\$2,600.00
	Mileage (200 mi x \$0.58)											\$166.00	\$166.00
	SUB TOTAL	4	20	8	14	8	0	0	0	8	62.0	\$166.00	\$10,342.00
2	Task 200 - Existing Data Collection, Inventory, Review												
2.1	Compile and Evaluate Data			32	12						44.0		\$6,928.00
2.2	Review Existing Shapefiles			16	4						20.0		\$3,184.00
2.2	Review Existing Reports, Provide Priority Recommendations		4	2	8		12				26.0		\$3,760.00
2.3	40 hrs Field Activities			8				20	20		48.0		\$5,952.00
2.4	Data Review Meeting		4	4	4	2					14.0		\$2,296.00
	Mileage (200 mi x \$0.58)											\$166.00	\$166.00
	SUB TOTAL	0	8	62	28	2	12	20	20	0	152.0	\$166.00	\$22,286.00
3	Task 300 - GIS Database Preparation and Data Entry												
3.1	Develop GIS Database and Shapefiles		2	80	72						154.0		\$23,600.00
3.2	GIS and Database Review Meeting		4	4	2	2					12.0		\$2,016.00
	SUB TOTAL	0	6	84	74	2	0	0	0	0	166.0	\$0.00	\$25,616.00
4	Task 400 - Data Analysis and Recommendations												
4.1	Data Analysis		10	20	32		24				86.0		\$12,784.00
4.2	Develop Recommendations, Prioritization, Cost Estimates & 5-year CIP		10	10	32		40				92.0		\$13,160.00
4.3	Determine Impact on I&I	2	6		16		24				48.0		\$7,016.00
4.4	Develop Draft Report and Submit		12	18	40	4	16				90.0		\$13,528.00
4.5	Draft Report Review Meeting		4	4	4						12.0		\$2,016.00
4.6	Develop Final Report and Submit		6	12	20						38.0		\$5,968.00
4.7	Present Findings to Board of Alderman	2	4		4	2					12.0		\$2,192.00
	Mileage (50 mi x \$0.58)											\$29.00	\$29.00
	SUB TOTAL	4	52	64	148	6	104	0	0	0	378	\$29.00	\$56,693.00
GRAND TOTAL (Tasks 100-400)		8	86	218	264	18	116	20	20	8	758		\$114,937.00

CITY OF RAYTOWN
Request for Board Action

Date: July 2, 2020
To: Mayor and Board of Aldermen
From: Jose Leon, Director of Public Works

Resolution No.: R-3312-20

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____



Action Requested: To approve GBA Scope of Services with task orders included as written for engineering services for the Stormwater Master Plan Phase 1.

Recommendation: Staff recommends approval of GBA Scope of Services containing task orders for engineering services for the Stormwater Master Plan Phase 1 in an amount not to exceed \$100,065.00.

Analysis: The City completed a Stormwater Master Plan in 1996 which helped identify Capital Improvement Projects for the City to invest. The City has completed a couple of projects over the years but the single largest issue the City is managing is the failing infrastructure in Raytown; particularly with Corrugated Metal Pipe (CMP). One of the issues staff has identified is the lack of viable information related to our existing stormwater infrastructure. It is not properly mapped and the information that is mapped does not have much information associated with it. This makes it difficult for staff to properly plan and program an improvement and maintenance program with little information.

Staff has worked with GBA, our on-call engineers, to develop a task order to help Public Works staff:

- Stormwater Master Plan Phase I of 4
- GPS Locate and Assess 1300 Structures
- Provide Accurate Inventory of system
- Develop comprehensive GIS database
- Develop 5-year CIP of maintenance and improvements

Alternatives: Do not spend the dollars and Public Works staff will try to do this work in-house.

Budgetary Impact:

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

Amount to Spend: \$100,065.00
Fund: Stormwater Fund
401-62-00-100-53600

Additional Reports Attached: Task Order

A RESOLUTION AUTHORIZING AND APPROVING ENGINEERING SERVICES WITH GEORGE BUTLER ASSOCIATES FOR THE STORMWATER MASTER PLAN PHASE 1 IN AN AMOUNT NOT TO EXCEED \$100,065.00 FOR FISCAL YEAR 2019-2020

WHEREAS, the City of Raytown, Missouri (City) has identified the need to develop a City-Wide Stormwater Master Plan Update; and

WHEREAS, the previous Stormwater Master Plan Update was completed in 1996; and

WHEREAS, the update will reflect a more comprehensive inventory and assessment of the enclosed stormwater conveyance system, projects not previously implemented, and projects subsequently identified by the City. Prior and current projects identified will be based on the upgrades needed to meet current APWA 5600 Stormwater standards or modifications thereof; and

