



**AGENDA
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
SEPTEMBER 23, 2013
6:00 PM**

- I. Call to Order**
 - A. Roll Call**
- II. Approve Minutes**
 - A. Finance/Personnel Committee - Regular Meeting - Aug 5, 2013 6:00 PM**
- III. Agenda Items**
 - A. Delinquent Sales Tax Enforcement**
 - B. Review of City Hall Phased Renovation Plan**
 - C. Changes to Code relating to Utility Deposit**
- IV. General Discussion**
- V. Adjournment**

This meeting will be open to the public.

Posted on City Hall Bulletin Board this 19th day of September, 2013

Kim Hubbard, City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
AUGUST 5, 2013
6:00 PM

I. Call to Order

The meeting was called to order at 6:02 PM by Chair Bill Mollenhour

II. Approve Minutes

A. Finance/Personnel Committee - Regular Meeting - Jul 1, 2013 6:00 PM

Alderman Dahlman moved to approve the July 1, 2013 minutes. Alderman Coburn seconded and approved unanimously by a voice vote of those present.

III. Agenda Items

A. Changes to Personnel Manual Section X E.17 and X.K Recommended

Mr. Moody reviewed the personnel changes regarding political activity of emergency service providers and the termination of a non-elected Police Chief. Mr. Moody noted these changes need to be made to comply with state law and asked for a recommendation from the committee to move forward to the Board of Aldermen for approval.

B. Employee Residency Questionnaire

Mr. Moody reviewed the results of the employee survey regarding residency. Discussion took place on the different reasons given for being a city resident or not being a resident.

IV. General Discussion

There was no general discussion

V. Adjournment

The meeting was closed at 6:21 PM

Mayor Wood moved to adjourn the meeting, Alderman Dahlman seconded and it was approved unanimously by a voice vote.

Minutes Acceptance: Minutes of Aug 5, 2013 6:00 PM (Approve Minutes)

Regular Meeting**Monday, August 5, 2013****6:00 PM**

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

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Aug 5, 2013 6:00 PM (Approve Minutes)



TO: Finance/Personnel Committee
FROM: Keith Moody, City Administrator
DATE: September 16, 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.

A. Action Item (ID # 1176)

Delinquent Sales Tax Enforcement

Attachments:

Ordinance to amend section 605.090 revocation of business license (DOC)

BILL NO. _____
 VOTED FOR: _____
 VOTED AGAINST: _____

ORDINANCE NO. _____
 FIRST READING: _____
 SECOND READING: _____

AN ORDINANCE TO AMEND SECTION 605.090 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 ____ day of September, 2013, and passed by the Board of Aldermen this ____ day of September, 2013.

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

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this ____ day of September, 2013.



TO: Finance/Personnel Committee
FROM: Keith Moody, City Administrator
DATE: September 18, 2013
SUBJECT: Review of City Hall Phased Renovation Plan

Type of Item: *Presentation*

Development of a multi phase renovation plan for City Halls is an objective for 2013. Jim Delmont the architect for the new Police facility was hired to develop this plan. The City Clerk, Community Development Director, Finance Director, IT Specialist, and City Administrator have provided input during the plan development phase. The attached plan shows the basement and main level. The intent is to move as much filing and storage as possible to the basement in order to maximize the main floors potential for office and meeting space.

Phase 1 will focus on opening up the basement and creating efficient storage for files and other historical documents. Many of the maps and plans we have are currently stored in the basement.

Phases 2, 3, and 4 are on the main floor (boundaries are outlined in red on the plan). The phasing attempts to minimize disruption during construction.

Although the plan has been through 5+ versions we anticipate additional tweaking of office sizes and equipment placement. The layout does create a secure front reception area, the ability to secure the back offices from the Board room during BOA meetings and during Court. It provides better restrooms, better flow of traffic, and eliminates most of the obstructed view problem we have in the board room. Easy access to all of the customer service representatives for the variety of departments/services we offer is also sustained with individual counters/windows. A west egress is established with fewer steps up for staff and a lift is provided to the basements (for people and for documents).

The plan does not offer much opportunity for expansion. At the writing of this memo I do not have the cost estimates for the renovations. Jim Delmont will have these numbers at the meeting when he reviews the plan with the committee.

