

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
COMMITTEE OF THE WHOLE
NOVEMBER 10, 2020
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
6:30 P.M.

A video recording of the Committee of the Whole meeting will be available online and linked on the City's website within 48 hours of the meeting's date and time. 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.

1. Approval of the October 15, 2020 Committee of the Whole meeting minutes.

2. Schedule of Fees Update

Point of Contact: Russ Petry, Finance Director

ADJOURNMENT

MINUTES
RAYTOWN BOARD OF ALDERMEN
COMMITTEE OF THE WHOLE
OCTOBER 15, 2020
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
6:30 P.M.

Mayor Michael McDonough called the October 15, 2020 Committee of the Whole meeting to order at 6:35 p.m.

Roll Call

Roll was called by Teresa Henry, City Clerk, and the attendance was as follows:

Present: Alderman Janet Emerson, Alderman Frank Hunt, Alderman Bonnaye Mims, Alderman Bill Van Buskirk, Alderman Mary Jane Van Buskirk, Alderman Ryan Myers

Absent: Alderman Derek Ward, Alderman Jim Aziere, Alderman Greg Walters, Alderman Jason Greene

1. Approval of the October 6, 2020 Committee of the Whole meeting minutes.

Alderman Mary Jane Van Buskirk, seconded by Alderman Myers, made a motion to adopt. The motion was approved by a vote of 5-0-4-1.

Ayes: Aldermen Mary Jane Van Buskirk, Myers, Hunt, Bill Van Buskirk, Mims

Nays: None

Absent: Aldermen Ward, Aziere, Walters, Greene

Abstain: Alderman Emerson

2. Update on Raytown City Hall Renovations – Council Chambers Design Options

Point of Contact: Jose Leon, Public Works Director

Jose Leon, Public Works Director, presented the item.

Alderman Aziere joined the meeting at 6:35 p.m.

Alderman Walters joined the meeting at 6:38 p.m.

Alderman Walters left the meeting at 7:21 p.m.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt Option A. The motion was approved by a vote of 7-0-3.

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

Nays: None

Absent: Aldermen Ward, Greene, Walters

ADJOURNMENT

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

The meeting adjourned at 7:41 p.m.

CITY OF RAYTOWN
Request for Board Action

Date: November 6, 2020

Resolution No.: TBD

To: Mayor and Board of Aldermen

From: Russell Petry, Finance Director

Department Head Approval: _____

Finance Director Approval: _____

City Administrator Approval: _____

Action Requested: Staff requests approval of the updated fee schedule prior to December 1, 2020 so that the revised fees can be implemented.

Analysis: Staff is recommending a change to the fee schedule to reduce the Online Credit Card fee from \$3 flat fee to 2.5% of transaction amount. This will make the fee proportionate to all people who wish to utilize this service. It is expected that this change will still cover credit card costs charged to the City.

Also, it is requested to remove contract setup fees for both residential and commercial sanitary sewer customers. This will not penalize customers who are attempting to catch up on their bills.

Budgetary Impact: No expenses are applicable to this revision but it will have some positive impact on revenues collected by the City.

- Not Applicable
- Funds subject to appropriation of the Budget
- Budgeted item with available funds

Additional Reports Attached: Exhibit A

CITY OF RAYTOWN

SCHEDULE OF FEES AND CHARGES

AMENDED EFFECTIVE DECEMBER 1, 2020 SUPERCEDES ALL OTHER SCHEDULES OF CHARGES

TYPE OF FEE

CURRENT FEE

Changes as Noted

City Clerk:

Candidate Filing Fee	Mayor: \$50.00 Collector, Marshal, Municipal Judge: \$35.00 Alderman: \$25.00
Special Event Permit	\$25.00
Solicitors Permit Application Fee	\$75.00/90 days
Solicitors Permit - Per Individual	\$25.00/90 days

Community Development:

