



## AGENDA

Raymore City Council Work Session  
City Hall – 100 Municipal Circle  
Monday, November 21, 2016

7:00 p.m.

- A.**     Hotel/Motel Tax  
Assistant City Manager Meredith Hauck will be updating the City Council on the prospect of and procedure for implementing a hotel/motel or transient guest tax in the City of Raymore. She will be giving an overview of ways the tax can be put into place and also what the revenues from such a tax can be used for. Staff will be asking the City Council if they wish to move forward with the process.
- B.**     Branding Program for the City  
Assistant City Manager Meredith Hauck will be providing the City Council with an overview of the upcoming branding program being initiated by the City. The program costs have been included by the City Council in the FY2017 Budget.
- C.**     Cemetery  
Staff will be giving the City Council a report on costs associated with the City taking over the Raymore Cemetery. Council has been approached by the Board for the Cemetery asking if the City would be interested in taking ownership.
- D.**     Other

## **EXECUTIVE SESSION (CLOSED MEETING)**

### **The Raymore City Council is scheduled to go into executive session to discuss Litigation matters as authorized by RSMo 610.021 (1)**

The Raymore City Council may enter an executive session before or during this meeting, if such action is approved by a majority of Council present, with a quorum, to discuss:

- Litigation matters as authorized by § 610.021 (1),
- Real Estate acquisition matters as authorized by § 610.021 (2),
- Personnel matters as authorized by § 610.021 (3),
- Other matters as authorized by § 610.021 (4-21) as may be applicable.

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

*Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.*



## Memorandum

**TO:** Mayor and City Council  
**FROM:** Meredith Hauck, Assistant City Manager  
**DATE:** November 15, 2016  
**RE:** **Future Transient Guest Tax Initiative Overview**

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As the City continues to develop the tools available in its “economic development toolbox,” staff will provide the City Council with an introduction to the transient guest tax at the November 21 City Council Work Session.

Commonly referred to as a “bed tax” or “hotel/motel tax,” the transient guest tax is a fee charged on all sleeping rooms paid by the guests of hotels, motels, and licensed lodging facilities. The tax, which typically ranges from 1-5% of the daily room rate, may only be used by the City for the promotion of tourism and economic development and must be approved by a vote of the people. Currently, there are at least 72 cities or counties in Missouri that have adopted a transient guest tax. Belton adopted a 5% transient guest tax in 2008.

In addition to providing an overview on the transient guest tax, staff has prepared a draft version of a code section that the City Council could choose to implement following a transient guest tax ballot initiative. This draft is provided to help answer technical questions about what facilities would be subject to the transient guest tax and how the tax would be administered by the City.

**2017 Transient Guest Tax Council Overview**  
**November 21, 2016**

**Proposed Ballot Language:**

“Shall the City of Raymore, Missouri be authorized to impose a tax on the charges for all sleeping rooms paid for by the transient guests of hotels and motels situated in Raymore, Missouri at a rate of five percent for the purpose of promoting tourism?”

**Transient Guest Tax Code Language DRAFT**

**Section 145.050 - Definitions**

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section and shall be construed as indicated in this section:

- A. *Gross daily rental receipts* means all receipts from the rental of sleeping accommodations by hotels or motels, including all State, Federal, and local taxes, whether paid in cash, credits or property, and without any deduction or exemption.
- B. *Hotel and Motel* means any structure or building under one management or ownership, which contains rooms furnished for the accommodation of lodging of guests, with or without meals provided, and kept, used, maintained, advertised, or held out to the public as a place where sleeping accommodations are sought for pay or compensation to transient guests or permanent guests and having more than three (3) bedrooms furnished for accommodation of such guests. This definition is intended to include tourist courts, bed and breakfast establishments and similar facilities, but not hospitals, nursing homes, or convalescent centers.
- C. *Transient Guest* means any person who occupies a room in a hotel or motel for twenty-eight (28) consecutive days or less.

**Section 145.060 - Levy of Tax**

In addition to the license fees levied on hotels and motels pursuant to Chapter XX, there is hereby levied upon every person engaged in the business of operating and carrying on the business of the operation of a hotel or motel, an additional license tax in an amount equal to five percent (5%) of gross daily rental receipts derived from transient guests for sleeping accommodations.

**Section 145.070 - Establishment and use of Transient Guest Tax Fund**

There is hereby established a Transient Guest Tax Fund in the City. All taxes levied, collected and appropriated pursuant to this section shall be deposited to the credit of this fund. The Transient Guest Tax fund shall be used for the attraction and retention of business and industry to the community and/or the promotion and provision of facilities for tourism, conventions, and visitors.

