



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
NOVEMBER 4, 2013
7:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
 - A. Roll Call**
- 3. Ceremonial Matters**
 - A. Service Award to Honor Doug Rose, Police Department, for 25 Years of Loyal Service**
- 4. Public Participation**
 - A. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Oct 21, 2013 7:00 PM**
- 6. Agenda Items**
 - A. Council Bill 79: A RESOLUTION APPROVING AN UPDATED EMERGENCY OPERATIONS PLAN FOR THE CITY OF HARRISONVILLE, MISSOURI, EFFECTIVE JANUARY 1, 2014**
 - B. Council Bill 80: AN ORDINANCE TO AMEND CHAPTER 110: MAYOR AND BOARD OF ALDERMEN, OUTLINING BOARD PROCEDURES**
 - C. Council Bill 81: AN ORDINANCE TO AMEND SECTION 605.090 OF THE HARRISONVILLE, MISSOURI MUNICIPAL CODE OF ORDINANCES, REVOCATION OF BUSINESS LICENSE**
- 7. Aldermen and Committee Reports**
- 8. Report from the City Administrator**
 - A. 2012 ICMA Performance Measures- Part 3**
- 9. Report from the Mayor**

- 10. Questions from the Media**
- 11. Adjourn to Executive Session**
- 12. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 31st day of October 2013

Kim Hubbard, City Clerk

The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman

Presented by the Mayor and the Harrisonville Board of Aldermen to

Doug Rose

In Grateful Appreciation for

15 Years

Of Dedicated Service to



Nov. 4, 2013

KEVIN WOOD, MAYOR



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
OCTOBER 21, 2013
7:00 PM

1. Call to Order & Pledge of Allegiance

Pledge Allegiance lead by Wyatt Bradley and Micale Palmer, Troop 100

2. Roll Call

Attendee Name	Title	Status	Arrived
Bill Mollenhour	Board Member	Present	
Bret Reece	Board Member	Present	
David Dickerson	Board Member	Present	
Doug Meyer	Board Member	Present	
Ivan Stull	Board Member	Present	
Marcia Milner	Board Member	Present	
Morris Coburn	Board Member	Present	
Stacey Dahlman	Board Member	Present	
Kevin Wood	Mayor	Present	

Others present: City Administrator Keith Moody, Finance Director Mike Tholen, City Attorney Steve Mauer, Assistant Public Works Director Eric Patterson, Public Works Director Jerry Gibbs, and Community Development Director Rick DeLuca.

3. Ceremonial Matters

A. A PROCLAMATION DESIGNATING THE WEEK OF OCTOBER 20-26, 2013 AS HARRISONVILLE BUSINESS WOMEN WEEK

Mayor Wood read Harrisonville Business Women Week Proclamation with Shirley Howell, Carrie Stafford, Meryline Kramer, Cindy Jobses, Betty Beason, and Helen Friedrich joining Mayor Wood for the reading. Mayor Wood talked about their hard work for the community.

4. Public Participation

A. Public Participation

Brian Hasek, 1300 E Pine inquired about the generator project and stated this was his seventh (7th) time asking about it. Mr. Hasek asked if the City was currently in violation with the contract with MPUA. Mr. Hasek asked about a letter stating the City owed over \$300,000 plus attorney fees and what the cost would be to the Harrisonville citizens. Mayor Wood stated the City was waiting on a letter from the County, and Mr. Hasek stated that his understanding was that the County was not in agreement with the dollar amount owed. Mr. Hasek noted that when the approved grant for the county generator was done, that it was noted there would be no obligation to the City. Mayor Wood stated when information can be shared with the public, it will be. Mr. Hasek stated he expects an answer and that his understanding was that the City owed a monthly amount to MPUA. Mr. Hasek asked what will happen with the County's generator as it has cost the County money and that per the agreement it was an illegal hook up. It was also noted that the County could enter into an agreement with MPUA or discontinue use of the generator. Mr. Hasek said that the County was not MPUA's customer but the City's customer and that the City is on the hook for the money owed.

Closed participation 7:13 pm

5. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Oct 7, 2013 7:00 PM

Minutes were approved.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bill Mollenhour, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Mollenhour, Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

6. Agenda Items

A. AN ORDINANCE OF THE CITY OF HARRISONVILLE, MISSOURI, REGARDING A SPECIAL USE PERMIT FOR THE ESTABLISHMENT OF A SMALL LOAN ESTABLISHMENT (CARDINAL LOANS) LOCATED AT GASLIGHT SHOPPING CENTER.

Council Bill 076 was read by City Attorney Mauer by title only.

Director DeLuca reviewed and stated this special use permit request comes with staff's recommendation for approval, and the applicants were in attendance if there were any questions.

Minutes Acceptance: Minutes of Oct 21, 2013 7:00 PM (Approval of Minutes)

Mayor Wood noted there was a payday loan that had left and this one would be in a different location and this has been before the Planning and Zoning with a recommendation for approval.

Alderman Reece made the motion to suspend the rules and move Council Bill 076 to it's second reading. Alderman Stull seconded the motion and was approved with the following roll call vote:

Ayes: Aldermen Dickerson, Dahlman, Stull, Mollenhour, Meyer, Reece, Milner, and Coburn.

Nays: None

Abstain: None

Absent: None

City Attorney read Council Bill 076 by title only for a second time.

Council Bill 076 became Ordinance 3256

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Mollenhour, Reece, Dickerson, Meyer, Stull, Milner, Coburn, Dahlman

B. AN ORDINANCE APPROVING A COOPERATIVE AGREEMENT BETWEEN THE CITY OF HARRISONVILLE, MISSOURI, AND THE HOSPITAL INTERCHANGE TRANSPORTATION DEVELOPMENT DISTRICT AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY

City Attorney Mauer read Council Bill 077 by title only.

City Clerk Hubbard explained this was an item which was brought to the Board in May and she had not had the Ordinance signed by Mayor nor officially assigned an Ordinance number. Ms. Hubbard also noted this was her error and stated this item was an agreement between the City and County in which the City would take care of administrating the paying of the bills for the Hospital Interchange TDD. It was approved at the May 6, 2013 meeting and the meeting minutes were included.

Alderman Meyer made the motion to suspend the rules and move Council Bill 077 to it's second reading. Alderman Dahlman seconded the motion which was approved by the following roll call vote:

Ayes: Aldermen Stull, Coburn, Reece, Dickerson, Dahlman, Meyer, Milner, and Mollenhour

Nays: None

Absent: None

Abstain: None

City Attorney Mauer read Council Bill 077 by title only for a second time.

Council Bill 077 became Ordinance 3257.

RESULT:	ADOPTED [6 TO 2]
AYES:	Mollenhour, Reece, Meyer, Stull, Milner, Dahlman
NAYS:	David Dickerson, Morris Coburn

C. A RESOLUTION OF THE CITY OF HARRISONVILLE, MISSOURI, OUTLINING THE PROCEDURE FOR APPROVING THE APPLICATIONS FOR INCENTIVES WITHIN THE HARRISONVILLE ENHANCED ENTERPRISE ZONE.

Council Bill 078 was read by City Attorney Mauer by title only.

Economic Development Manager Clarke reviewed and reported that when businesses are looking at new locations, many times they are on very difficult time-lines and like for processes to be streamlined. Mr. Clarke reviewed the Enhanced Enterprise Zone (EEZ) Program and that there are targeted industries and tax abatement rates. This request is an attempt to eliminate a re-approval. Mr. Clarke explained at this time a recommendation for tax abatement goes before the EEZ Board and then has to go to the Board and this request is to leave the final approval for the EEZ Board. Mr. Clarke also noted that the targeted industries have already been identified and the requirements that need to be met.

Alderman Reece asked what happens if the Board denies an industry's request for EEZ incentives. Mr. Clarke explained the benefits for industries that go through the program.

Alderman Dickerson expressed that he thinks it should come before the Board for approval. Mr. Moody noted this was a discussion when the EEZ was established, that it is very black and white, and that when the decision lies with the Board he has observed that we have put ourselves at a disadvantage by having to get a second approval. Mr. Moody noted the hard work that has been done by the staff and stated that if the Board was to deny the incentives, then the state would not offer their portion of incentives of the program.

It was noted that the EEZ Board consists of individuals from each taxing jurisdiction and that if a project goes through the EEZ Board, eventually it will come to the Board for approval.

Council Bill 078 became Resolution 044.

RESULT:	ADOPTED [7 TO 1]
MOVER:	Doug Meyer, Board Member
SECONDER:	Marcia Milner, Board Member
AYES:	Mollenhour, Reece, Meyer, Stull, Milner, Coburn, Dahlman
NAYS:	David Dickerson

7. Aldermen and Committee Reports

Alderman Dickerson noted the Burnt District Festival was a success and wanted to recognize Sara Craig for her hard work.

8. Report from the City Administrator

A. 2012 Performamnce Measures: Part 2, Public Works Areas

Mr. Moody reviewed Part two (2) of the Performance Measures, Public Works.

9. Report from the Mayor

No report.

10. Questions from the Media

No questions.

11. Adjourn to Executive Session

Alderman Stull moved to adjourn to Executive Session for the purpose of Section 610.021 (1), legal actions. Alderman Reece seconded the motion which was approved with the following roll call vote:

Ayes: Aldermen Meyer, Dahlman, Coburn, Milner, Dickerson, Reece, Stull, and Mollenhour

Nays: None

Abstain: None

Absent: None

The Board adjourned to Executive Session at 7:50 PM

The Board reconvened to regular session at 8:36 PM

12. Adjourn From Regular Session

Alderman Dickerson moved to adjourn the meeting. Alderman Milner seconded the motion and it was approved by a voice vote of those present.

The meeting adjourned at 8:37 PM.

Kevin Wood, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Oct 21, 2013 7:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: Larry Francis, Director
DATE: October 30, 2013
SUBJECT: Emergency Operations Plan Update

Type of Item: *Approval*

Request Approval:

Emergency Operations Plan Update

In the past, the Board of Aldermen approved the changes and updates to the EOP every three years. Every year the EOP is reviewed for changes and to ensure it meets the current requirements of the State of Missouri.

The major changes to the EOP were in the area of the Public Information Annex (Annex C) and it is attached for your review. These changes were also presented to the Public Safety Committee on 10-28-2013. The consensus of the committee was to present the changes to the Board of Aldermen for approval.

The changes were reviewed by the Public Safety Committee and they have recommended adoption.

Upon approval and signature of the Mayor, the changes will be effective. If you have any questions please let me know.

Council Bill No. 79

Resolution No.

**A RESOLUTION APPROVING AN UPDATED EMERGENCY OPERATIONS
PLAN FOR THE CITY OF HARRISONVILLE, MISSOURI, EFFECTIVE
JANUARY 1, 2014**

WHEREAS, the Board of Aldermen of the City of Harrisonville, Missouri desires to update the City of Harrisonville's Emergency Operations Plan which was adopted by Resolution 020-10,

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

Section 1: That the attached Emergency Operations Plan is hereby approved as the Emergency Operations Plan of the City of Harrisonville, Missouri, effective January 1, 2014

Section 2: That the attached Emergency Operations Plan supersedes all emergency operations policies, rules or regulations previously adopted or approved, effective January 1, 2014

Section 3: That the Emergency Operations Plan promotes the use of the required National Incident Management System as directed by the Department of Homeland Security.

Section 4: That if any provision of the attached Emergency Operations Plan is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of the Emergency Operation Plan

READ and **DULY PASSED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Harrisonville, Missouri, this 4th day of November, 2013

Kevin W. Wood, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

WITNESS my hand and seal this 4th day of November, 2013

ANNEX C

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

To provide for the timely release of accurate information to the residents of the City of Harrisonville in the event of an emergency or disaster.

II. SITUATION AND ASSUMPTIONSA. *Situation*

1. ~~4.~~ Cass County and the City of Harrisonville are served by various news media, either located within the county or in the surrounding area, which may be utilized to disseminate public information in an emergency or disaster situation. (See Appendix 4 to this annex for a complete listing of these media.)
2. In addition, the city has email capability, a website and has Facebook and Twitter accounts which can be utilized for those who prefer to use social media. The county has an automated phone call system which can also be utilized to warn residents of dangerous situations.
2. Harrisonville does not have a concentrated non-English speaking population, however, for non-English speaking residents, translation of emergency information may be provided by the area schools' foreign languages staff.
3. Sample news releases have been developed and can be found in Appendix 6 to this annex.

B. *Assumptions*

1. During an actual or impending emergency or international crisis, the public will expect local government to provide specific information relating to safety, survival, and protection of property.
2. The media will cooperate with local officials in the dissemination of information to the public.

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1.25"

3. Widespread or major disasters may result in state and national media coverage. Media personnel from state and national levels will not be familiar with local news release procedures.
4. Media personnel may attempt to obtain information from other than "official sources".
5. An effective public information program will reduce casualties and damages.

III. **CONCEPT OF OPERATIONS**

NOTE: The time frame for performing these actions is listed in parentheses.