Building Permits	\$25.00 basic fee, plus \$5.00 per \$1,000.00 valuation or fraction thereof.
Building Re-Inspection Fee	After the 2nd inspection for the same permit, the City will charge \$30.00/hr.
After Hours Inspection Fee (after 4:30 pm Weekdays and all day on the weekend)	\$45.00/hr.
Plumbing Permit	\$0 - \$500: \$25.00 \$501 - \$1000: \$35.00 \$1001 - \$5000: \$50.00 >\$5001: \$50.00 + \$5 for each \$1000.00 valuation or fraction thereof
Mechanical Permit	\$0 - \$500: \$25.00 \$501 - \$1000: \$35.00 \$1001 - \$5000: \$50.00 >\$5001: \$50.00 + \$5 for each \$1000.00 valuation or fraction thereof
Electrical Permit	\$0 - \$500: \$25.00 \$501 - \$1000: \$35.00 \$1001 - \$5000: \$50.00 >\$5001: \$50.00 + \$5 for each \$1000.00 valuation or fraction thereof
Demolition Permit	0-500 sq. ft.: \$50.00 501 - 1000 sq. ft.: \$200.00 1001 - 5000 sq. ft.: \$400.00 > 5001: \$600.00
Construction Plan Review Fee (building plans not site plans)	Residential (<150,000): \$75.00 Residential (>150,000): \$75.00+\$1.00 per \$1,000 valuation Multi-Family (Residential/Commercial/Industrial): \$100.00+\$1.25 per \$1,000 valuation
Appeal of Administration Decision	\$150.00
New Sign Permit	\$125.00
Change Copy/New Sign Face	\$50.00
Temporary Signs Banners & Portable	\$50.00

Community Development (Con't):

Preliminary Plats	\$450.00 + \$4.00/lot
Final Plats	\$300.00 + \$4.00/lot
Lot Split/Lot Combination	\$150.00
Right-of-Way Vacation	\$250.00
Conditional Use Permit	\$450.00
Rezoning	\$450.00
Site/Development Plan - Staff Review (Residential or Commercial)	\$300.00
Appeal of Design Standards	\$350.00
Variance	\$350.00
Additional Variance Requests	\$50.00/request
Zoning Verification Letter	\$100.00
New Monument Sign Permit	\$150.00

1-50 Dwelling Units: \$15 per dwelling unit.

51-100 Dwelling Units: \$615 or \$12 per dwelling unit, whichever amount is more.

The Items in **BOLD** are only listed here for informational purposes. They are handled by the appropriate department.

Rental Dwelling Permit Fee	101-150 Dwelling Units: \$1115 or \$11 per dwelling unit, whichever amount is more.	
	151-200 Dwelling Units: \$1520 or \$10 per dwelling unit, whichever amount is more.	
	201 or more Dwelling Units: \$1820 or \$8 per dwelling unit, whichever amount is more.	
Rental Dwelling Inspection Certificate Fee	Inspection Certificate Fee: Total Dwelling Units 1-19: \$20 per dwelling.	
	Inspection Certificate Fee: Total Dwelling Units 20 or greater within a single structure: \$25 per dwelling inspected. Units shall be inspected annually.	* Delete strikethrough. Inspections occur at various times depending on re-tenanting of the unit
	Inspection Certificate Fee: Total Dwelling Units 20 or greater within multiple structures: \$25 per dwelling inspected. Units shall be inspected annually.	
	Re-Inspection Fee-No fee until after the 2nd re-inspection for the same certificate, then the City will charge an additional \$20/hr. for every re-inspection.	
	Inspection Certificate Fee for Change in Occupancy: \$20 per dwelling.	
Traffic Study	\$500.00	
Economic Development:		
TIF Application	\$2,000.00 plus a funding agreement	
CID/TDD Application	\$500.00 plus a funding agreement	
Business License:		
Adult Entertainment Employee Permit Fee	\$10.00	
Adult Entertainment Application Fee	\$25.00	
Massage Establishment License	\$100.00 (\$50.00 renewal)	
Massage /Model Studios/ Body Painting Studios Employee Permit	\$25.00	
Tattoo and Body Piercing Establishment	New - \$300.00 Renewal - \$200.00	
Duplicate Business License Printing Fee	\$5.00	
Business License Transfer/Change of Address Fee	\$10.00	
Heavy Construction Contractor	\$100.00	
Business License - Contractor	\$50.00	
Not for Profit Business License	\$25.00	
Business License (Gross Receipt)	\$0 - 5,000: \$25.00	
	\$5,001 - \$50,000: \$35.00	
	\$50,001 - \$70,000: \$40.00	
	\$70,001 - \$90,000: \$45.00	
	\$90,001 - \$100,000: \$50.00	
	\$100,001 - \$120,000: \$60.00	
	\$120,001 - \$140,000: \$70.00	
	\$140,001 - \$160,000: \$80.00	
	\$160,001 - \$180,000: \$90.00	
	\$180,001 - \$200,000: \$100.00	
	Any Business over \$200,000.00- in annual gross receipts will calculate an additional \$.50/\$1,000.00 Example Gross Receipts of \$385,000.00 would be $(\$100+(185,000/1000)*.50)=\192.50 Any Business over \$500,000.00 in annual gross receipts will calculate an additional \$.30/\$1,000.00 Example Gross Receipts of \$685,000.00 would be $(\$250+(185,000/1000)*.30)=\305.50	
Business License - Financial Institutions	\$20/\$1M average deposits	
Vending Machine License	\$5.00/machine	
Catering/Mobile Food Truck-No Liquor Sales Business License (Up to five single-1 day events per year)	\$40.00/day	
Catering/Mobile Food Truck-No Liquor Sales Business License (full year)	\$100.00	