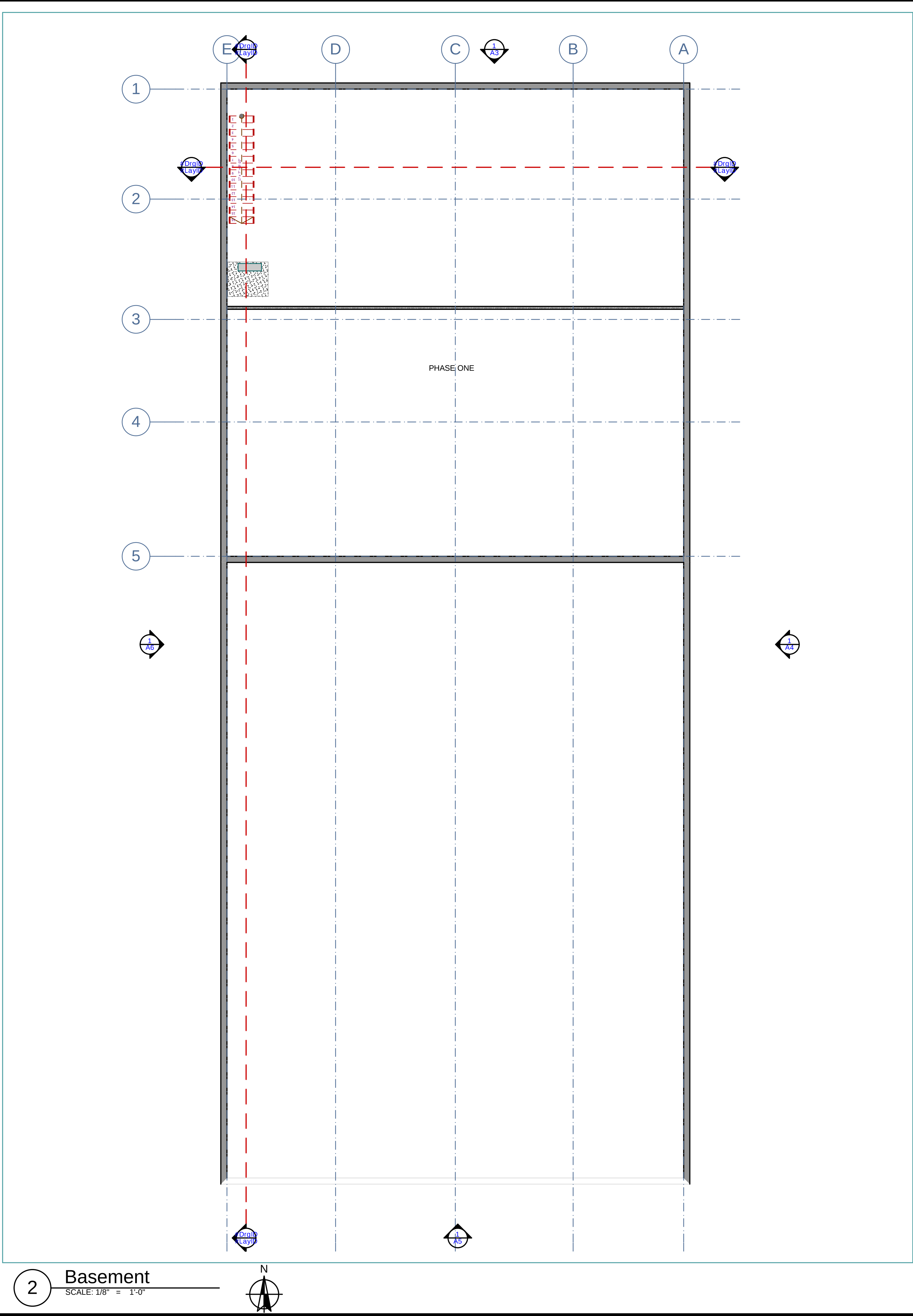
B. Action Item (ID # 1186)

Review of City Hall Phased Renovation Plan

Attachments:

City Hall Floor Plan- B 9-18-13 (PDF)