- A. The Public Information Officer (PIO) will be located in the EOC or at a location to be designated when this plan is implemented. This location will serve as the official point of contact for the media during an emergency. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- B. Release of official public information will be coordinated with and approved by the City Administrator and released to the public in a timely manner. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- C. Only information released by the City Administrator, or the Chief PIO will be considered official. The media will be so informed. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- D. Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this annex. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- E. Response organizations are responsible for coordinating with the PIO and for clearing press releases with the City Administrator before releasing information to the media for the public. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- F. Any person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that

Emergency Public Information

C - 2

Updated 2013.

release. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)

- G. Dissemination of public information will utilize all available media: television, radio, and newspaper, as well as Internet and social media channels. See Appendix 3 to this annex for a sample statement of understanding for emergency public information. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- H. Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operational Plan. The City Administrator will designate those personnel with authority to activate the EAS and issue releases. Procedures will be coordinated with the appropriate radio and television officials. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- I. Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC staff. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- J. Periodic briefings as necessary for media personnel will be conducted by the PIO. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- K. A rumor control section will be established to answer inquiries from the public and to monitor media broadcasts to insure the public is receiving accurate information. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- L. A major task of public information operations will be responding to inquiries. The PIO must establish procedures to inform families on the status of relatives who are injured or missing, emergency services available, damaged and/or restricted areas due to a disaster event, etc. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- M. When an emergency occurs or threatens to occur requiring the dissemination of emergency public information, the PIO will release this information as soon as possible. (PREPAREDNESS and/or EMERGENCY RESPONSE)

Emergency Public Information
C - 3

Updated 2013.

- N. Should the emergency involve more than the local jurisdiction, the PIO will coordinate public information activities with the PIO(s) of the jurisdiction(s) involved. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- O. If the emergency/disaster warrants activation of a state and/or federal response, the local PIO will coordinate public information activities with the state and/or federal PIOs. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- P. The PIO will coordinate with state, federal, and private sector agencies to obtain technical information (health risks, weather, etc.) when preparing releases. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- Q. Release of public information will include pre-disaster education and answering inquiries. (MITIGATION and PREPAREDNESS)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The functional diagram for emergency public information is located in Appendix 1 to this annex.
- B. The PIO for the City of Harrisonville will be the City of Harrisonville ~~Information Specialist~~ Public Information Officer.

During a hazardous materials situation, the Incident Commander will appoint an on-scene PIO for media relations. If the EOC is activated, the on-scene PIO will coordinate activities with the chief PIO in the EOC.

The PIO is responsible for the following:

1. Prepare and release public information and assist in the dissemination of warning.
2. Develop emergency public information (EPI) materials for visually- and hearing-impaired persons, as well as for any non-English speaking groups.
3. Prepare instructions for people who must evacuate from a high-risk area. These EPI instructions will address the following for each threat:

Emergency Public Information

C - 4

Updated 2013.

- a. definition of the population at risk
 - b. evacuation routes
 - c. suggested types and quantities of food, water, clothing, medical items, etc. evacuees should take with them
 - d. locations of reception areas, shelters, feeding facilities, and medical clinics in the host (reception) area
 - e. safe travel routes for returning to residences
 - f. centrally-located staging areas/pick-up points for evacuees needing transportation, etc.
- 4. Coordinate with the Health and Medical Coordinator on the development of public information regarding health risks, first-aid, etc.
 - 5. Establish a rumor control section.
- C. The Health and Medical Coordinator will assist the chief PIO in the development of materials which describe the health risks associated with each hazard, the appropriate self-help or first-aid actions, and other survival measures.
 - D. The Communications and Warning Coordinator will coordinate communications for emergency public information, including rumor control and EAS monitoring.
 - E. Each operating department/organization will furnish a PIO when necessary and available. These department/organization PIOs will provide information to the chief PIO of the jurisdiction, and will, when needed, assist in the release of public information.

V. CONTINUITY OF GOVERNMENT

The City Administrator will establish the line of succession for the chief PIO.

VI. ADMINISTRATION AND LOGISTICS

A chronological file of all news releases during the disaster will be maintained in the EOC, as well as a log of these releases (see Appendix 5 to this annex).

Appendices

Emergency Public Information
C - 5

Updated 2013.

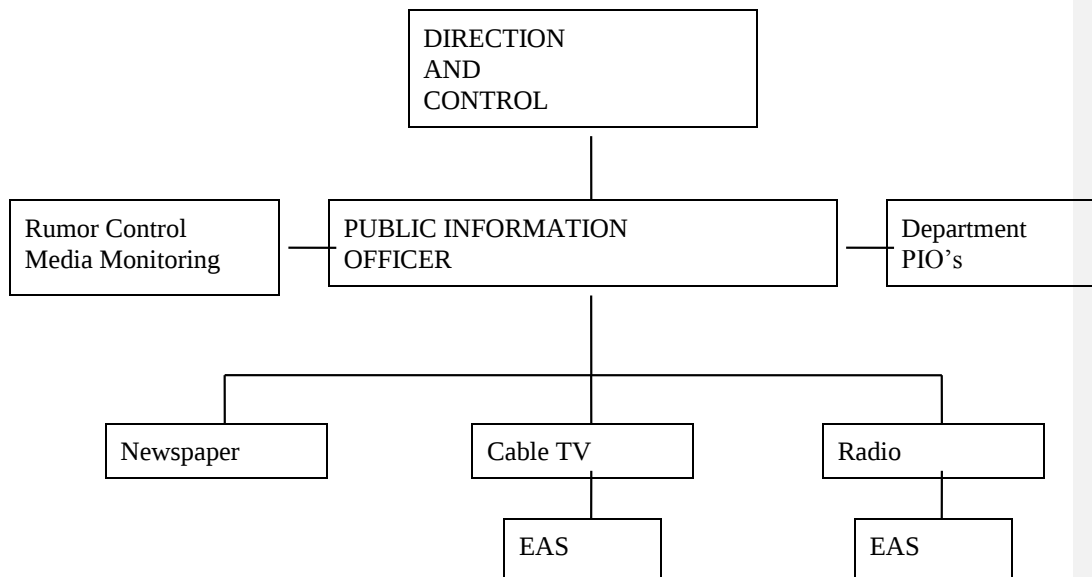
1. Emergency Public Information Functional Diagram
2. Format and Procedures for News Releases
3. Statement of Understanding for Emergency Public Information Operations
4. Media Points of Contact
5. News Release Log
6. Sample News Releases

Emergency Public Information
C - 6

Updated 2013.

Appendix 1 to Annex C

**EMERGENCY PUBLIC INFORMATION
FUNCTIONAL DIAGRAM**



Emergency Public Information
C - 7

Updated 2013.

Appendix 2 to Annex C

FORMAT AND PROCEDURES FOR NEWS RELEASESA. Format

1. Name, address, and telephone number of the news release initiator.
2. Text of the news release.
3. Substantiating records for the release.
4. Date and time received.
5. Date and time released.
6. How and to whom the news release was issued.

B. Release Procedures

1. Verify the authenticity of the information contained in the release.
2. Verify that a duplicate release has not already been made.
3. Prepare the release in the format listed above.
4. Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reactions among the public. However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.
5. News releases will be distributed fairly and impartially to the news media.
6. Copies of all news releases will be filed chronologically.
7. Copies of all news releases will be furnished to the rumor control section.

Emergency Public Information
C - 8

Updated 2013.

Appendix 3 to Annex C

STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

This statement of understanding is entered into between (Radio-TV stations and/or Newspapers), hereinafter referred to as the media, and (city and/or county), hereinafter referred to as (the city and/or the county) to provide emergency information to the citizens of (the city and/or the county) whenever a threat to life and property exists from natural or man-made causes.

When, in the opinion of the chief executive of (the city and/or the county), a threat to life and property exists or threatens (the city and/or the county), the Emergency Operations Center (EOC) of (the city and/or the county) will be placed on an appropriate status and staffed in accordance with the severity of existing or potential threat, and lines of communication will be opened and maintained for the duration of such threat between the EOC and the media.

The EOC of (the city and/or the county) will:

1. Provide the media with a description of the threat and the actions that the emergency staff of (the city and/or the county) is taking to combat the effects of the threat.
2. Provide immediate guidance for the public to lessen the dangers to life and property from the threat.
3. Establish with the media, a schedule of briefings on the progress of the threat and additional actions to be taken by the public to lessen the possibility of loss of life and damage to property.
4. Issue bulletins on any significant change in the threat as those changes occur.
5. Advise the media that the danger of the threat has passed and that no further EOC operations are necessary.

The media, at their discretion, and within operating limitations imposed by management or any rules and regulations imposed by appropriate government agencies, will:

1. Accept the transmissions from the EOC of (the city and/or the county) for inclusion in regular news programs or as special news bulletins or to be printed as emergency guidance for the purpose of saving life or reduction of property damage, for the duration of the threat.

Emergency Public Information
C - 9

Updated 2013.

2. Accept and maintain in place any equipment provided for communications and report to (the city and/or the county) any damage to or outages of such equipment.
3. Test any equipment provided by (the city and/or the county) by brief two-way transmissions on the *(last Friday of each month at 11:00 a.m. local time).

NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE (city and/or the county) AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCIETY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE MEDIA WHEN A THREAT OR POTENTIAL THREAT EXISTS TO THE LIFE AND PROPERTY OF THE CITIZENS OF (the city and/or county).

For the Media

For the city and/or county

*Entered as an example only, testing should be established by mutual agreement and entered in the statement of understanding at this point.

Appendix 4 to Annex C

MEDIA POINTS OF CONTACT

Radio Stations *

WDAF AM 61	913-677-8998 913-576-7000
KUDL FM 98.1	913-677-8998 913-576-7981
KMBZ AM 980	913-677-8998 913-576-7798
KCFX FM 101.1	913-576-7739 913-514-3000
KDKD FM 95.3	660-885-6141

Television Stations *

WDAF - Channel 4,	816-753-4567 News Hotline 816-932-9201 Fax 816-931-4185
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KCMO - Channel 5	913-677-7211 677 8181
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KMBC - Channel 9	816-221-9999 816-760-9334
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KSHB – Channel 41	816-753-4141 816-932-4112
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Cable Television Companies

Fidelity Communications	
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Newspapers

Democrat-Missourian, <u>Bethany Bashioun</u>	380-3228 380-3228
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Belton Star Herald	331-5353
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Emergency Public Information
C - 11

Updated 2013.

<u>Kansas City Star</u>	<u>816-234-4923</u>
Raymore Journal	322-6002
<u>Pleasant Hill Times, Kirk Powell</u>	<u>816-540-3500</u>

Attachment: Annex C - EOP (Emergency Operations Plan Update)

Appendix 5 to Annex C

NEWS RELEASE LOG

[illegible]

Emergency Public Information
C - 13

Updated 2013.

Attachment: Annex C - EOP (Emergency Operations Plan Update)

Appendix 6 to Annex C

SAMPLE NEWS RELEASES

SAMPLE RADIO/TV MESSAGE

FLOOD EVACUATION ORDERED

This is _____. The flooding situation continues in parts of _____ (county/city) and may worsen.

For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items -- medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers -- but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at _____.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run lose. If you cannot make arrangements for large animals, (give instructions).

Emergency Public Information
C - 14

Updated 2013.

SUMMARY STATEMENT FOR MEDIA

HAZARDOUS MATERIALS INCIDENT

(To be adapted according to the situation.)

At approximately ____am/pm today, a spill/release of a potentially hazardous substance was reported to this office by (a private citizen, city employee, etc.).

Fire/Police units were immediately dispatched to the area. The material was later determined to be (describe), a (hazardous/harmless) (chemical, gas, substance, material) which, upon contact, may produce symptoms of _____.

Precautionary evacuation of the (immediate/X-block) area surrounding the spill was (requested/required) by (agency).

Clean-up crews from (agency/company) were dispatched to the scene and normal traffic had resumed by (time), at which time residents were allowed to return their homes.

There were no injuries report –OR- _____ persons, including (fire/police) personnel, were treated at area hospitals for _____ and (all/number) were later released. Those remaining in the hospital are in _____ condition.

Response agencies involved were _____.

SUMMARY STATEMENT FOR MEDIA

NO INFORMATION AVAILABLE

This is _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area.

At this time, we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you informed as reports come in. Meanwhile, be prepared for after shocks.

If shaking begins again, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to wiring. Do not use your telephone unless you need emergency help.

SAMPLE MEDIA MESSAGE

UPDATE ON EARTHQUAKE

This is _____ at the _____. The magnitude of the earthquake which struck the _____ area at (time) today, has been determined to be Richter scale. The epicenter has been fixed at _____ by (scientific authority).

This office has received reports of _____ deaths, _____ injuries, and _____ homes damaged. No dollar figure is yet available. Police and Fire units are on the scene to assist residents. (Continue with summary of the situation.)

After shocks may continue to be felt in the area. If you feel shaking, quickly seek shelter under a sturdy piece of furniture or in supporting doorway. Do not use your telephone unless you need emergency help.



STAFF REPORT

TO: Board of Aldermen
FROM: Kim Hubbard, City Clerk
DATE: October 30, 2013
SUBJECT: Implementation of Board Policies

Type of Item: *Amendment*

As a city, we have many policies in place but when it comes to a policy on how board meetings should be conducted, we do not have this in our code. There have been questions regarding our policy of suspending the rules and moving an ordinance to a second reading. The city code states that an ordinance needs to be read twice (2) prior to passage and that both readings may occur at a single meeting. The practice of requiring a unanimous vote to move to the 2nd reading is not required by our code or state law. Alderman Reece requested a policy be drafted that allows the 2nd reading of an ordinance at the same meeting if a majority of the elected officials vote to do so. The redline policy attached reflects this language.