WHEREAS, the Scope of Services provided by George Butler Associates is set forth in the attached Exhibit "A" which addresses the tasks associated with this project, and

WHEREAS, the Board of Aldermen find that it is in the best interest of the citizens of the City of Raytown that the City authorize and approve the Scope of Services for Engineering Services with George Butler Associates for the Stormwater Master Plan Phase 1 in an amount not to exceed \$100,065.00 for fiscal year 2019-2020;

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

THAT the Scope of Services for Engineering Services with George Butler Associates for the Stormwater Master Plan Phase 1 in an amount not to exceed \$100,065.00 for fiscal year 2019-2020 in substantially the same form as attached hereto as Exhibit "A" and incorporated herein, is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents necessary in connection with such Scope of Services and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 7th day of July, 2020.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Jennifer M. Baird, City Attorney

SCOPE OF SERVICES – PHASE 1

It is expressly understood and agreed by the parties hereto that it is the intention of this Agreement to provide for furnishing engineering services for the subject project:

RAYTOWN, MISSOURI STORMWATER MASTER PLAN

The City of Raytown, Missouri has identified the need to develop a City-Wide Stormwater Master Plan Update. The previous Stormwater Master Plan Update was completed in 1996. The update will reflect a more comprehensive inventory and assessment of the enclosed stormwater conveyance system, projects not previously implemented, and projects subsequently identified by the City. Prior and current projects identified will be based on the upgrades needed to meet current APWA 5600 Stormwater standards or modifications thereof.

It is anticipated that the Stormwater Master Plan will be completed in phases. Therefore, the Scope of Services for Phase of this Project is organized into Four (4) major Task Series:

- Task Series 100 – Project Management
- Task Series 200 – Data Collection (Desktop Only)
- Task Series 300 – System Inventory and Assessment
- Task Series 400 – Revised System Connectivity

TASK SERIES 100 – PROJECT MANAGEMENT

100. Project Administration. Provide the management functions required to successfully complete the System connectivity, inventory and assessment, including all project correspondence with the Client; Kick-off meeting consultation with the Client's staff; supervision and coordination of services, and a quality control/assurance; scheduling and assignment of personnel resources, continuous monitoring of work progress and invoicing for the work performed (for an assumed 8 months). Consultant shall prepare and distribute minutes of progress meetings (limited to two) with the Client with action items.

Total Task Series 100 - \$2,727

TASK SERIES 200 – Data Collection (Desktop Only)

200. Data Collection. The Consultant shall collect, compile and evaluate pertinent and available data from the Client. Information anticipated to be obtained includes stormwater collection systems shapefiles; history or operational and maintenance problems including locations of drainage backups, overflows and/or surcharging; and history of system modifications not shown on the construction record drawings or visible from observation in the field. The Consultant will compile an inventory of the system and digitally map the storm sewer system and its connectivity to develop a field map for field system inventory and assessment.

Total Task Series 200 - \$3,456

TASK SERIES 300 – System Inventory and Assessment

300. System Inventory and Assessment. The Consultant shall locate and assess, those structures accessible, based on Task Series 300 for a total of 1300 structures. This work will effectively comprise a site reconnaissance of the stormwater collection, conveyance, and discharge system. This physical

sewer data collection is summarized by line segments between structures (manholes and/or surface intakes), and includes the following essential information:

- Upstream and downstream structure numbers
- Top Elevations to be determined at structures
- Invert Depths to be determined at structures
- Structure-to- structure length
- Inlet Size, throat depth and widths
- Pipe size
- Pipe material
- Pipe slope

Photographic records will be made of each storm structure and/or outfall identified. Should structures and/or conveyance be on private property those will be noted as such and follow up with City to gain access. In addition, if during field reconnaissance we find structures that are plugged, capacity of system compromised and/or collapsing that will be communicated with City Staff immediately. In some cases water testing and/or CCTV may need to be utilized to confirm connectivity and/or extent of damages that are not currently anticipated in our scope.

Total Task Series 300 - \$86,010

TASK SERIES 400 – REVISED SYSTEM INVENTORY

400. Revised System Inventory. Based on Task Series 200 and 300 the Consultant shall revise the digital mapping to include the revised (connectivity, structures/conveyance located in field, etc.) stormwater system for delivery in digital and hard copy format to Raytown.