G:\projects\Harrisonville\City of Harrisonville\City Hall\pin030313 HCH IV.pln



the design club, inc. Architecture
30519 South LoneTree Road
Harrisonville, Missouri 64701
(816) 380-6090
thedesignclub.com
the design club, inc. 2 Chronicals 14.17
MO State Certificate of Authority
#2009025010

CONSULTANTS

Harrisonville City Hall Renovations

302 Wall Street
Harrisonville, Missouri 64701

MARK	DATE	DESCRIPTION
09.16.13	09.16.13	Phasing Plan
SHEET	TITLE	1st FLOOR PLAN

PROJECT NO: 0303113
MODEL FILE:
DRAWN BY:
CHK'D BY:
COPYRIGHT 2013

A1



TO: Finance/Personnel Committee
FROM: Mike Tholen, Director
DATE: September 16, 2013
SUBJECT: Changes to Code relating to Utility Deposit

Type of Item: *Policy*

Earlier this year the Board approved a change in the utility deposit requirements, increasing the required amount for customers who had been subject to disconnection for non-payment, and ending the practice of refunding a deposit for an active account, regardless of payment history. We did not change the part of the Code which states that the City MAY waive the initial deposit requirement, so that flexibility is maintained.

The Finance department is responsible for the implementation and administration of this policy, and we have proceeded on the assumption that if the Board decided to retain deposits for all active accounts regardless of credit history, we should also tend to require deposits from all customers, and so we tend to be restrictive in utilizing our waiver flexibility. This discussion item will let us know if we are interpreting your guidance generally correctly (knowing that there are always specific circumstances where reasonable people may differ.)

Discussion Item (ID # 1177)

Changes to Code relating to Utility Deposit

Attachments:

Utility Deposit Information (PDF)

§ 700.280

Harrisonville City Code

§ 700.310

SECTION 700.280: USE OF SPEED READERS

- A. The use of "speed readers" in coordination with the installation of water meters will be permitted only under the following conditions:
1. Within an apartment complex consisting of three (3) or more dwelling units or upon the remodeling of a commercial building into three (3) or more units.
 2. The water service line material be type K copper from the water main to the meters.
 3. The builder be responsible for the installation of a water shutoff valve and box to be located as close to the property line as possible and as directed by the City.
 4. The water meters located inside the building be secured from the general public in a manner acceptable to the City.
- B. The City will be responsible for maintenance of the service line from the water main to the water shutoff valve. In the event a leak occurs past the point of the water shutoff valve, the City will terminate water service until the leak is repaired. (CC 1977 §35-34; Ord. No. 2692 §1, 1-15-01)

SECTION 700.290: WATER AND SEWER TAP FEES

The following fees will be charged for water and sewer taps:

Water line tap	\$100.00 plus cost of materials
Sewer line tap	\$100.00 plus cost of materials

(CC 1977 §35-35; Ord. No. 2692 §1, 1-15-01)

DIVISION 2. DEPOSITS**SECTION 700.300: PURPOSE**

A cash deposit shall be required for all permanent or temporary utility service connections as security for the payment of bills, except when waived under the conditions provided herein. (CC 1977 §35-40; Ord. No. 2692 §1, 1-15-01)

SECTION 700.310: WHEN REQUIRED

- A. Deposits shall be required of all applicants prior to connection of service; however, connection of service at the convenience of the City in advance of collection of the deposit shall not affect the requirement for such deposit. In the event the customer fails to make the deposit within the time specified by the City, the service may be disconnected.
- B. When a customer who has their deposit refunded after two (2) years of satisfactory payments is disconnected for non-payment of utilities, such customer shall be required to place a new utility deposit with the City. (CC 1977 §35-41; Ord. No. 2692 §1, 1-15-01)

§ 700.320

Utilities

§ 700.380

SECTION 700.320: RESIDENTIAL CUSTOMERS

A cash deposit of one hundred fifty dollars (\$150.00) for total electric homes and seventy-five dollars (\$75.00) for non-total electric homes and fifty dollars (\$50.00) for water and sewer service shall be required for all permanent residential service connections except where acceptable credit has been established with the City in his/her name. (CC 1977 §35-42; Ord. No. 2692 §1, 1-15-01)