Ms. Stanley and myself attended the City Clerk's Regional meeting October 3rd and 4th and one of the topics was a Review of Robert's Rules and the importance of having a policy in place on how meetings will be conducted. Since we were looking at clarifying meeting procedures we took this opportunity to add clarification on other procedures that have been questioned in the past. The proposed language has been borrowed from other cities and has been reviewed by the City attorney.

This item has been presented to the Finance/Personnel Committee and during that meeting Alderman Coburn inquired about the word "inhabitant" which appears in section 110.020 Aldermen Qualifications and does not appear in section 110.030 Mayor Qualifications. I reviewed Missouri State Statutes (79.070 and 79.080) and our code mirrors the State Statutes, so I did not make any changes. Alderman Coburn also inquired about section 110.110 regarding the filing of semi-annually report and I have added "within 90 days of the reporting period". The Statute (79.160) states that the times can be set by the board of aldermen.

This comes with a recommendation for approval from staff and the Finance/Personnel Committee.

Council Bill No. 80**Ordinance No.****AN ORDINANCE TO AMEND CHAPTER 110: MAYOR AND BOARD OF ALDERMEN, OUTLINING BOARD PROCEDURES**

Section 1: That Chapter 110 of the Code of Ordinances of the City of Harrisonville, Missouri is hereby amended as follows:

Section 2: That the attached redline version of changes will be added to this section.

Section 3: That this order shall become effective immediately upon its passage and approval.

Vote taken as follows:

Ayes:

Nays:

Absent:

Abstain:

READ ONE TIME BY TITLE ONLY ON NOVEMBER 4, 2013. READ FOR A SECOND TIME BY TITLE ONLY ON NOVEMBER 4, 2013 AND DULY APPROVED BY THE BOARD OF ALDERMEN THIS 4TH DAY OF NOVEMBER 2013

Kevin W. Wood, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 4th day of November 2013

CHAPTER 110: MAYOR AND BOARD OF ALDERMEN

ARTICLE I. IN GENERAL

SECTION 110.010: COMPOSITION OF BOARD

The Board of Aldermen shall be composed of eight (8) members, two (2) elected from each ward in the City. (CC 1977 §2-26; Rev. Ords. 1939 Ch. 4 Art. 1 §2)

SECTION 110.020: ALDERMEN QUALIFICATIONS AND TERM IN OFFICE

No person shall be an Alderman unless he/she is at least twenty-one (21) years of age, a citizen of the United States and an inhabitant and resident of the City for one (1) year next preceding his/her election and a resident of the ward from which he/she is elected. Pursuant to Section 79.050, ~~RSMo.~~, RSMo. and a vote of the citizens of Harrisonville on April 2, 2002, Aldermen shall be elected for a term of four (4) years. (CC 1977 §2-35; Ord. No. 237-B §2, 10-9-39; Ord. No. 2769(29-02) §1, 4-15-02)

SECTION 110.030: MAYOR QUALIFICATIONS AND TERM IN OFFICE

No person shall be Mayor unless he/she is at least twenty-five (25) years of age, a citizen of the United States and a resident of the City at the time for at least one (1) year next preceding his/her election. Pursuant to Section 79.050, ~~RSMo.~~, RSMo. and a vote of the citizens of Harrisonville on April 2, 2002, the Mayor shall be elected for a term of four (4) years. (CC 1977 §2-34; Rev. Ords. 1939 Ch. 5 Art. 1 §1; Ord. No. 2768(28-02) §1, 4-15-02)

SECTION 110.040: BOARD TO SELECT AN ACTING PRESIDENT -- TERM

The Board shall in April elect one (1) of their own number who shall be styled "*Acting President of the Board of Aldermen*" and who shall serve for a term of one (1) year.

SECTION 110.050: ACTING PRESIDENT TO PERFORM DUTIES OF MAYOR -- WHEN

When any vacancy shall happen in the office of Mayor by death, resignation, removal from the City, removal from office, refusal to qualify, or from any other cause whatever, the Acting President of the Board of Aldermen shall, for the time being, perform the duties of Mayor, with all the rights, privileges, powers and jurisdiction of the Mayor, until such vacancy be filled or such disability be removed; or, in case of temporary absence, until the Mayor's return. The Mayor Pro-Tem may move, second and debate when he/she is serving as the presiding officer and shall not be deprived of any of the rights and privileges of a board member.

SECTION 110.060: MAYOR AND BOARD -- DUTIES

The Mayor and Board of Aldermen shall have the care, management and control of the City and its finances and shall have power to enact and ordain any and all ordinances not repugnant to the Constitution and laws of this State, and such as they shall deem expedient for the good government of the City, the preservation of peace and good order, the benefit of trade and commerce, and the health of the inhabitants thereof, and such other ordinances, rules and regulations as may be deemed necessary to carry such powers into effect and to alter, modify or repeal the same.

SECTION 110.070: MAYOR MAY SIT IN BOARD

The Mayor shall have a seat in and preside over the Board of Aldermen but shall not vote on any question except in case of a tie, nor shall he/she preside or vote in cases when he/she is an interested party. He/she shall exercise a general supervision over all the officers and affairs of the City and shall take care that the ordinances of the City, and the State laws relating to such City, are complied with.

SECTION 110.080: ORDINANCES -- PROCEDURE TO ENACT

The style of the ordinances of the City shall be: "Be it ordained by the Board of Aldermen of the City of Harrisonville, as follows:" ~~No No~~ ordinance shall be passed except by bill, and no bill shall become an ordinance unless on its final passage a majority of the members elected to the Board of Aldermen shall vote for it, and the "ayes" and "nays" be entered on the journal. Every proposed ordinance shall be introduced to the Board of Aldermen in writing. No ordinance shall be passed to a second reading, unless after the first reading of either the title of the ordinance or a full reading of the ordinance, a majority of the elected Board of Aldermen votes to

~~pass the ordinance to a second reading at the same meeting. If the majority of the elected Board of Aldermen does not vote to pass the ordinance to a second reading then the ordinance shall be tabled until the following meeting, and shall be read by title or in full two (2) times prior to passage, both readings may occur at a single meeting of the Board of Aldermen.~~ If the proposed ordinance is read by title only, copies of the proposed ordinance shall be made available for public inspection prior to the time the bill is under consideration by the Board of Aldermen. No bill shall become an ordinance until it shall have been signed by the Mayor, or person exercising the duties of the Mayor's office, or shall have been passed over the Mayor's veto as herein provided.

SECTION 110.090: BILLS MUST BE SIGNED -- MAYOR'S VETO

Every bill duly passed by the Board of Aldermen and presented to the Mayor and by him/her approved shall become an ordinance, and every bill presented as aforesaid, but returned with the Mayor's objections thereto, shall stand reconsidered. The Board of Aldermen shall cause the objections of the Mayor to be entered at large upon the journal and proceed at its convenience to consider the question pending, which shall be in this form: "Shall the bill pass, the objections of the Mayor thereto notwithstanding?" The vote on this question shall be taken by "ayes" and "nays" and the names entered upon the journal, and if two-thirds (2/3) of all the members-elect shall vote in the affirmative, the City Clerk shall certify the fact on the roll, and the bill thus certified shall be deposited with the proper officer and shall become an ordinance in the same manner and with like effect as if it had received the approval of the Mayor. The Mayor shall have power to sign or veto any ordinance passed by the Board of Aldermen; provided, that should he/she neglect or refuse to sign any ordinance and return the same with his/her objections, in writing, at the next regular meeting of the Board of Aldermen, the same shall become a law without his/her signature.

SECTION 110.100: BOARD TO KEEP JOURNAL OF PROCEEDINGS

The Board of Aldermen shall cause to be kept a journal of its proceedings, and the "ayes" and "nays" shall be entered on any question at the request of any two (2) members. The Board of Aldermen may prescribe and enforce such rules as it may find necessary for the expeditious transaction of its business.

SECTION 110.110: BOARD SHALL PUBLISH SEMI-ANNUAL STATEMENTS

The Board of Aldermen shall semi-annually each year, within ninety (90) days of the reporting period at times to be set by the Board of Aldermen, make out and spread upon their records a full and detailed account and statement of the receipts and expenditures and indebtedness of the City for the half year ending with the last day of the month immediately preceding the date of such report, which account and statement shall be published in some newspaper in the City.

SECTION 110.120: NO MONEY OF CITY TO BE DISBURSED UNTIL STATEMENT IS PUBLISHED -- PENALTY

In the event the financial statement of the City is not published as required by [Section 110.110](#), the Treasurer of the City shall not pay out any money of the City on any warrant or order of the Board of Aldermen after the end of the month in which such financial statement should have been published until such time as such financial statement is published. Any Treasurer violating the provisions of this Section shall be deemed guilty of [aan](#) ordinance violation.

SECTION 110.130: BOARD MAY COMPEL ATTENDANCE OF WITNESSES -- MAYOR TO ADMINISTER OATHS

The Board of Aldermen shall have power to compel the attendance of witnesses and the production of papers and records relating to any subject under consideration in which the interest of the City is involved and shall have power to call on the proper officers of the City, or of the County in which such City is located, to execute such process. The officer making such service shall be allowed to receive therefor such fees as are allowed by law in the Circuit Court for similar services, to be paid by the City. The Mayor or Acting President of the Board of Aldermen shall have power to administer oaths to witnesses.

SECTION 110.140: MAYOR TO SIGN COMMISSIONS

The Mayor shall sign the commissions and appointments of all City Officers elected or appointed in the City and shall approve all official bonds unless otherwise prescribed by ordinance.

SECTION 110.150: MAYOR SHALL HAVE THE POWER TO ENFORCE LAWS

The Mayor shall be active and vigilant in enforcing all laws and ordinances for the government of the City, and he/she shall cause all subordinate officers to be dealt with

promptly for any neglect or violation of duty; and he/she is hereby authorized to call on every male inhabitant of the City over eighteen (18) years of age and under fifty (50) to aid in enforcing the laws.

SECTION 110.160: MAYOR -- COMMUNICATIONS TO BOARD

The Mayor shall, from time to time, communicate to the Board of Aldermen such measures as may, in his/her opinion, tend to the improvement of the finances, the Police, health, security, ornament, comfort and general prosperity of the City.

SECTION 110.170: DISCIPLINE STANDARDS FOR ALDERMEN

A. Causes For Disciplinary Action.

1. Incompetence or inability to perform the duties as required.
2. Offensive conduct that brings discredit upon the City.
3. Misappropriation, destruction, theft or conversion of City property.
4. Conviction or admission to crime involving moral turpitude.
5. Conviction of two (2) or more misdemeanor violations which reflect a disregard for the law.
6. Including or attempting to induce any officer or employee in the City service to commit an illegal act or to act in violation of any departmental order.
7. Solicitation or acceptance for personal use of any fee, gift or other valuable thing in the course of service as an Alderman by any person in expectation of receiving more favorable treatment or a favorable vote.
8. Any undisclosed conflict of interest which discredits the Board of Aldermen.
9. Failure to attend four (4) consecutive regular Board meetings or six (6) regular meetings within a twelve (12) month period. When considering whether to take action, the Board may consider an explanation or if the absence was "excused" (i.e., medical or family emergency).

B. Procedure For Investigation Hearing And Discipline.

1. Any Board member may initiate an investigation by introducing a motion requesting a committee to be appointed by the Mayor or Acting President of the Board of

Aldermen to investigate the alleged offense. The committee must be appointed on the next regular or special meeting of the Board.

a. If the conduct of more than one (1) Alderman is at issue, the investigation may be combined to investigate all conduct, however, any vote regarding whether to charge, discipline, etc., will address each Board member individually.

2. After appointment, the committee members must be approved by a majority of individual roll call vote of the Board. The accused Board member may not vote on this issue or any subsequent vote related to the investigation or discipline.

3. The committee will:

a. Consist of three (3) Board members.

b. Elect a Chairperson to Chair all committee meetings and to report to the full Board.

c. Discretely investigate the alleged offense, including a conference with the accused and the accuser(s).

d. After compilation, present a motion to the full Board to exonerate or to charge. The motion should be supported by specific information regarding the alleged offense.

4. The Board will then vote on the motion to exonerate or to charge.

a. If the Board votes to exonerate, the matter is resolved.

b. If the Board votes to charge, a time and date is set for a hearing.

(1) The accused shall be notified by certified mail of the charge and the time and date of the hearing.

(2) The Chair of the investigatory committee shall represent the committee at the hearing.

5. *The hearing.*

a. The hearing, if possible, should be a closed meeting; witnesses other than Board members should only be present for their testimony.

b. The Mayor, Acting President of the Board of Aldermen or Presiding Officer should read the charge and the accused should enter a plea.

(1) If the plea is guilty, the Board should move to the discipline phase.

(2) If the plea is not guilty, the hearing should continue.

c. Both the accused and the Chair of the investigatory committee shall be allowed to speak and present witnesses. Neither party is bound by the rules of evidence.

d. At the conclusion of the evidence, the Board should debate in accordance with Board rules and Robert's Rules of Order and then vote on guilty or innocent.

(1) If the vote is innocent, the matter is resolved.

(2) If the vote is guilty, the hearing moves into the discipline phase.

6. *The disciplinary phase.*

a. The Board may choose a punishment that it deems acceptable. Punishment could include one (1) or more of the following:

(1) No discipline.