401. Priority Listing of Projects. Based on the previous task series, a priority listing of the projects will be developed based on the data collected and the projects identified as stormwater improvements needed with high level cost estimates.

Total Task Series 400 - \$10,112

TOTAL PHASE 1 - \$100,065

SCOPE OF SERVICES – PHASE 2

It is expressly understood and agreed by the parties hereto that it is the intention of this Agreement to provide for furnishing engineering services for the subject project:

RAYTOWN, MISSOURI STORMWATER MASTER PLAN

The City of Raytown, Missouri has identified the need to develop a City-Wide Stormwater Master Plan Update. The previous Stormwater Master Plan Update was completed in 1996. The update will reflect a more comprehensive inventory and assessment of the enclosed stormwater conveyance system, projects not previously implemented, and projects subsequently identified by the City. Prior and current projects identified will be based on the upgrades needed to meet current APWA 5600 Stormwater standards or modifications thereof.

It is anticipated that the Stormwater Master Plan will be completed in phases. Therefore, the Scope of Services for Phase of this Project is organized into Four (4) major Task Series:

- Task Series 100 – Project Management
- Task Series 200 – Field Map Development
- Task Series 300 – System Inventory and Assessment
- Task Series 400 – Revised System Connectivity

TASK SERIES 100 – PROJECT MANAGEMENT

100. Project Administration. Provide the management functions required to successfully complete the System connectivity, inventory and assessment, including all project correspondence with the Client; Kick-off meeting consultation with the Client's staff; supervision and coordination of services, and a quality control/assurance; scheduling and assignment of personnel resources, continuous monitoring of work progress and invoicing for the work performed (for an assumed 8 months). Consultant shall prepare and distribute minutes of progress meetings (limited to 2) with the Client with action items.

Total Task Series 100 - \$2,727

TASK SERIES 200 – Field Map Development

200. Field Map Development. The Consultant will compile an inventory of the system and digitally map the storm sewer system and its connectivity to develop a field map for field system inventory and assessment.

Total Task Series 200 - \$1,448

TASK SERIES 300 – System Inventory and Assessment

300. System Inventory and Assessment. The Consultant shall locate and assess, those structures accessible, based on Task Series 300, limited to 1800 structures. This work will effectively comprise a site reconnaissance of the stormwater collection, conveyance, and discharge system. This physical sewer data collection is summarized by line segments between structures (manholes and/or surface intakes), and includes the following essential information:

- Upstream and downstream structure numbers
- Top Elevations to be determined at structures

- Invert Depths to be determined at structures
- Structure-to- structure length
- Inlet Size, throat depth and widths
- Pipe size
- Pipe material
- Pipe slope

Photographic records will be made of each storm structure and/or outfall identified. Should structures and/or conveyance be on private property those will be noted as such and follow up with City to gain access. In addition, if during field reconnaissance we find structures that are plugged, capacity of system compromised and/or collapsing that will be communicated with City Staff immediately. In some cases water testing and/or CCTV may need to be utilized to confirm connectivity and/or extent of damages that are not currently anticipated in our scope.

Total Task Series 300 - \$100,792

TASK SERIES 400 – REVISED SYSTEM INVENTORY

400. Revised System Inventory. Based on Task Series 200 and 300 the Consultant shall revise the digital mapping to include the revised (connectivity, structures/conveyance located in field, etc.) stormwater system for delivery in digital and hard copy format to Raytown.

401. Priority Listing of Projects. Based on the previous task series, a priority listing of the projects will be developed based on the data collected and the projects identified as stormwater improvements needed with high level cost estimates.

Total Task Series 400 - \$9,456

TOTAL PHASE 2 - \$114,423

SCOPE OF SERVICES – PHASE 3

It is expressly understood and agreed by the parties hereto that it is the intention of this Agreement to provide for furnishing engineering services for the subject project:

RAYTOWN, MISSOURI STORMWATER MASTER PLAN

The City of Raytown, Missouri has identified the need to develop a City-Wide Stormwater Master Plan Update. The previous Stormwater Master Plan Update was completed in 1996. The update will reflect a more comprehensive inventory and assessment of the enclosed stormwater conveyance system, projects not previously implemented, and projects subsequently identified by the City. Prior and current projects identified will be based on the upgrades needed to meet current APWA 5600 Stormwater standards or modifications thereof.

