AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
APRIL 17, 2017
7:00 PM

1. Call to Order & Pledge of Allegiance

2. Roll Call

  A. Roll Call

3. Ceremonial Matters

  A. A Service Award Honoring Officer Mike Davis, Harrisonville Police Department, for Ten Years of Loyal Service

4. Public Participation

5. Approval of Minutes

  A. Board of Aldermen - Regular Meeting - Apr 3, 2017 7:00 PM

    B. Executive Committee Minutes, Mar. 29, 2017

    C. Executive Committee Minutes, Apr. 3, 2017

6. Agenda Items

  A. Special Event Permit: Burnt District Festival 2017

  B. Council Bill 026: An Ordinance of the City of Harrisonville, Missouri Certifying the Results of the Municipal Election Held April 4, 2017 and Declaring the Ballot Question to have Passed.

  C. Council Bill 027: AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.

7. Aldermen and Committee Reports

8. Report from the City Administrator

A. "Departmental Review," April 13, 2017

9. Report from the Mayor

10. Adjourn to Executive Session -- Audit product (RSMO. 610.021 (17)

11. Adjourn From Regular Session

Posted on City Hall Bulletin Board this 13th day of April

____

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

Michael Davis

In Grateful Appreciation for

10 Years

Of Dedicated Service to

City of Harrisonville est. 1836

April 17, 2017

Brian Hasek, Mayor

Attachment: Micahel Davis (2488 : Service Award - Mike Davis)

City of Harrisonville est. 1836

MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
APRIL 3, 2017
7:00 PM

1. Call to Order & Pledge of Allegiance

2. Roll Call

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Board Member	Present	
Clint Long	Harrisonville	Board Member	Present	
Josh Stafford	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Brad Bockelman	Harrisonville	Board Member	Present	
Brian Hasek	Harrisonville	Mayor	Present	

Also in attendance: City Administrator Happy Welch; City Attorney John Fairfield; Finance Director Marcella McCoy; Police Chief John Hofer, Emergency Services Director Eric Myler; Director of Public Works Eric Patterson; Community/Economic Development Director Jim Clarke; Parks and Recreation Director Chris Deal and Deputy City Clerk/Public Information Officer Sheryl Stanley, recording.

3. Ceremonial Matters

A. Service Award - Sean Murray

Mayor Hasek presented Sgt. Sean Murray with a service award to celebrate his 15 years of employment with the City of Harrisonville.

4. Public Participation

John Foster reported he had received answers from city staff to the questions he brought up at the March 20 Board of Aldermen meeting. He said he had read the engineer's report from Burns and McDonnell regarding the failure of pressure relief valves in the floor of the sewer plant's digester. He wondered if the failure of the pipes might be somehow related to operator error and was a program in place to train the operators on the proper operation of equipment. He also reported that it appears the city has only received one billing from IBTS for their inspection services.

5. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Mar 20, 2017 7:00 PM

Minutes of the March 20, 2017 meeting of the Board of Aldermen were accepted as presented.

RESULT:	**ACCEPTED [7 TO 0]**
MOVER:	David Dickerson, Board Member
SECONDER:	Matt Turner, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Bockelman
RECUSED:	Judy Reece

B. Board of Aldermen - Special Meeting - Mar 29, 2017 6:00 PM

Alderman Bowman asked that the minutes of the March 29, 2017 Board of Aldermen Special Meeting be amended to correct the name of the recording secretary. The minutes were accepted as amended.

RESULT:	**ACCEPTED AS AMENDED [UNANIMOUS]**
MOVER:	David Dickerson, Board Member
SECONDER:	Josh Stafford, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

6. Agenda Items

A. Special Event Permit: Stacy Cox Memorial Scholarship, May 20, 2017

Police Chief John Hofer recommended approval of the special event permit, saying this is the fifth year the event has been held and no problems have been encountered.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Marcia Milner, Board Member
SECONDER:	Judy Reece, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

B. A Resolution of the City of Harrisonville, Missouri, Amending Council Bill 78, Resolution 044-2013 Outlining the Procedure for Approving the Applications for Incentives Within the Harrisonville Enhanced Enterprise Zone

Aldermen reviewed the revisions to the bill and Mayor Hasek said the only changes are to process of granting abatements. In the future the EEZ Board will review applications for abatement before sending them on to the aldermen who will approve or deny the application. Alderman Bowman expressed her appreciation for the fact that the bill had been revised since its first presentation. She said she had attended the meetings in which the EEZ Board had granted the three most recent requests for abatement, and she had been impressed with board members depth of knowledge on the applicants and the

Minutes Acceptance: Minutes of Apr 3, 2017 7:00 PM (Approval of Minutes)

subject of tax abatement which revealed a great deal of study and research. She thought the board was deserving of commendation for their work. She also pointed out to the aldermen that ACCI, which has recently moved to Harrisonville, was one of the businesses spotlighted in a press release from Gov. Greitens' office, and that she thought this was an appropriate use of economic development assistance.

Council Bill 20 passed on a voice vote of 7-1, Alderman Bowman voting No, and was designated Resolution 010-2017 by Mayor Hasek.