### **Section 145.080 - Payment of Tax**

The license tax due under this section shall be paid to the City Finance Department monthly. The license tax due for gross receipts collected each month shall be due and payable on or before the twentieth (20th) day of the following month for which it is payable.

### **Section 145.090 - Discount if timely paid (*Staff Note: Some cities do this, others don't*)**

Any person subject to this section who pays the license tax on or before the date it is due and payable, shall receive a discount in the amount of two percent (2%) of the amount due. This discount is intended to reduce the cost of collection and to provide some remuneration for the persons collecting the tax. For the purposes of this section, the payment must be postmarked or delivered on or before the date it is due and payable.

### **Section 145.100 - Reports Required**

Every person engaged in the business of operating a hotel or motel shall file monthly reports with the City Director of Finance on forms prescribed by the Director, giving such information as may be necessary to determine the amounts to which the license tax shall apply for the monthly period. The monthly reports shall be submitted with the monthly payments.

### **Section 145.110 - Examination of Books and Records**

The City Director of Finance or the Director's designee shall have the right at all reasonable times during business hours to make such examination and inspection of the books and records of the hotel or motel as may be necessary to determine the correctness of the reports required by this section.

### **Section 145.120 - Financial Assurance Requirement**

Renewal of any City business license or liquor license of any person who has been delinquent in remitting the additional license tax for three (3) or more months during the year preceding renewal shall be conditioned upon the posting of a bond to secure payment of said taxes during the year of renewal. The amount of the bond shall be equal to the amount of license tax payments of such person during the year preceding renewal. The bond shall be subject to the approval of the Director of Finance.

**Section 145.130 - Penalties for Nonpayment**

For each month, or part thereof, any license tax provided for under this section remains unpaid after the same shall be due and payable, there shall be added to such license tax as a penalty, ten percent (10%) of the amount of such license tax for the first month or part thereof the same is unpaid, and for each and every month thereafter two percent (2%) of the amount of such license tax shall be added until the same is fully paid. In no case shall the total penalty exceed thirty percent (30%) of the license tax. If the license tax as provided in this section is not paid by the fifth (5th) day after said tax is due, the Director of Finance or the Director's designee may suspend or revoke, or initiate suspension or revocation of, the City business license and/or liquor license of the person liable for such license tax in accordance with the procedures provided by ordinance for the suspension of such licenses. In addition to the penalties provided herein, any person subject to the provisions of this section who fails to file a statement or pay the license tax or files a false or fraudulent statement, required by this section or within the time required by this section shall, upon conviction thereof, be punished by a fine not exceeding five hundred dollars (\$500.00) or by imprisonment not exceeding three (3) months, or by both such fine and imprisonment.

**Section 145.140 - Administration fee.**

Notwithstanding the provisions of 145.070 (Establishment of Transient Guest Tax Fund), the City shall be entitled to an administration fee to be charged against the Transient Guest Tax Fund which shall reflect the cost to administer the levying, collecting, and appropriating of the fund but which shall not in any circumstance exceed six percent (6%) of the amount collected during the year in which the fee is charged.

**Section 145.150 - Confidentiality of Records.**

To the extent allowed by law, the reports generated pursuant to Section 145.100 (Reports Required) and records or information generated by inspections and/or examinations pursuant to Section 145.110 (Examination of Books and Records) and any other information or record that would disclose facts or figures about an identifiable hotel or motel which would or could provide information concerning the identified hotel or motel's receipts or occupancy shall not be divulged or made public, and all such records shall be closed.



## Memorandum

**TO:** Mayor and City Council  
**FROM:** Meredith Hauck, Assistant City Manager  
**DATE:** November 15, 2016  
**RE:** **Branding Initiative Introduction**

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One of the goals that was identified by the University of Kansas Public Management Center as a result of the City's 2016 Strategic Planning process and community conversations was "Develop a compelling community identity and brand." To support this goal, \$30,000 was included in the FY 2016-2017 budget for a branding initiative.

To kick off the process, staff will provide a branding overview to the City Council at the November 21 City Council Work Session. The presentation will include a brief introduction to branding and provide an outline of the proposed next steps for this project.