It is anticipated that the Stormwater Master Plan will be completed in phases. Therefore, the Scope of Services for Phase of this Project is organized into Four (4) major Task Series:

- Task Series 100 – Project Management
- Task Series 200 – Field Map Development
- Task Series 300 – System Inventory and Assessment
- Task Series 400 – Revised System Connectivity

TASK SERIES 100 – PROJECT MANAGEMENT

100. Project Administration. Provide the management functions required to successfully complete the System connectivity, inventory and assessment, including all project correspondence with the Client; Kick-off meeting consultation with the Client's staff; supervision and coordination of services, and a quality control/assurance; scheduling and assignment of personnel resources, continuous monitoring of work progress and invoicing for the work performed (for an assumed 8 months). Consultant shall prepare and distribute minutes of progress meetings (limited to 2) with the Client with action items.

Total Task Series 100 - \$2,727

TASK SERIES 200 – Field Map Development

200. Field Map Development. The Consultant will compile an inventory of the system and digitally map the storm sewer system and its connectivity to develop a field map for field system inventory and assessment.

Total Task Series 200 - \$1,448

TASK SERIES 300 – System Inventory and Assessment

300. System Inventory and Assessment. The Consultant shall locate and assess, those structures accessible, based on Task Series 300, limited to 1800 structures. This work will effectively comprise a site reconnaissance of the stormwater collection, conveyance, and discharge system. This physical sewer data collection is summarized by line segments between structures (manholes and/or surface intakes), and includes the following essential information:

- Upstream and downstream structure numbers
- Top Elevations to be determined at structures

- Invert Depths to be determined at structures
- Structure-to- structure length
- Inlet Size, throat depth and widths
- Pipe size
- Pipe material
- Pipe slope

Photographic records will be made of each storm structure and/or outfall identified. Should structures and/or conveyance be on private property those will be noted as such and follow up with City to gain access. In addition, if during field reconnaissance we find structures that are plugged, capacity of system compromised and/or collapsing that will be communicated with City Staff immediately. In some cases water testing and/or CCTV may need to be utilized to confirm connectivity and/or extent of damages that are not currently anticipated in our scope.

Total Task Series 300 - \$100,792

TASK SERIES 400 – REVISED SYSTEM INVENTORY

400. Revised System Inventory. Based on Task Series 200 and 300 the Consultant shall revise the digital mapping to include the revised (connectivity, structures/conveyance located in field, etc.) stormwater system for delivery in digital and hard copy format to Raytown.

401. Priority Listing of Projects. Based on the previous task series, a priority listing of the projects will be developed based on the data collected and the projects identified as stormwater improvements needed with high level cost estimates.

Total Task Series 400 - \$9,456

TOTAL PHASE 3 - \$114,423

May 18, 2020

City of Raytown, MO
Mr. José Leon
Director of Public Works
10000 E 59th Street
Raytown, MO 64113

Subject: Stormwater Master Plan Engineering Services

Dear Mr. Leon –

The GBA Team is pleased to present our proposed scope and fee for the requested Stormwater Master Plan engineering services to gain a complete account of asset inventory which will assist staff in developing a 3-5 year CIP.

Since the 1980's the City of Raytown, MO (City) has invested time and financial resources in the evaluation and prioritization of its storm sewer system. While this investment has resulted in a master plan and two subsequent updates, it has not provided a clear inventory of what the City of Raytown has nor has it prioritized projects based on this information and has not been updated since 1996.

As a result, the City has completed twelve projects from the 1996 Stormwater Master Plan, while the rest of the storm sewer projects have been emergency repairs due to failing infrastructure.

The scope of services has been developed to address this issue by:

- Providing the City with an accurate inventory of their system in order to identify replacement needs.
- Developing comprehensive GIS based databases for the viewing, analysis and data entry of the storm sewer system along with a basic rating of each system component.
- Developing a revised priority listing of projects based on data obtained from the system inventory will aid the City in strategic planning and having a more proactive approach to storm sewer improvements.
- Reducing costs to the City with this priority listing due to a reduction in emergency repairs needed, which drive up construction costs.
- Providing the City with the storm sewer inventory will also help in tracking maintenance needed over the years as projects are completed and tracked within the GIS database.
- Assisting the City in developing a 5 year Capital Improvement Plan (CIP)

GBA has successfully provided these services to clients across the Midwest for over 30 years and look forward to working as part of the City's team to shift the City to a more proactive role by allowing them to identify areas of concern before they become emergencies.

Should you have any questions, please call Charles at 913.577.8459.

Sincerely,
George Butler Associates, Inc.



Katie Handley Stucky, P.E., CFM, ENV SP
Project Manager
kstucky@gbateam.com



Charles McAllister
Point-of-Contact
cmcallister@gbateam.com