RESULT:	**ADOPTED [7 TO 1]**
MOVER:	David Dickerson, Board Member
SECONDER:	Josh Stafford, Board Member
AYES:	Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman
NAYS:	Judy Bowman

C. A Resolution of the Board of Aldermen of the Harrisonville, Missouri to Adopt a Revised City Job Description for the Emergency Services Director.

City Administrator Welch presented the revised job description for the Emergency Services Director, saying that the changes suggested at the March 6 meeting had been incorporated into the document. Following the bill's passage on a voice vote with all aldermen voting Aye, Council Bill 022 was designated Resolution 011 by Mayor Hasek.

RESULT:	**DEFEATED [UNANIMOUS]**
MOVER:	Matt Turner, Board Member
SECONDER:	David Dickerson, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

D. A Resolution of the Board of Aldermen of Harrisonville, Missouri to Adopt City Job Descriptions for the Electric Superintendent, the Community/Economic Development Director, and the Director of Public Works, and to Establish the Pay Grade of the Electric Superintendent and to Determine To Whom the Electric Superintendent Shall Report

Mr. Welch presented the three job descriptions and pointed out key points in each. Following its passage on an 8-0 voice vote, Council Bill 023 was designated Resolution 012 by Mayor Hasek.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	David Dickerson, Board Member
SECONDER:	Josh Stafford, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

E. A Resolution of the Board of Aldermen to Appoint Eric Myler as Director of Emergency Services for the City of Harrisonville, Missouri

There was no discussion. Following passage on an 8-0 voice vote, Council Bill 24 was designated Resolution 013-2017 by Mayor Hasek.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Matt Turner, Board Member
SECONDER:	Marcia Milner, Board Member
AYES:	Bowman, Long, Stafford, Dickerson, Turner, Milner, Reece, Bockelman

F. A Resolution of the Board of Aldermen to Appoint Randall K. Jones as City Clerk for the City of Harrisonville, Missouri

There was no discussion on the matter. The voice vote resulted in a 4 - 4 tie and Mayor Hasek exercised his authority to break the tie, voting Yes. Council Bill 025 was then designated Resolution 014 by the mayor.

RESULT:	**ADOPTED [4 TO 4]**
MOVER:	David Dickerson, Board Member
SECONDER:	Clint Long, Board Member
AYES:	Clint Long, David Dickerson, Matt Turner, Brad Bockelman
NAYS:	Judy Bowman, Josh Stafford, Marcia Milner, Judy Reece

7. Aldermen and Committee Reports

Alderman Bowman congratulated Sgt. Murray on his service award. She also reported she was proud to have worked with the Harrisonville Volunteers in Police Service (VIPS) at the Ident-A-Kid finger printing event on April 1 at Wal-Mart.

Alderman Long announced that he is now a grandfather.

There were no other reports from the aldermen.

8. Report from the City Administrator

Mr. Welch called the aldermen's attention the Departmental Review and to his supplemental report. He noted the most recent electric reliability report showed the city's electric system is still receiving high marks for consistently reliable service. He also shared with the aldermen that an old cistern had been discovered at the water plant, necessitating a change order as excavation was being done for the new construction and that an old malfunctioning storm siren was being taken down and would not be replaced because of the cost associated with repairs and since other sirens provided adequate coverage for that neighborhood.

A. City Administrators Report

9. Report from the Mayor

Mayor Hasek added his thoughts on the digestor repair, saying this project was the first design-build in Missouri since the law changed and we had received good feedback on the overall process to effect repairs. He also shared dates for the upcoming Brush Drop Off, the City Wide Garage Sale, and the Citwide Clean Up. In closing, he urged everyone to vote on Tuesday, April 4.

Minutes Acceptance: Minutes of Apr 3, 2017 7:00 PM (Approval of Minutes)

10. Adjourn to Executive Section -- Employee Performance (RSMo 610.021 (13));

Aldermen Dickerson moved the board go into Executive Session as authorized by RSMo. 610.021 (13) to discuss employee performance. All aldermen voted Aye on a roll call vote. Meeting adjourned to Executive Session at 7:25 p.m.

11. Adjourn From Regular Session

The Board of Aldermen reconvened to regular session at 7:42 p.m. Aldermen Turner moved the meeting be adjourned; Alderman Reece seconded. Meeting adjourned at 7:42 p.m.

____
Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

____
Sheryl Stanley, Deputy City Clerk

Minutes Acceptance: Minutes of Apr 3, 2017 7:00 PM (Approval of Minutes)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **John Hofer, Director**

DATE: **April 12, 2017**

SUBJECT: **Burnt District Festival 2017**

Type of Item: *Approval*

Please find attached the event permit application submitted by the Harrisonville Chamber of Commerce to host their annual Burnt District Festival on the historic Harrisonville Square. Also attached is the City's response and cost estimate for the event and a couple of additional documents submitted by the Chamber.