(2) Public or private reprimand.

(3) Public or private apology.

(4) Impeachment.

b. All punishment requires a majority vote of the Board except impeachment which requires a two-thirds (2/3) vote.

(1) A member who has been charged is deprived of all rights of membership including voting rights and a two-thirds (2/3) vote would not include the charged member. Therefore, with eight (8) Aldermen, a two-thirds (2/3) vote would require five (5) votes of the remaining Aldermen.

(2) A motion for impeachment should only contain one (1) name. If a motion for impeachment contains more than one (1) name, then all members are entitled to vote in order to prevent a minority group from expelling members from the Board.

c. The accused should be summoned and informed of the Board's decision on guilt or innocence and discipline. The Board member must carry out the ordered discipline within ten (10) days or the Board must reconvene to consider additional or more severe discipline. (CC 1977 §2-37; Ord. No. 2328 §1, 12-9-96)

ARTICLE II. BOARD OF ALDERMEN MEETINGS

SECTION 110.180: REGULAR MEETINGS

The regular meeting night of the Board of Aldermen shall be the first (1st) and third (3rd) Mondays of each month at 7:00 P.M.; provided that when the day fixed for any regular meeting of the board falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday, unless otherwise provided by board.—(CC 1977 §2-27; Rev. Ords. 1939 Ch. 4 Art. 1 §2; Ord. No. 1571 §1, 2-2-87; Ord. No. 2350 §1, 2-24-97; Ord. No. 2560 §1, 12-14-98)

SECTION 110.185: PUBLIC NOTICE OF PUBLIC MEETINGS; OPPORTUNITY TO BE HEARD

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- (a) Public notice of all regular and special public meetings conducted by the city board or any other board or commission of the city, except for emergency meetings, shall be given by posting the agenda for such meeting at City Hall in a place accessible to the general public at least 24 hours prior to convening the meeting.
- (b) For any public meeting where a vote of the governing body is required to implement a tax increase, or with respect to a retail development project when the governing body votes to utilize the power of eminent domain, create a transportation development district or a community improvement district, or approve a redevelopment plan that pledges public funds as financing for the project or plan, the governing body of the city, or any entity created by the city, shall give notice at least four days before such entity may vote on such issues, exclusive of weekends and holidays when the facility is closed; provided that this section shall not apply to any votes or discussion related to proposed ordinances which require a minimum of two separate readings on different days for their passage. No vote shall occur until after a public meeting on the matter at which parties in interest and citizens shall have an opportunity to be heard. If the notice required under this section is not properly given, no vote on such issues shall be held until proper notice has been provided under this section. For the purpose of this section, a tax increase shall not include the setting of the annual tax rates provided for under sections RSMo 67.110 and 137.055.

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SECTION 110.186: PRESIDING OFFICER TO CALL BOARD TO ORDER

The mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the board to order.

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SECTION 110.187: ROLL CALL:

Before proceeding with the business of the board, the city clerk or the city clerk's deputy shall call the roll of members, and the names of those present shall be entered in the minutes.

SECTION 110.188: QUORUM

Five members of the board shall constitute a quorum at any regular or special meeting of the board; the Mayor shall not be included in calculating the quorum. No action shall be valid without a majority of the board is present, or as otherwise provided in this code or by state law, shall vote in favor of such action.

SECTION 110.189: PUBLIC MEETINGS; ORDER OF BUSINESS

All meetings of the board are open to the public. Promptly at the hour set by law on the day of each regular meeting, the members of the board, the city clerk, city attorney and city administrator shall take their customary places in the board chambers and the business of the board shall be taken up for consideration and disposition in the following order:

- (1) Call to Order/Pledge of Allegiance
- (2) Roll Call
- (3) Ceremonial Matters
- (4) Public Participation
- (5) Approval of Minutes
- (6) Agenda Items
- (7) Aldermen and Committee Reports
- (8) Report from the City Administrator
- (9) Questions from the Media
- (10) Adjourn to Executive Session
- (11) Adjourn from Regular Session

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Attachment: Board procedures-1 (Implementation of Board Policies)

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SECTION 110.190: READING OF MINUTES

Unless a reading of the minutes of a board meeting is requested by a member of the board, such minutes may be approved without reading if the clerk has previously furnished each member with a summary thereof.

SECTION 110.191: PROCEDURE FOR ADDRESSING THE CHAIR; IMPROPER REFERENCE TO BE AVOIDED

Every member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

SECTION 110.192: INTERRUPTIONS OF SPEAKER

A member, once recognized, shall not be interrupted when speaking unless it is to call such member to order, or as otherwise provided in this chapter. If a member, while speaking, is called to order, the member shall cease speaking until the question of order is determined, and if in order the member shall be permitted to proceed.

SECTION 110.193: PRIVILEGE OF CLOSING DEBATE:

The member of the board moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

SECTION 110.194: MOTION TO RECONSIDER

A motion to reconsider any action taken by the board may be made no later than the next regular meeting day after such action was taken. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable.

SECTION 110:195: REQUESTS OF BOARD TO HAVE REMARKS ENTERED IN MINUTES

A member of the Board may request, through the presiding officer, the privilege of having an abstract of such member's statement on any subject under consideration by the board entered in the minutes. If the board consents thereto, such statement shall be entered into the minutes.

SECTION 110:196: SUMMARY OF DEBATE

The clerk may be directed by the presiding officer, with consent of the board, to enter in the minutes a summary of the discussion on any question coming regularly before the board.

SECTION 110:197: PROCEDURE AND CONDITIONS FOR PRIVATE CITIZEN TO ADDRESS BOARD

Any person desiring to address the board shall first obtain the recognition of the presiding officer. The following rules shall govern communications and recognition.

- (1) Each person addressing the board shall give his name and address in an audible tone of voice for the records and unless further time is granted by the board, shall limit his/her address to four minutes.
- (2) All remarks shall be addressed to the board as a body, and not to any member thereof. No person, other than the board and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked of a member of the board except through the presiding officer.
- (3) Written Communications: Interested persons, or their representatives, may address the Board by written communications in regard to any matter concerning the city's business by delivering a copy of such communication to the city clerk, either before the board meeting commences or at a recess of such board meeting, or by reading the written communication themselves.
- (4) Oral communications: Interested persons, or their representative, may address the board by oral communications with regard to any matter concerning the city business.

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SECTION 110:198: ADDRESSING BOARD AFTER MOTION IS MADE

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After a motion is made by a board member, no person shall address the board without first securing the permission of the presiding officer to do so.

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SECTION 110.199: DECORUM-REQUIRED OF BOARD OF ALDERMEN AND OTHER PERSONS

- (a) While the board is in session, the members must preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the board, nor disturb any member while speaking or refuse to obey the orders of the board or its presiding officer, except as otherwise provided in this chapter.
- (b) Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the board shall be forthwith, by the presiding officer, barred from further audience before the board during the meeting, unless permission to continue be granted by a majority vote of the board.

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SECTION 110.199200: REGULAR MEETINGS MAY BE ADJOURNED

The Board of Aldermen may at any regular meeting in any month by motion duly put and carried and entered in the journal, adjourn a regular meeting to a later date in the month, the date to be specified in a motion, and such meeting shall be known as the regular adjourned meeting for the month. (CC 1977 §2-28; Rev. Ords. 1939 Ch. 41 Art. 1 §6)

SECTION 110.21000: SPECIAL MEETINGS

The Mayor or any two (2) members of the Board may call special meetings of the Board of Aldermen. All officials of the City shall be properly notified of such special meetings within a reasonable period of time prior thereto. (CC 1977 §2-29; Rev. Ords. 1939 Ch. 4 Art. 1 §2)

SECTION 110.22010: QUORUM, ADJOURNED MEETINGS

A majority of the Board of Aldermen elected shall constitute a quorum to do business, but a lesser number may adjourn from time to time. (CC 1977 §2-30; Rev. Ords. 1939 Ch. 4 Art. 1 §2)

SECTION 110.23020: CONDUCT OF MEETINGS

All meetings of the Board of Aldermen shall be governed by the provisions of Robert's Rules of Order. (CC 1977 §2-32)



STAFF REPORT

TO: Board of Aldermen
FROM: Keith Moody, City Administrator
DATE: October 30, 2013
SUBJECT: Delinquent Sales Tax Enforcement

Type of Item: *Policy*

The Mayor and Alderman Meyer have both inquired what options the City has available regarding businesses that are delinquent with their sales tax to the State. At this time the City has to remove the establishments business license.

Attached is a proposed ordinance prepared by Mr. Mauer which would allow a local business that is delinquent in remitting sales tax collections to remain open if the business makes an appeal to the Board of Aldermen and the BOA approves the request. Mr. Mauer believes this complies with state law. It is very similar to the procedure adopted by Raymore.

The Public Safety Committee has reviewed the proposed ordinance and recommends approval.

Council Bill No. 81**Ordinance No.****AN ORDINANCE TO AMEND SECTION 605.090 OF THE HARRISONVILLE, MISSOURI MUNICIPAL CODE OF ORDINANCES, REVOCATION OF BUSINESS LICENSE**

WHEREAS, the Board of Aldermen of the City of Harrisonville, Missouri desire to amend Chapter 605.090 regarding the revocation of business licenses.; and

WHEREAS, such revocations have been governed by Chapter 605, Section 605.090; and

WHEREAS, the City desires to establish a procedure for suspending and revoking these licenses; and

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

SECTION ONE: That Section 605.090 shall read as follows:

SECTION 605.090: PENALTIES

- A. Non-Compliance Or Violation A Misdemeanor. In addition to any other penalties prescribed under this Chapter or any related Chapters, any failure to comply with or any violation of any provision of this Chapter shall be a misdemeanor and shall be punishable, upon conviction thereof, by a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) for each such offense. Each day such failure or non-compliance shall continue shall constitute a separate offense.
- B. Suspension Or Revocation. Any failure to comply with or any violation of any provision of this Chapter may be cause for suspension or revocation of such license. The suspension or revocation as provided under this Section shall be in addition to any other penalties prescribed under this Chapter.
 - 1. Suspension.
 - a. Any failure to comply with or any violation of any provision of this Chapter may be cause for suspension by the Board of Aldermen.
 - b. Notice of the hearing for suspension of a license shall be given in writing setting forth specifically the grounds of the complaint and the time and place of the hearing. Said notice shall be mailed to licensee or applicant at least five (5) days prior to the date set for hearing and any decision to be made by the Board of Alderman with respect to said suspension. All decisions of the Board of Aldermen following the hearing shall be final.
 - c. The City can toll the suspension of a business license, upon the licensee or applicant's request and in the event the licensee or applicant makes a good

faith showing that he/she is disputing the taxes at issue or is actively attempting to negotiate an agreement resolving the delinquent sales tax payments with the Department of Revenue. The decision to toll the suspension or revocation of a business license is in the sole discretion of the Board of Alderman.

- d. No suspension shall last for longer than 90 days.

2. Revocation.

- a. After any 60 day consecutive period that a licensee or applicant's business license has been suspended as a result of a violation of this Chapter, may be cause for revocation of such license by the Board of Aldermen.
- b. Any failure to comply with or any violation of any provision of this Chapter may be cause for revocation of such license by the Board of Aldermen upon its own recommendation or the recommendation of the City Manager for any of the following causes:
 - 1. Fraud, misrepresentation or false statement contained in the application for license;
 - 2. Fraud, misrepresentation or false statement made in the course of carrying on his/her business within the City of Harrisonville;
 - 3. Any violation of this Chapter;
 - 4. Failure to pay sales tax or in any way allowing the sales tax for the business to become delinquent;
 - 4. Conviction of any crime or misdemeanor involving moral turpitude; or
 - 5. Conducting of business in an unlawful manner so as to constitute a breach of the peace or menace to health, safety or general welfare of the public.
- c. Notice of the hearing for revocation of a license shall be given in writing setting forth specifically the grounds of the complaint and the time and place of the hearing. Said notice shall be mailed to licensee or applicant at least five (5) days prior to the date set for hearing and any decision to be made by the Board of Alderman with respect to said revocation. All decisions of the Board of Alderman following the hearing shall be final.

- C. Unlawful Continuation-Further Remedies Authorized. In the event any business, trade, occupation or service occupation which is required to obtain an annual license under this Chapter continues to operate after having received written notice of failure to obtain such license or in the event any business, trade, occupation or service occupation continues to operate following suspension or revocation of such license pursuant to Subsection

605.090(B) hereof, the City Manager, the City Clerk, the Board of Aldermen, the Mayor, or any other official authorized to enforce City license ordinances may seek injunctive relief from the Circuit Court or order of the Municipal Court to restrain, correct, abate or prevent such continued operation. In the event of the issuance of an injunction or order by a court of competent jurisdiction, costs of such enforcement proceedings may be taxed against the offending party. The remedies provided for by this Subsection (C) shall be in addition to all other costs and penalties prescribed under this Chapter.

SECTION TWO: The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Governing Body would have enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION THREE: This Ordinance shall be in full force and effect both from and after its passage and approval by the Mayor.

Ayes:

Nays:

Absent:

Abstain:

Read two times by title only on the 4th day of November, 2013, and passed by the Board of Aldermen this 4th day of November, 2013.