# In the Queue



**November 21, 2016**

## **Major Purchases**

- Police Department VERP Fleet conversion
- Police Department/REJIS In-car computer upgrade
- 2017 Computer Replacement Program

## **Bids in Progress**

- RFP - Inflow & Infiltration Rehabilitation
- RFQu - Retail Development Services
- RFQu - Professional Services, Hawk Ridge Park Improvements Design
- RFP - Executive Railcar Transport
- RFP - Executive Railcar Rehabilitation
- RFP - Raymore Gateway Redevelopment
- Quote - Ward Park Picnic Shelter

## **Vacancies**

- Police Officer - Written test 12/3 in City Council Chambers
- Associate Planner

## **Upcoming Meetings**

- 11-21-2016 - PD, IT, Prosecutor & Court - Incode meeting/Demo
- 11-22-2016 - Ryan Murdock & Jan Zimmerman - Integrated Warning Team with National Weather Service - MARC
- 11-22-2016 - Meredith Hauck - CREW Program Committee Meeting - Kansas City
- 11-22-2016 - Nathan Musteen & Steve Rulo - Playworld Playground Grand Opening - Bonner Springs

- 11-23-2016 - Jan Zimmerman - ESB Meeting - Harrisonville
- 11-30-2016 - Starlith McAdams - Public Safety Users Committee - MARC
- 11-30-2016 - John McLain & Mike Hedrick - South Metro Basketball Rules & Schedules - Peculiar
- 12-06-2016 - Ryan Murdock & Jan Zimmerman - MEMC - MARC
- 12-07-2016 - Jan Zimmerman - Metro Chiefs - Argosy in Riverside
- 12-09-2016 - Ryan Murdock & Jim Wilson - Ray Pec School Security Task Force - Administration Building - Peculiar
- 12-13-2016 - Chaplain's Meeting - Council Chambers
- 12-21-2016 - Jim Wilson - Cass County Fire Investigators Meeting - Harrisonville
- 12-21-2016 - Jim Wilson - Cass County Fatality Review Panel - Harrisonville
- 01-12-2017 - Jan Zimmerman - Local Emergency Planning Committee - MARC

### **Training Updates**

- 11-18-2016 - Jeanie Woerner and Erica Hill - Election Law Webinar
- 11-30-2016 - PD members - Investigation and Prosecution of Domestic Violence Cases - Cass County Sheriff's Office - Harrisonville
- 11-30-2016 - Ryan Murdock - FBI Sponsored Pipeline Security Training - Overland Park
- 11-30-2016 - Shawn Aulgur & Meredith Hauck - Employment Practice Issues - MPR
- 12-06-2016 - Nick Hill & Travis Jobs - Cass County Tactical Team Training - Sheriff's Office - Harrisonville
- 12-07-2016 - Jacob Marshall - Building Resiliency/Surviving Secondary Trauma - KCPD Academy
- 12-07-08-2016 - Ryan Murdock - Food Safety During Emergencies - Moberly, MO.
- 12-12-17-2016 - Cole Williams - Instructor Development Training - Cass County Sheriff's Office Training Academy - Harrisonville
- 12-13-15-2016 - Legal Updates for Law Enforcement - Co Hosted by Raymore PD and Cass County Sheriff's Training Academy - Council Chambers
- 12-14-2016 - Ryan Murdock & Jan Zimmerman - Certified First Aid CERT Class by the American Heart Association - South Metro Training Room
- 01-08-16-2017 - Jim Wilson - Computer Voice Stress Analysis - Advanced Examiner Recertification - Orlando, Florida
- 01-10-11-2017 - Understanding Leadership Training Co Hosted by Raymore PD and Missouri Peace Officers Association - Council Chambers

### **Public Hearings and Good Neighbor Meetings**

- November 28, 2016 City Council - Preliminary Plat for Parcel 5 and 7 of Eagle Glen Subdivision
- December 14, 2016 TIF Commission - Raymore Gateway RFP

### **Upcoming Community Events**

- November 22 - Ribbon Cutting - Mexico Viejo
- December 2 - Mayor's Christmas Tree Lighting - T.B. Hanna Station
- December 3- Holiday Self Portrait Class - Park House

### **Major Public Works Projects**

- Gore Road Water Main Improvements
- FY 2016 Sidewalk Project
- Municipal Center
- Activity Center at Recreation Park
- Recreation Park - Parking Lot & Trail Rehabilitation
- FY 2016 Curb Replacement
- FY 2016 Street Preservation
- 58 Highway Mill and Overlay
- Foxridge Drive Extension
- Johnston Drive Extension
- Sunset Lane Extension
- Sidewalk Repairs in Fox Haven Neighborhood
- Roof Repairs at Public Works Operations and Maintenance Building
- Google Fiber Installation

### **Major Parks & Recreation Projects**

- Recreation Park Shade Structures
- Disc Golf Course Signage Design and Installation

### **Other**

- Work has been completed on the Community for All Ages assessment phase
- ESB Technical Committee Installation of a video security system on the Pleasant Hill Radio Tower
- Reprogramming of old police radios for CERT volunteers and training by year end