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Caterer/Mobile Food Truck Business and Liquor License (Up to five single-1 day events per year)	\$140.00/day	
Caterer/Mobile Food Truck Business and Liquor License (full year)	\$200.00	
Non-Profit (501 (c) organization, church, or school, etc.) Temporary (up to 7 days) Picnic Malt Liquor License	\$15.00/event	
Non-Profit (501 (c) organization, church, or school, etc.) Temporary (up to 7 days) Picnic Liquor by the Drink License	\$37.50/event	
Finance:		
Non-Sufficient Funds Fee	\$25.00 plus bank fees	
Credit Card Surcharge (In-person)	2.5% of transaction amount	
On-Line Credit Card Convenience Fee	2.5% of transaction amount	*Currently flat \$3.00
Security Deposit-Residential	\$135.00	
Security Deposit-Commercial	*\$300.00	
Water On/Off-Residential	\$25.00	
Water On/Off-Commercial	\$25.00	
Contract Setup-Residential	\$25.00	This item to be deleted
Contract Setup-Commercial	\$50.00	This item to be deleted
Same Day Reconnection Fee		
After 3PM Connection		
Meter Pull or Lock Off		
Second Trip Fee		
*Some accounts such as Commercial, Group Homes, and Multi-Family need to be evaluated by account for deposit amounts to reflect 2X monthly usage.		
Liquor Control:		
Full original package sales	\$150.00	
Full original package sales-Sunday	\$100.00	
Full Sales by the drink	\$450.00	
Full Sales by the drink-Sunday	\$100.00	
Full Sales by the drink - substantial quantities of food - (at least 50% of gross income or \$275,000.00 in food sales)	\$450.00	
Tasting - Original Package	\$25.00	
Malt liquor original package sales	\$75.00	
Malt liquor sales by the drink	\$75.00	
Malt liquor sales by the drink - substantial quantities of food - (at least 50% of gross income or \$275,000.00 in food sales)	\$75.00	
Manufacture's license for manufacture of alcoholic beverage not in excess of 22% alcohol by weight	\$150.00	
Manufacture's license for manufacture of alcoholic beverages of all kinds	\$675.00	
Manufacture's license for manufacture of malt liquor	\$375.00	
Retail selling of beer and wine only by the drink, or in the original package (weekdays)	\$75.00	
Wholesaler's license for sale of alcoholic beverage of all kinds	\$375.00	
Wholesaler's license for sale of malt liquor	\$90.00	
Liquor Transfer Application Fee	\$35.00	
Change of Ownership Fee	\$35.00	
Property Maintenance and Animal Code Enforcement:		
Register Vacant or Abandoned Property	FREE	
Administrative Fee for Abatement of Tall/Grass/Weeds or other Nuisances	\$75.00	
City Animal License Tag	Unaltered Animal - \$20.00 per year Altered Animal - \$10.00 per year Late Fee (30 days) additional \$25.00	
City Animal Tag Replacement	Unaltered Animal - \$10.00 per year Altered Animal - \$5.00 per year	
Animal Impound	1st impound - \$50.00 2nd impound - \$75.00 3rd and subsequent impound(s) - \$150.00	
Rabies Vaccination	As Charged by Provider	
Daily Board for Impounded Animal	As Charged by Provider	