Kevin W. Wood, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this 4th day of November, 2013



STAFF REPORT

TO: Board of Aldermen
FROM: Keith Moody, City Administrator
DATE: October 29, 2013
SUBJECT: 2012 ICMA Performance Measures- Part 3

Type of Item: *Presentation*

A. Discussion Item (ID # 1221)

2012 ICMA Performance Measures- Part 3

Attachments:

2012 Performance Measure Presentation Part 3 (PDF)



2012 Performance Measures

Part 3: Police Fire Ambulance

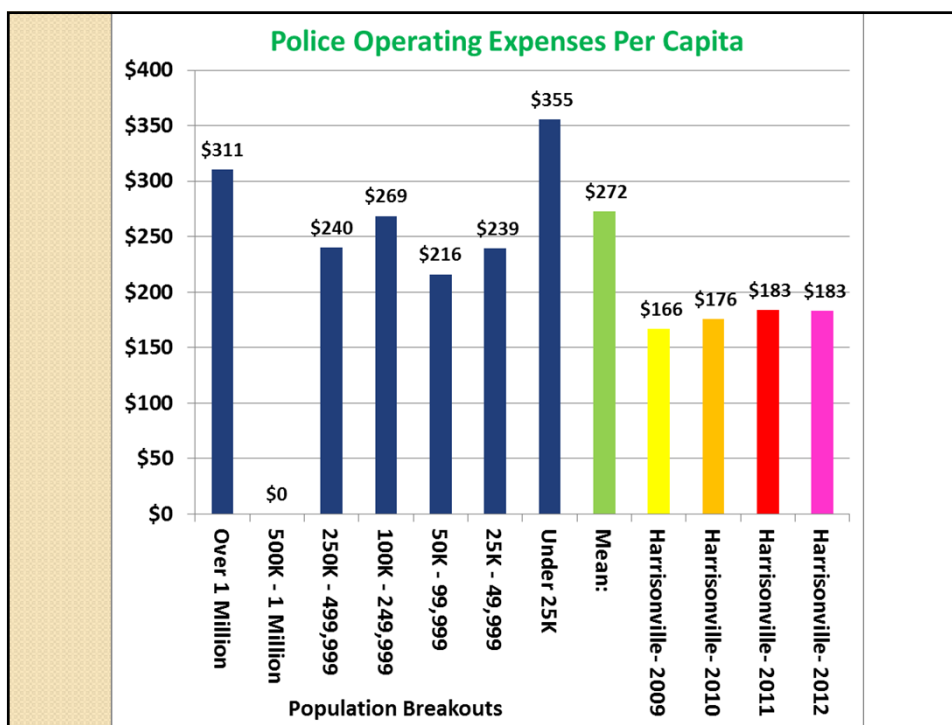
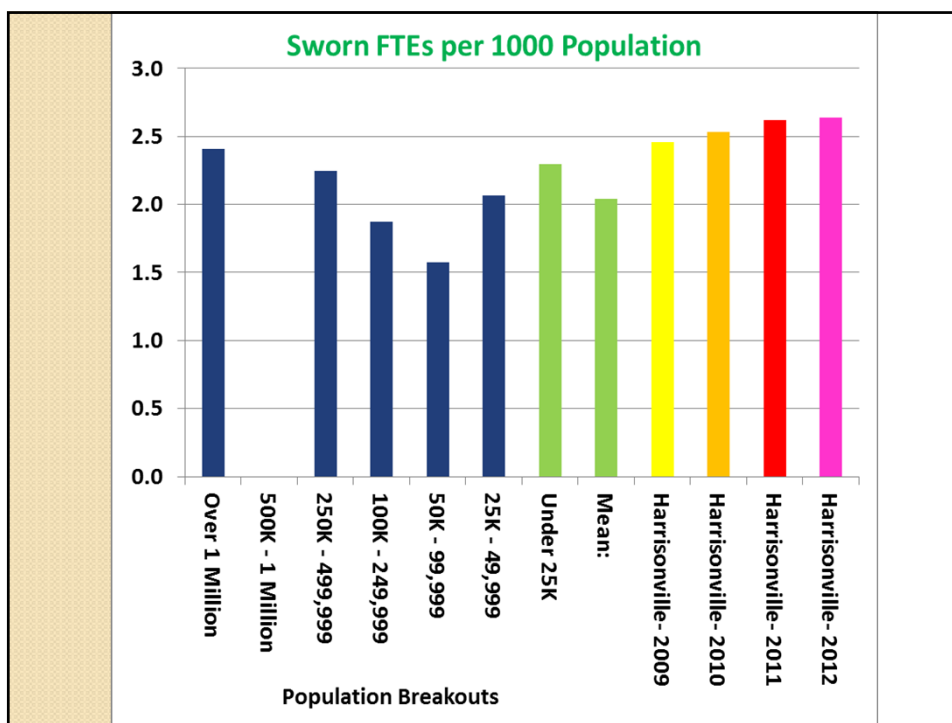
November 2013

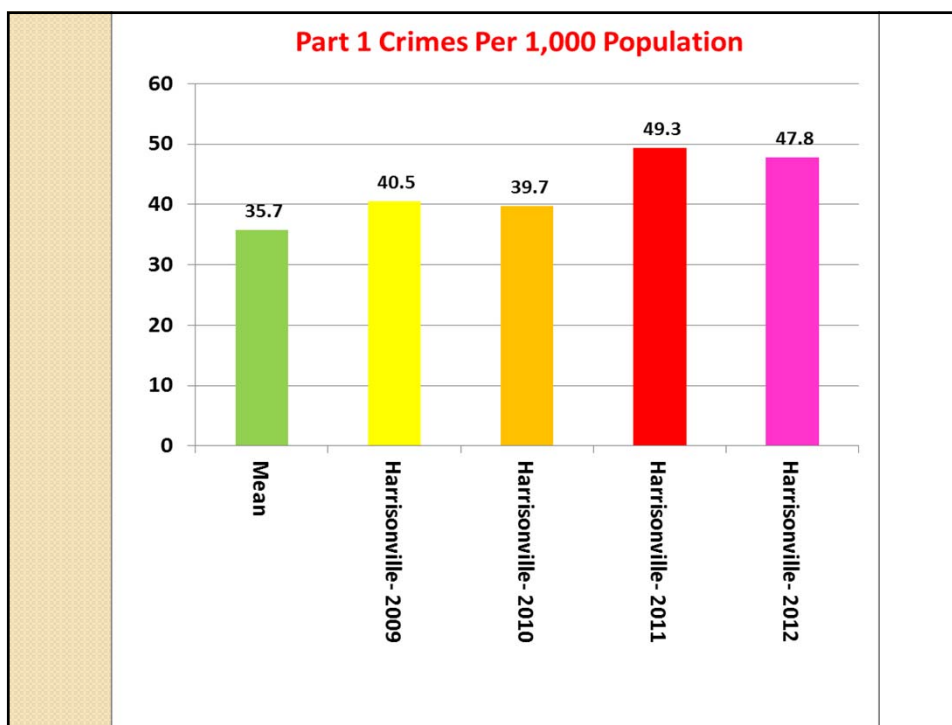
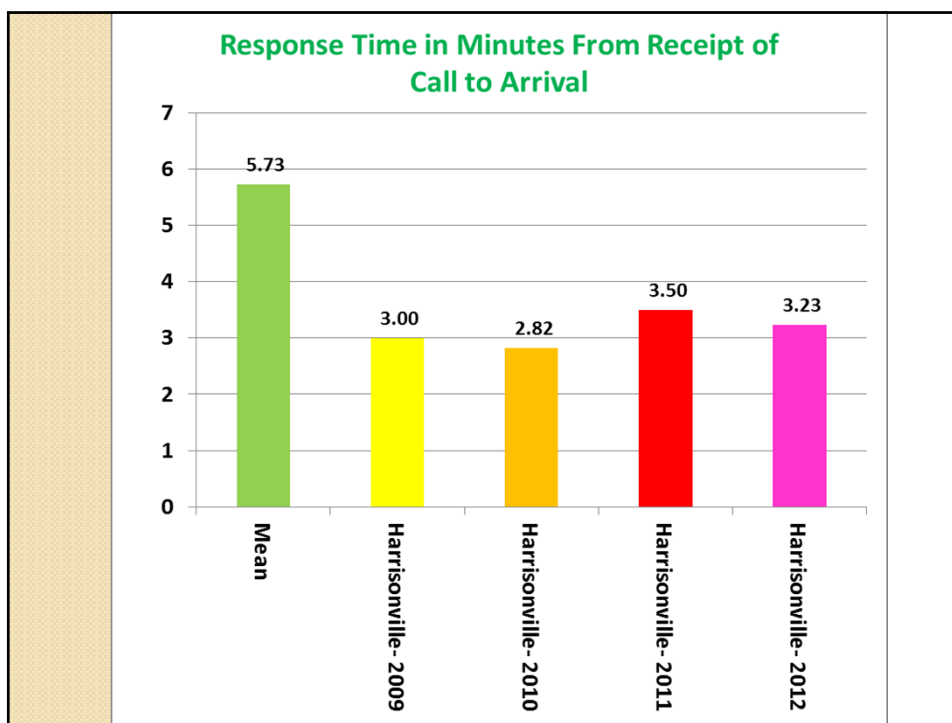


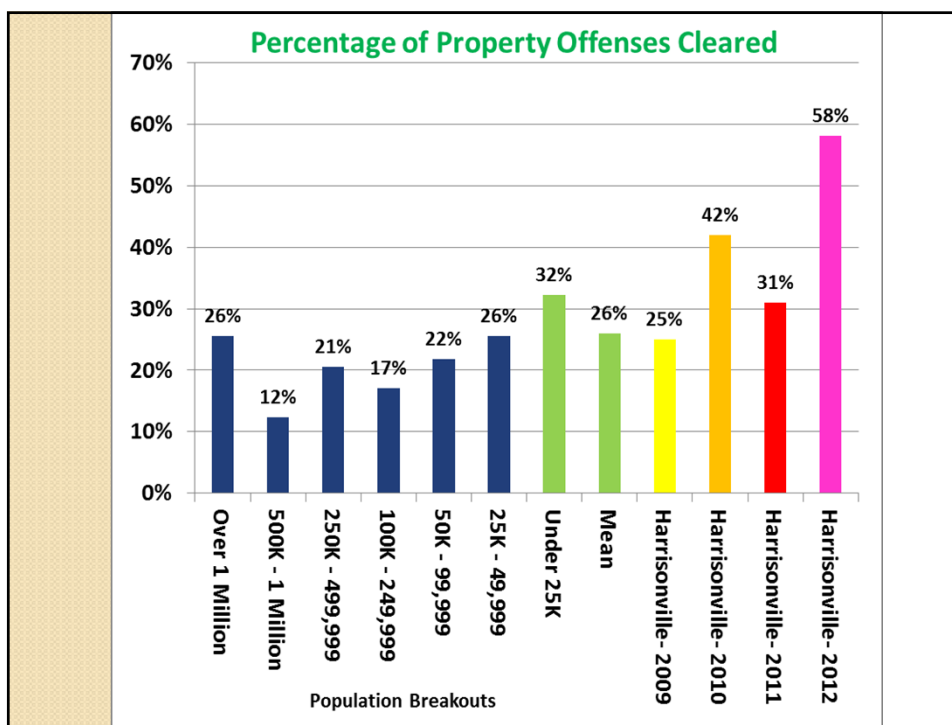
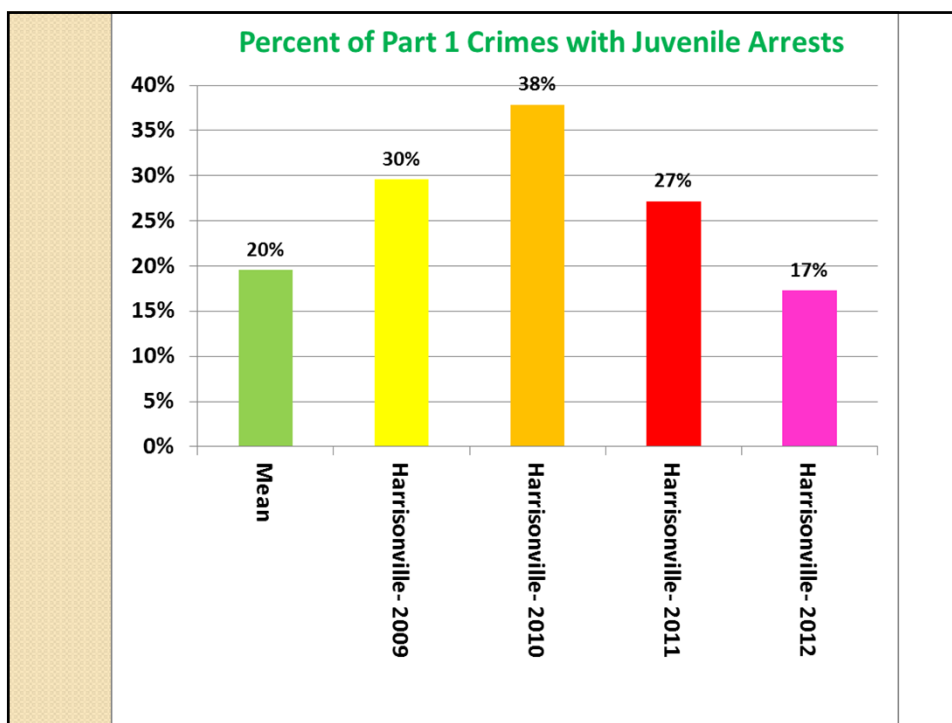
Our Goals:

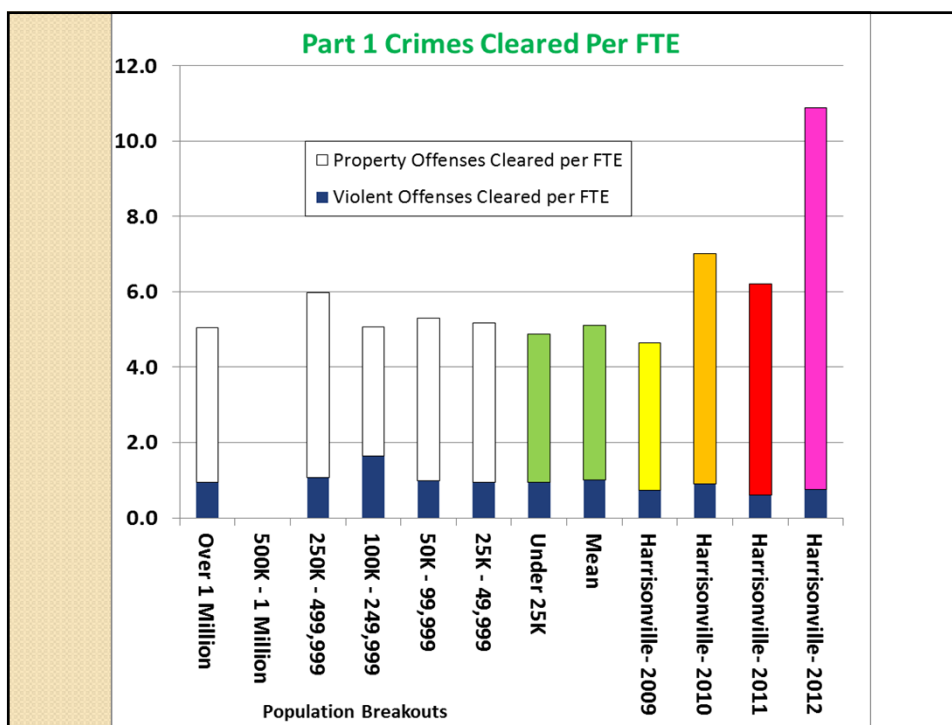
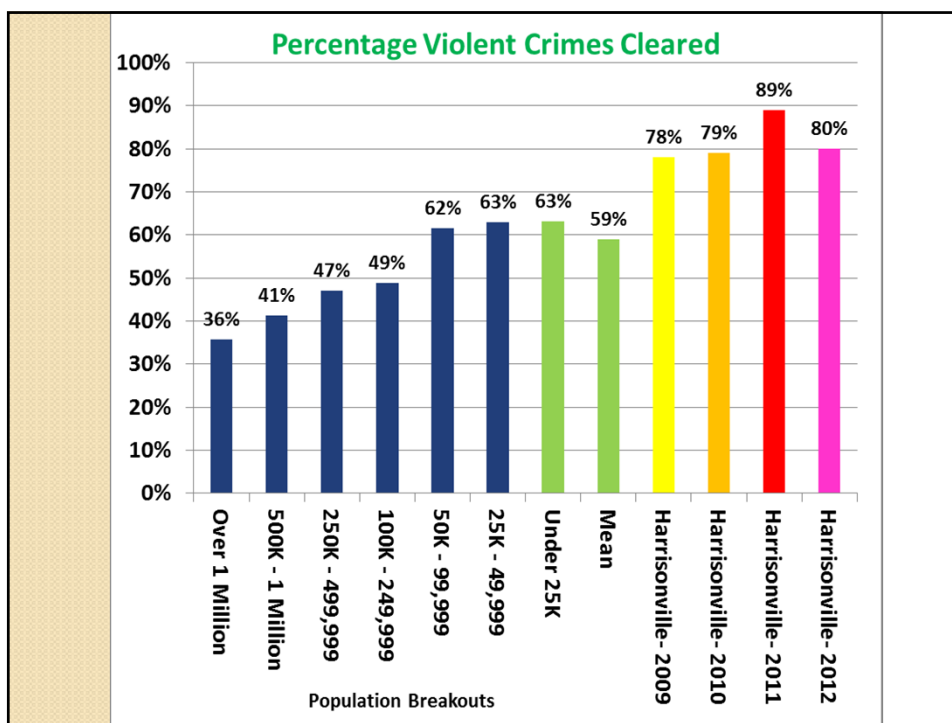
Short Term (by 2015)- 90% or more performance measures better than average (As of 2011- 75% were better than average)

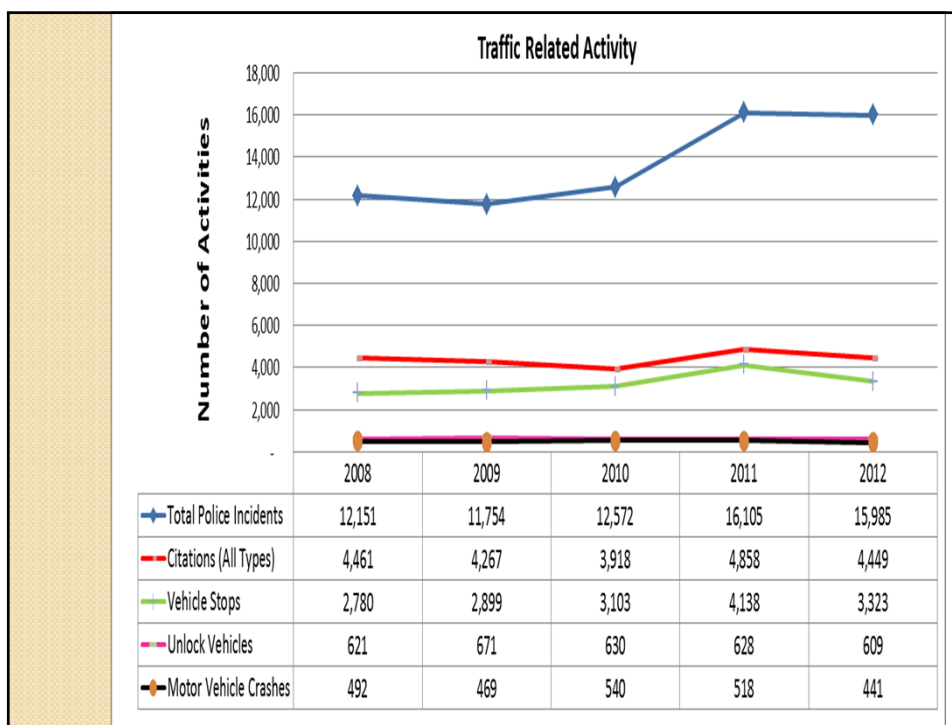
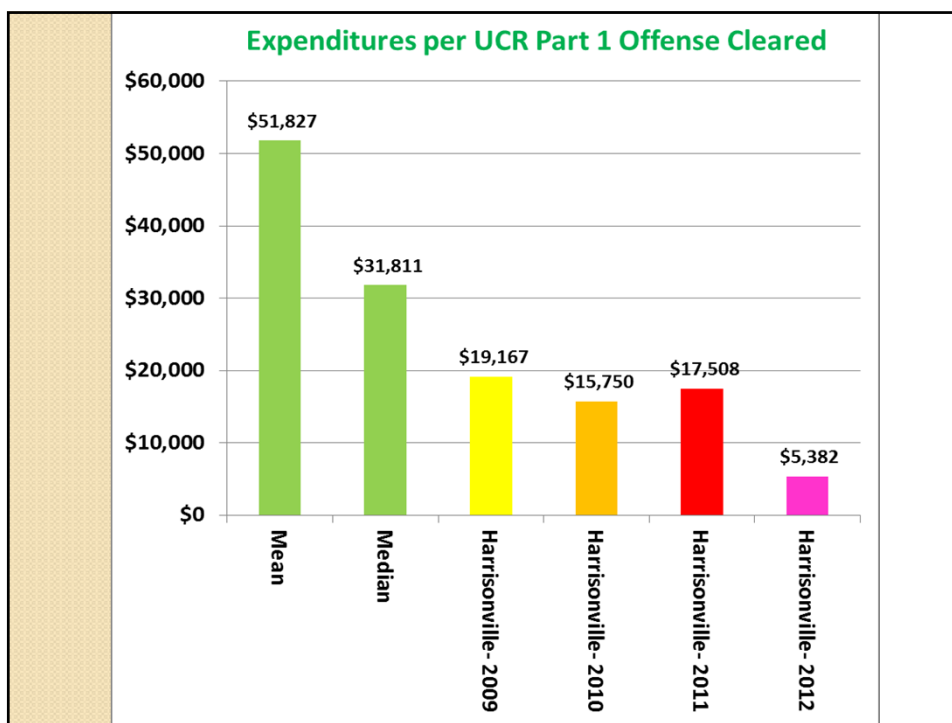
Long Term (by 2018)- all performance measures better than average.

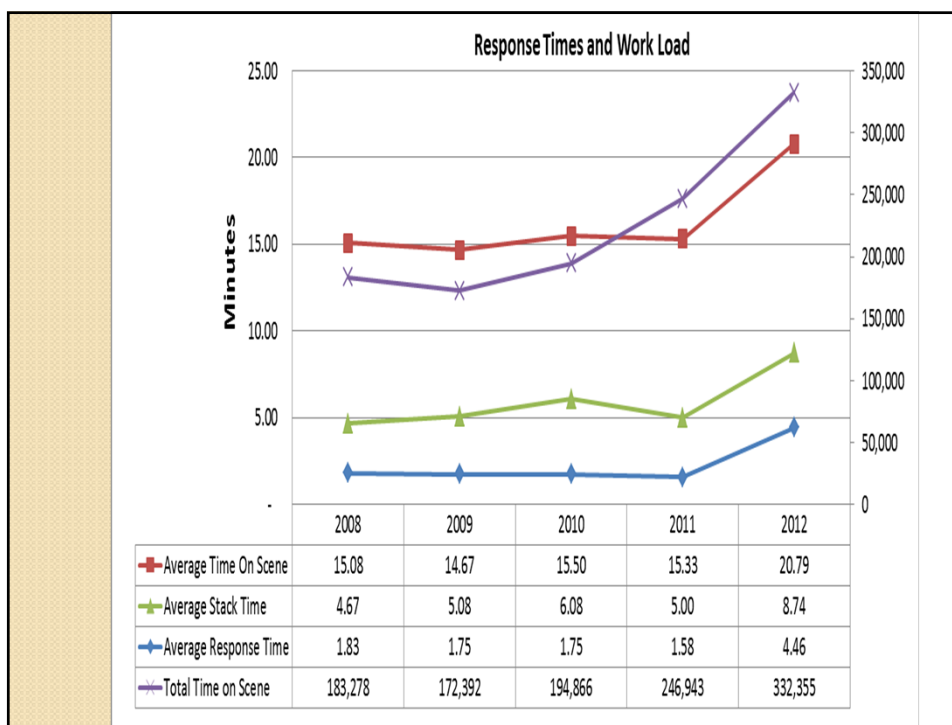
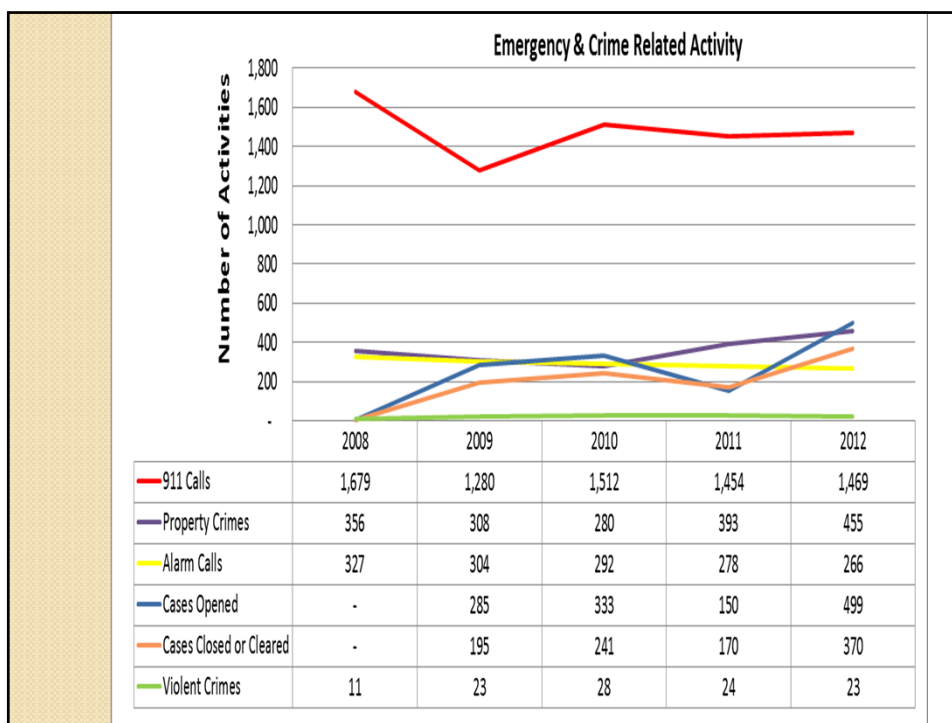