SECTION 700.330: COMMERCIAL AND INDUSTRIAL CUSTOMERS

A cash deposit equivalent to an estimated two (2) months' billing shall be required of all commercial and industrial customers, except where the applying individual, firm or corporation holds legal title to the property for which utility service is provided and has established an acceptable credit rating. A surety bond approved by the City may be furnished in lieu of cash if the amount of deposit required exceeds five hundred dollars (\$500.00). (CC 1977 §35-43; Ord. No. 2692 §1, 1-15-01)

SECTION 700.340: TEMPORARY SERVICES

A deposit shall be required for temporary services equivalent to the deposit which would apply to a permanent service. (CC 1977 §35-44; Ord. No. 2692 §1, 1-15-01)

SECTION 700.350: SERVICE CHARGE FOR REPLACED METER SEALS

Whenever a seal is broken on a City utility meter by other than City personnel, there shall be a service charge made to the customer in the amount of twenty dollars (\$20.00). (CC 1977 §35-45; Ord. No. 2692 §1, 1-15-01)

SECTION 700.360: REFUNDS

After a customer has established a satisfactory record of payment of utility bills for at least two (2) years, the deposit shall be refunded. Deposits shall be refunded to the customer upon termination of service provided all utility service bills are paid to the date of termination. The City may apply any deposit of a customer against any bill in the customer's name with an unpaid balance at the termination of service. (CC 1977 §35-46; Ord. No. 2692 §1, 1-15-01)

DIVISION 3. BILLING AND PAYMENT**SECTION 700.370: DISCONTINUANCE OF SERVICE**

Utility service will be permanently discontinued at the customer's request when proper notification is made to the City. Charges for utility service rendered up to and including the time of cutoff shall become due and payable immediately. (CC 1977 §35-50; Ord. No. 2692 §1, 1-15-01)

SECTION 700.380: ESTIMATED BILLINGS

If it is found that during any period of time a utility meter has failed to register, the customer served

COUNCIL BILL NO. 010

ORDINANCE NO. 3228 (006-13)

AN ORDINANCE AMENDING CHAPTER 700, UTILITIES, OF THE CODE OF THE CITY OF HARRISONVILLE, MISSOURI.

WHEREAS, the City of Harrisonville desires to amend its policies concerning utility deposits in order to further protect ratepayers;

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

Section 1: Section 700.310(B) shall be amended by repealing said section in its entirety and replacing it with the following new Section 700.310(B): When a customer with no deposit on file is disconnected for non-payment of utilities such customer shall be required to place a new utility deposit with the City.

Section 2: Section 700.320 shall be amended by adding the following sentence to its end: Such deposit may be increased from time to time in accordance with Section 700.410(B).

Section 3. Section 700.360 shall be amended by deleting the first sentence, which references refunding deposits after two years.

Section 4: Section 700.410(B) shall be amended by repealing the section in its entirety and replacing it with the following new Section:

B. When an order for disconnection of utility services due to non-payment has been written, a fifty dollar (\$50.00) service administrative fee shall be assessed on the account. An additional twenty-five dollar (\$25.00) deposit shall be assessed on the account but not more than eight (8) times, to be credited to the customers' existing deposit amount. This administrative service fee and deposit shall be assessed and paid regardless of the status of any actual disconnection of service. All past due amounts including any other amounts or fees due the City for any reason shall be paid in order to maintain or restore utility service. In the event that utility service is disconnected for non-payment of the bill, service shall not be reconnected until all past due bills and applicable fees for municipal services have been paid in full.

Section 5. That this ordinance shall become effective with utility bills due and payable March 1, 2013.

Vote taken as follows:

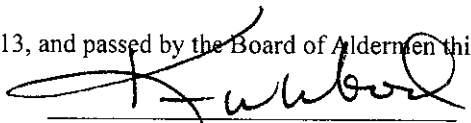
Ayes: Aldermen Reece, Stull, Meyer, Milner, Dickerson, Coburn, Dahlman

Nays: None

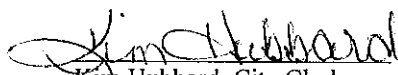
Absent: Alderman Mollenhour

Abstain: None

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

Attachment: Utility Deposit Information (Changes to Code relating to Utility Deposit)