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Daily Rabies Observation	As Charged by Provider
Euthanasia	As Charged by Provider
Medical Examination by Veterinarian	As Charged by Provider
Microchip	As Charged by Provider
Other veterinarian services as needed	As Charged by Provider
Police:	
Finger Prints	\$5.00
Police Reports/Accident Reports/Alcohol Influence Report	\$5.00/report number
Report over 10 Pages	\$.10 per page
Global Reports	\$5.00/page
Security Plan Review (when required)	\$25.00
Car Camera Videos	\$20.00/dvd
Audio files	\$10.00/cd rom
Pictures-CD Format Only	\$10.00 each
Public Works:	
Construction Plan Review	1.25% of construction value
Maps	11x17 (or smaller):\$2.00
	36 x 24 to 11 x 17: \$4.50
	Larger than 36 x 24: \$10.00
Sewer Service Connection Point Locate	\$105.00/locate
Private Sanitary Sewer Lateral Locate	\$195.00/locate
Research Sewer Maintenance	\$50.00 for 2 hours; \$25.00 each additional
Public Infrastructure Construction Permit	5% of construction value
Name Street Signs Number of letters:	\$65.00 for 2 signs
Sign Installation	\$93.00/post
Right-of-Way Administrative Fee	\$75.00
Right-of-Way Degradation Fee	Residential Street: \$8.50
	Collector Street: \$10.50
	Arterial Street: \$12.50
	Street Age (0-8 Years) factor of .75
	Street Age (9-15 Years) factor of .50
	Street Age (16-25 Years) factor of .25
	Overlay Age (0-2 Years) factor of .75
	Overlay Age (3-4 Years) factor of .50
	Overlay Age (5-6 Years) factor of .25
	Degradation Fee for a Non-Overplayed Street: (Street Age Factor * Street Cost * area of influence)
	Degradation Fee for an Overplayed Street:(Street Age Factor * Street Cost * area of influence+ overlay age factor * 0.45 * area of influence)
RAYTOWN PARKS & RECREATION DEPARTMENT	
TYPE OF FEE	CURRENT FEE
RECREATION PROGRAM SERVICES	
Adult & Youth Sports	
Coed Youth Basketball League-Winter	
Grades K-3	\$55/participant
Grades 4-6	\$65/participant
Tennis Lessons	
Adult - Beginner - 6 classes	\$50/participant
Adult - Intermediate - 6 classes	\$50/participant
Adult - Advanced - 6 classes	\$50/participant
Youth - 6 classes	\$45/participant
Adult Team Tennis League - 10 weeks	\$45/participant
Adult Coed Kickball - 6 weeks	\$170/team
Summer Men's Softball League-14 game league	\$510/team
Summer Men's 50+ Softball League	
10 week - 90 minute games	\$490/team
10 Game League	\$405/team
7 Game League	\$320/team
Summer Coed Softball League	
10 Game League	\$405/team
Fall Men's Softball League	
14 Game League (Double Header)	\$510/team
7 Game League	\$320/team
Fall Coed Softball League-7 game league	\$310/team

The items in bold are only listed here for informational purposes. They are handled by a separate process for approval.

COMMUNITY SPECIAL EVENTS	
Annual Fishing Derby	Free
Movies In the Park	Free
Raytown Live	Free
Special Event/Festival-Vendor Booth Fee	\$25/vendor
Special Event/Festival-Food Vendor Fee	\$50/vendor
FACILITY RENTALS, PERMITS & SERVICES	
Athletic Fields and Courts-minimum rental 2 hours	
Softball field (1 field) - tournaments	\$15/hr, \$125/day max.
Softball field (1 field) - practice fees	\$15/hr, \$100/day max.
Softball Complex (4 fields) - tournaments	\$35/hr, \$300/day max.
Softball Complex (4 fields) - practice fees	\$25/hr, \$200/day max.
Athletic Field Lights	\$25/hr per field
Soccer/Football field (1 field) - tournaments	\$25/hr, \$150/day max.
Soccer/Football field (1 field) - practice fees	\$20/hr, \$125/day max.
Soccer/Football field (2 Fields) - tournaments	\$40/hr, \$250/day max.
Soccer/Football field (2 Fields) - practice fees	\$30/hr, \$200/day max.
Tennis Court (1 court) practice fees	\$10/hr, \$100/day max.
Key Security Deposit (if key lost or stolen)	\$100 per key
Special Event Permit (per day)	\$300
Special Event Refundable Security Deposit (per event)	\$500
Payment and Refund Policy:	
Payment is due at time of registration for leagues, etc. Payment for shelter houses are due at time	
Park Shelter Rentals	
Colman #1 & #2 & Kenagy Park #1	Resident/Non Resident
Full Day (7 am - 11 pm)	\$140-R / \$175-NR
Half Day (7 am - 3 pm or 3 pm - 11 pm)	\$100-R / \$125-NR
Memorial Day Weekend - May 23-24-25; July 3-4-5, & Labor Day Weekend Sept. 5-6-7	\$120-1/2 day / \$170-Full day R \$150-1/2 day / \$215-Full Day NR
Kritser Park #1 & Kenagy #5	Resident/Non Resident
Full Day (7 am - 11 pm)	\$70-R / \$87 NR
Half Day (7 am -3 pm) or (3 pm - 11 pm)	\$50-R / \$65 NR
Concession Sales Permit	
Daily/weekly/season fee	\$25/day, \$150/week, or \$500/season-which ever is less
Seasonal - utilities billed at actual hourly cost to permit holder	
BMX Track	
ABA BMX Membership	Set by ABA
Sanctioned Races	\$10