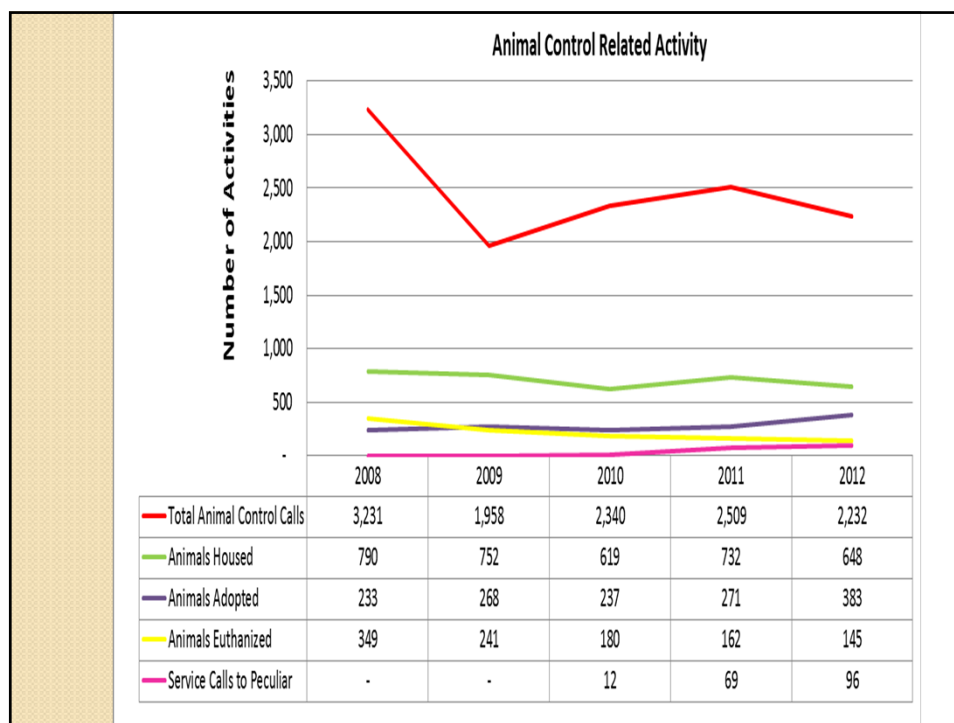










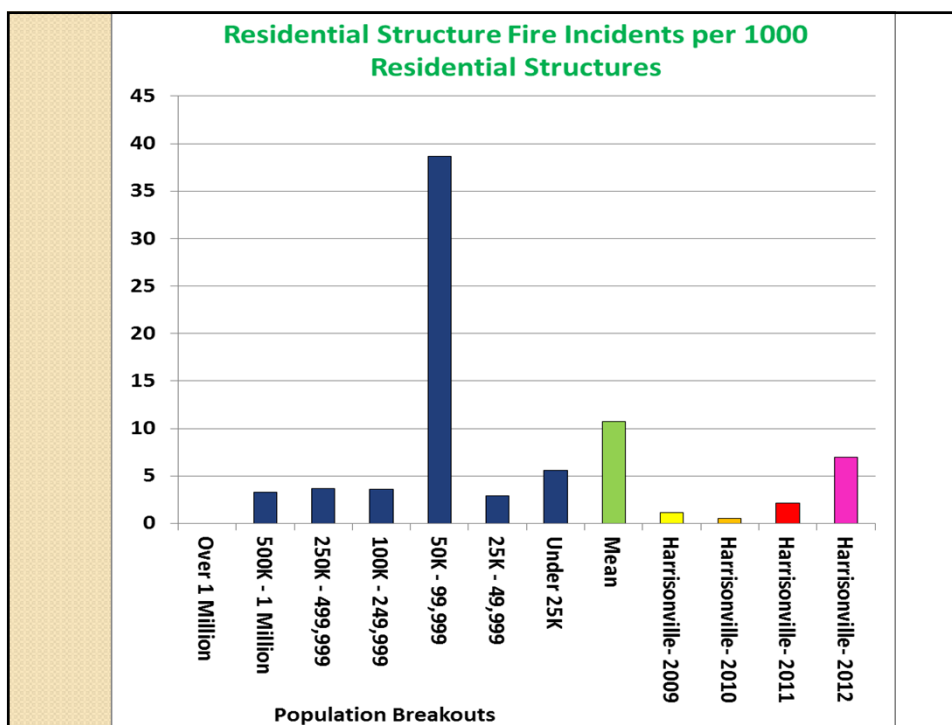


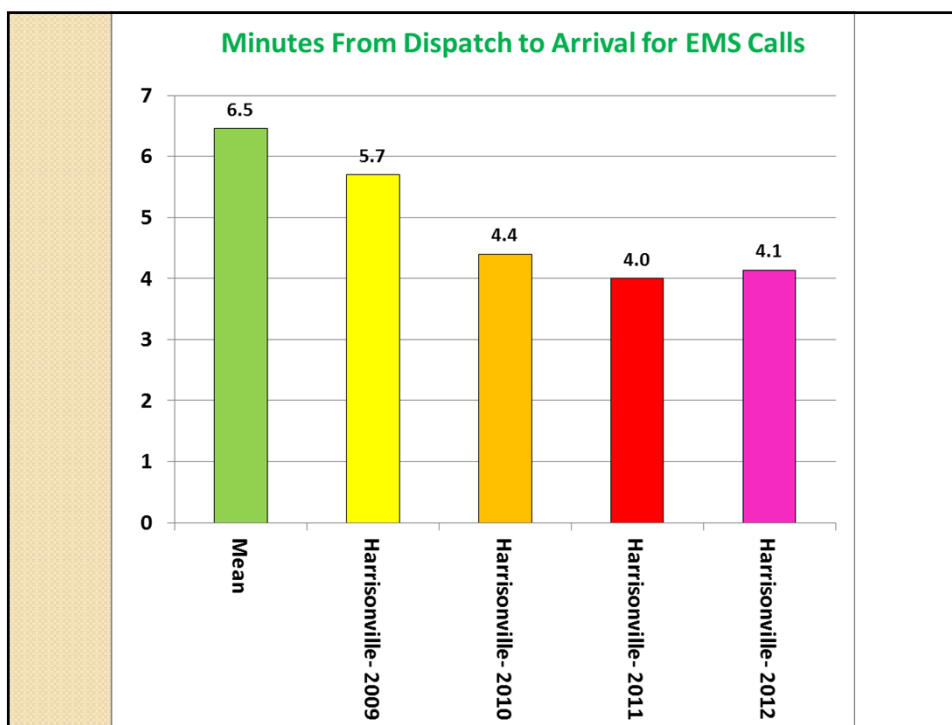
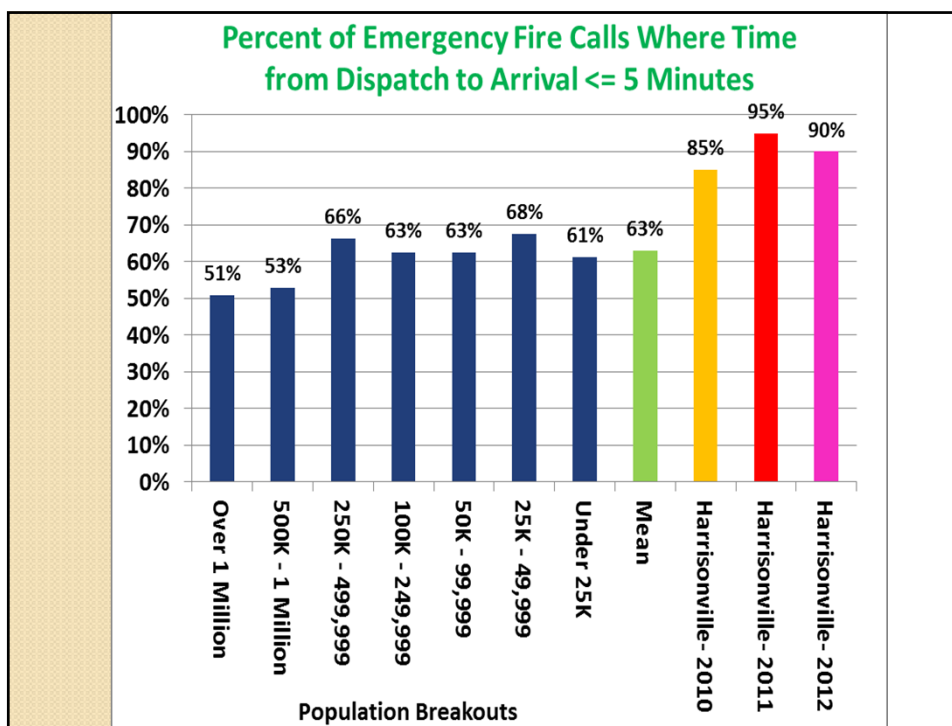
Summary- Police

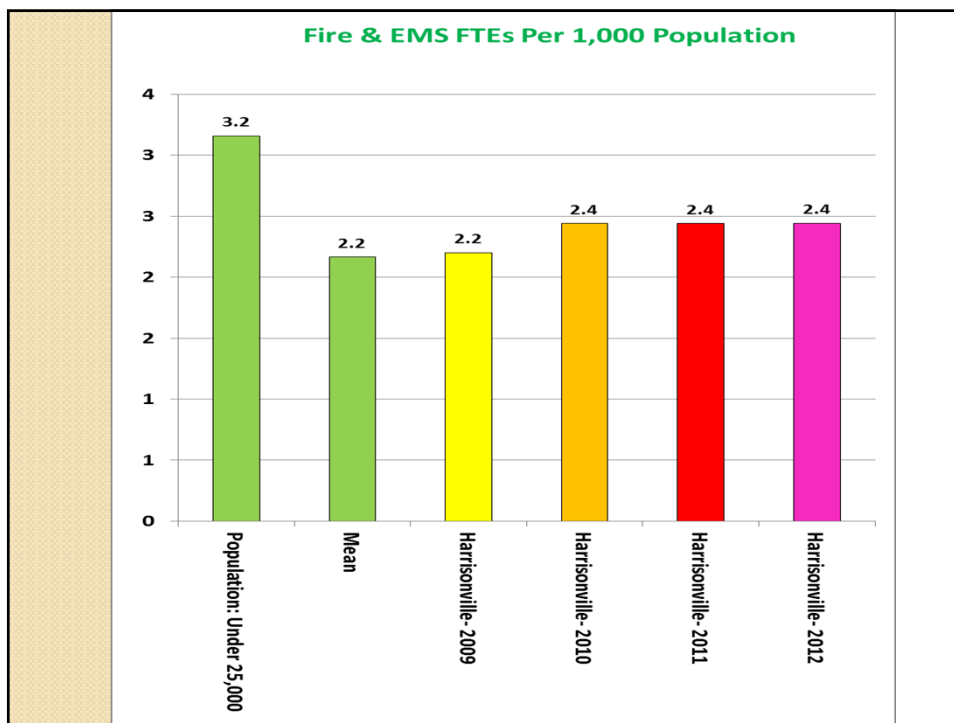
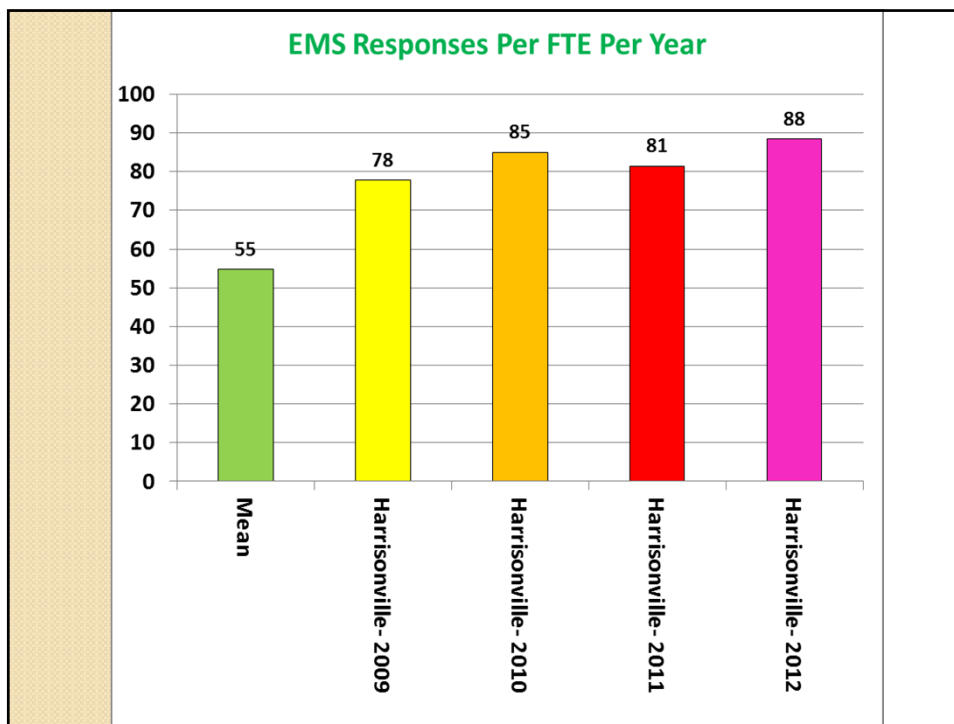
- Police has above average **Staffing Levels Per Capita** while at the same time having below average **Operating Expenses Per Capita**, indicating that service is being delivered affordably.
- **Response Times** are among the quickest for all cities.
- **Part I Crimes (Violent and Property) Per Capita** are above average (this is an area we are concentrating on).
- **Juvenile Arrests as a Percent of Part I Crimes** has declined to below average (this is an area we are concentrating on).
- **Percent of Property Crimes Cleared** has moved to above average indicating improved crime solving.

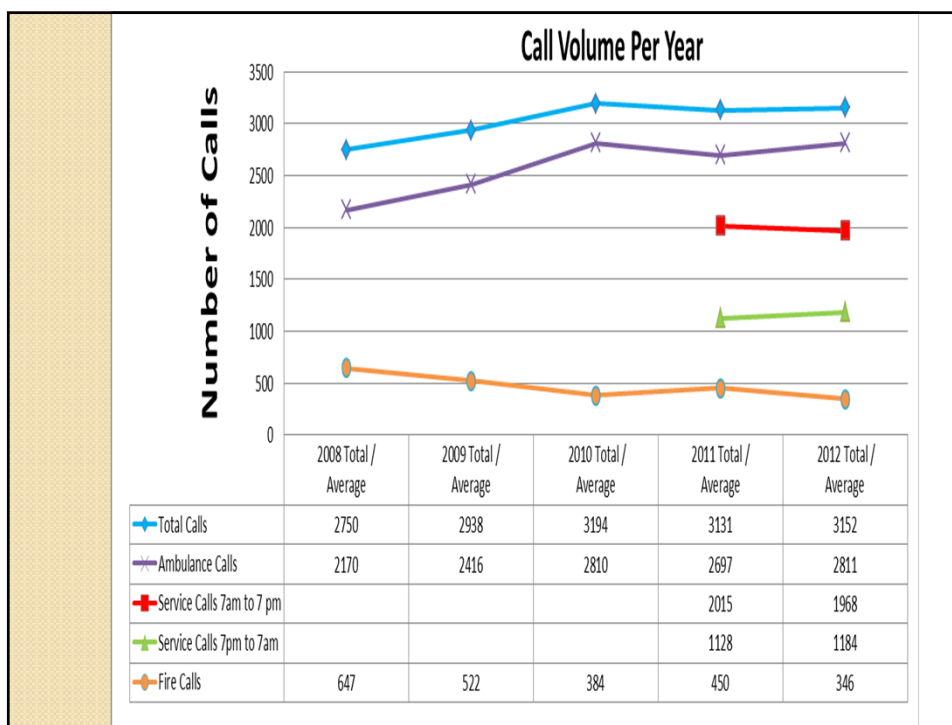
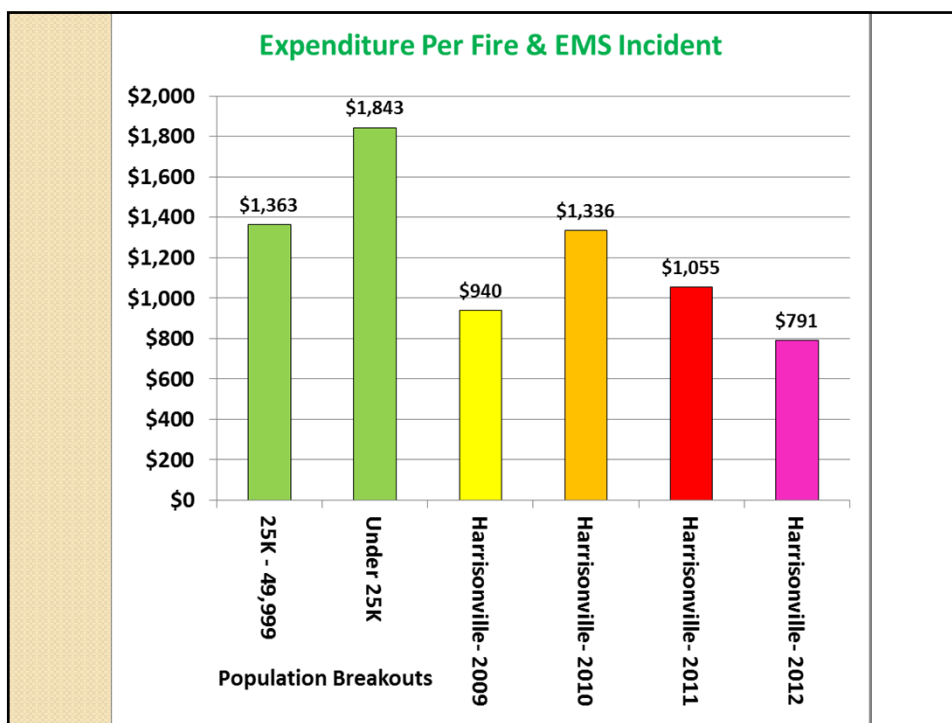
Summary- Police

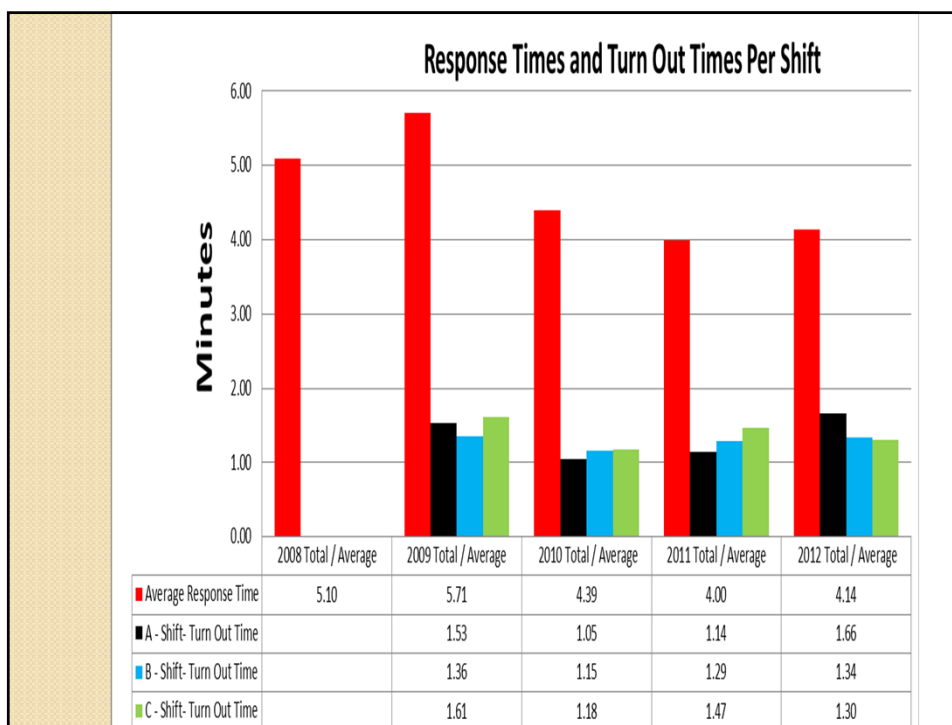
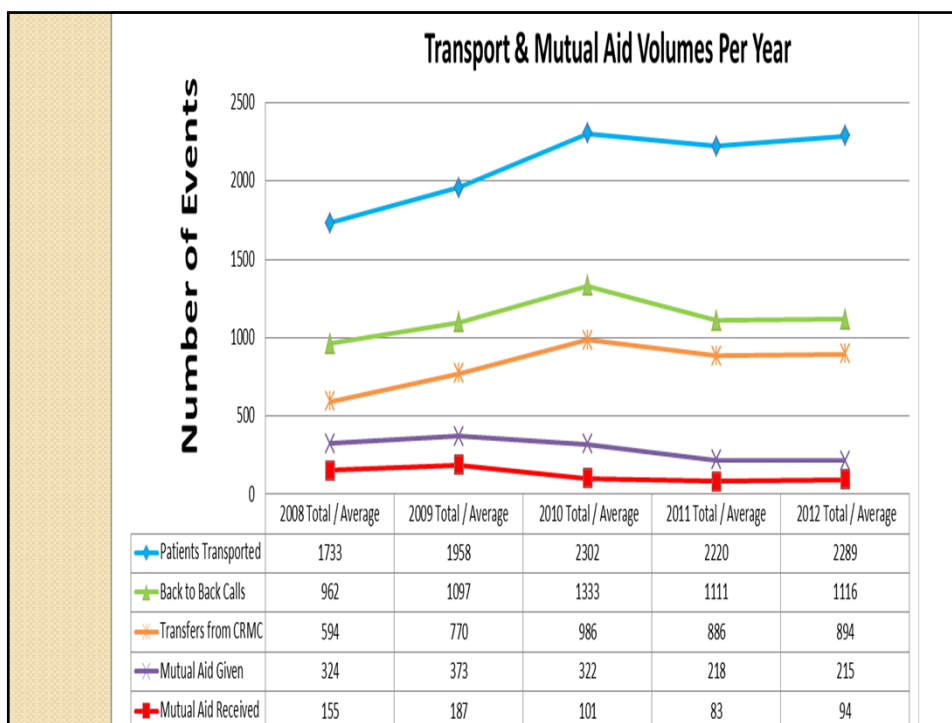
- **Percent of Violent Crimes Cleared** remains well above average indicating effective crime solving.
- **Part I Crimes Cleared per FTE** is above average, in 2012 a significant number of property crimes were cleared creating a spike in this reading as well as dropping expenditures per part I crime cleared dramatically.
- **Expenditures per Part I Crime Cleared** have consistently been below average, indicating that the department is being run in an frugal manner, also due to better than average crime clearance.

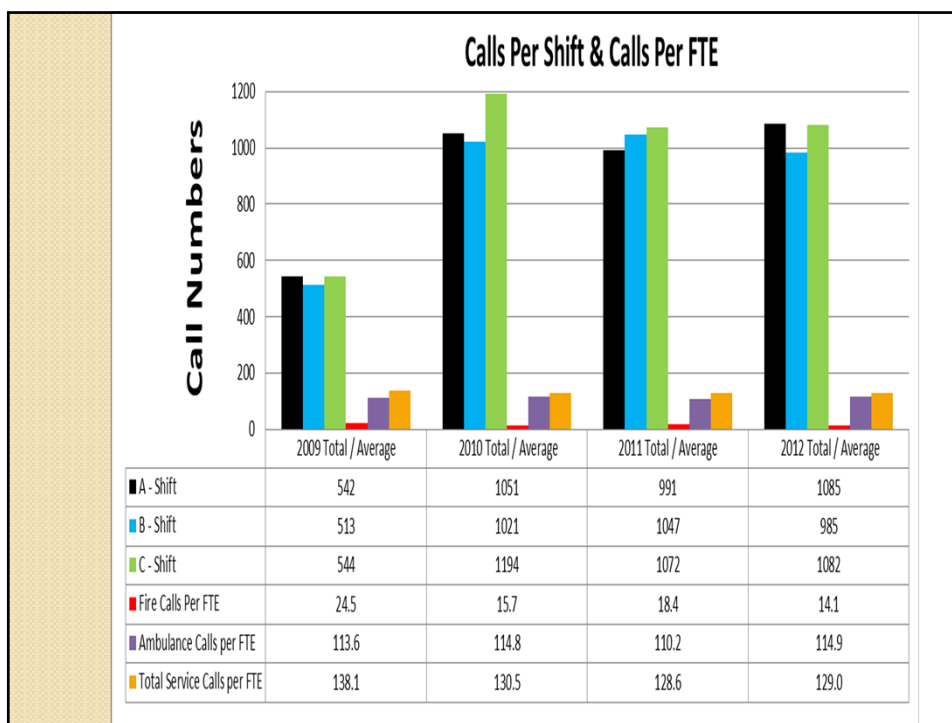












Summary- Fire & EMS

- Residential fires per 1,000 residential structures is well below average, an indication that fire prevention efforts are effective (fire prevention education and safe building codes).
- Percent of fire calls responded to in ≤ 5 minutes is well above average, indicating that work load is not excessive and facilities are adequate.
- Minutes from dispatch to arrival for EMS service has gone from above average (2009) to well below average (2010 & 2011) following the consolidation of our fire/ems staff. This is an indication that work load is not negatively impacting the timeliness of service delivery.

Summary- Fire & EMS

- EMS responses per FTE are among the highest indicating excellent productivity from our staff.
- Fire & EMS staff per 1,000 population falls between the average for all communities (2.2) and the average for communities with less than 25,000 populations (3.2). This is as a positive measure since Harrisonville has a higher work load per capita do to our role as a regional ambulance service and hospital transport provider.
- Expenditures per fire/ems incident are well below average, an indication that operations are being conducted in a frugal manner.

Are We Reaching Our Short-term Goal of 90% or more of Performance Measures Better Than Average by 2015?

Of the 15 Performance Measures included in Part 3 we have 14 that are better than average, or 93%, achieving our short term goal. We were at 81% in 2011.

38 of the 46 Performance Measures (83%), are better than average for 2012. In 2011 we were at 75%.

5 of the 8 measures that are worse than average are trending in a positive direction. If we are able to move those 5 to better than average our percent of measures better than average will be 93%. This is a strong indication that our short term goal is within reach.