A. Action Item (ID # 2491)

Special Event Permit: Burnt District Festival 2017

Attachments:

BDF App. 2017 (PDF)

John Hoyer 9/1/17

SPECIAL EVENTS APPLICATION

A. FILING PERIOD: An application for an event permit shall be filed not less than seven (7) days prior to the meeting of the Board of Alderman at time applicant desires the issuance of a permit. Applicant must realize that, dependent upon the nature of the event and the scope of services being required of the City, the Board of Alderman may require additional time to review the permit application.

B. CONTENTS: The application for an event permit shall set forth the following information.

1. Organization: Harrisonville Area Chamber of Commerce

2. Name of Applicant: Sara Craig & Obie Carl
   Address: 106 S. Independence
   Phone: 380-5271 Cell: 810-3373

3. Purpose of Event: Burnt District Festival

4. Proposed date(s) and time(s) of Event: October 6 - +October 7, 2017

5. Location(s) where event will be held: Harrisonville Square and adjacent streets

6. Anticipated crowd size: 3000

7. City services requested: (Please check all that apply) <u>Provide detailed letter for these requests</u>.

   - [x] Electricity
   - [x] Police Protection
   - [x] Traffic Control
   - [ ] Ambulance Standby
   - [x] Cones
   - [x] Barricades
   - [x] Street or parking lot clean up

8. Any additional information: Organized similar to previous years

   [redacted]

APPROVED this ____ day of ____________, 20 ___.

____
Chief of Police

____
City Clerk

Sponsored by the: Harrisonville Chamber of Commerce and City of Harrisonville

Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)

Burnt District Festival 2017

1. Parade – Saturday parade (October 6th) starting at 11am. Line-up at 9am and staging at the Harrisonville High School, with the parade commencing down Pearl Street turning North at Independence St., ending at the vacant lot just North of Vine St.. Restrict parking along the Parade route. Both vehicle entries and horse entries would be included in addition to pedestrian entries.

2. Band – Two Bands may be contracted to play on the square Friday & Saturday evening (October 6th & October 7th) until 11:00pm inside the beer garden.

3. Beer sales – Event liquor license via Chamber of Commerce application and approval from the city council authorizing beer sales at a fenced in area adjacent to the square on Wall St. Friday (October 6th) from 5pm to 11pm, and Saturday (October 7th) from 12pm to 11pm. This will be in the same location as last year.

4. Stage and bleachers – Stage and bleachers on the North side of the square to be placed on the bricks, facing the stage, set up Thursday or Friday morning and break-down at the conclusion of festival.

5. Trash pickup – Assistance from the city with trash pickup for the entire area including a 40 yard roll off container.

6. Police services– Assistance from the city with Police services and fire protection services. Keep watch during event including the carnival area. Additional security will be employed by the Chamber of Commerce pursuant to the Harrisonville Police Chief's recommendations regarding the beer sales parameter.

7. Public works – Assistance from the city with public works and electronic hookups.

8. Security – Security will be contracted by the Chamber of Commerce for the beer sales parameter to check Identification and maintain order from 7pm-11pm Friday and Saturday night. Additional security will also be contracted for overnight security of event location.

9. Event Area Map – The layout of the event will remain the same as last year.

10. Timeline for Event – Traffic to square closing from 5pm Thursday October 5th through 12pm Sunday October 8th.

11. Parking restriction – No parking on Wall St. between Main and S. Lake Street, from Thursday at 5pm through Sunday 8am. Secure lot for vendor parking north of the Square.

12. Carnival – A carnival in the City parking lots between Marler & Lake just off of Wall St. The Lots will need to close Monday, October 2nd, to accommodate the carnival company coming to town from a previous event. We will be contracting with Fun Times Show Carnival Company. This is the same company that worked with us in years past. The entire lots will be utilized by the carnival for their set up needs including water and electricity. They will start setting up Tuesday October 3rd in the entire parking lots leaving Wirt St. open until noon Thursday, October 5th.

13. Table & Chairs – Just like last year the Chamber needs tables and chairs delivered to Wall St. on Friday October 6th.

14. Wirt Lot – The use of the grassy Wirt Lot for a petting zoo and the Farmers Market.

City of est. 1836
Harrisonville
Police Department

MEMO

To: Mayor and Board of Alderman

From: John J. Hofer, Chief of Police

Date: April 6, 2017

Subject: Harrisonville Chamber of Commerce
Burnt District Festival

Type of Item: *Action Item*

Issue: The Harrisonville Chamber of Commerce has requested an event permit for the Burnt District Festival scheduled for October 6th and October 7, 2017 for the historic Harrisonville square and areas surrounding.

Background: If approved, this will be the 8th year for the event. The Chamber of Commerce has several requests of the City for this event which are listed below along with associated costs and explanations:

1) **Request**: Parade – Saturday parade (October 7th) starting at 11am. Line-up at 9am and staging at the Harrisonville High School, with the parade commencing down Pearl Street turning North at Independence St., ending at the vacant lot just North of Vine St.. Both vehicle entries and horse entries would be included in addition to pedestrian entries.

Department	Estimated Cost
Police	$1082.48
Total	**$1082.48**

Response: To accommodate this request the Police Department would need to have off-duty police officers, or VIPS at the key intersections along the parade route. The applicant has been given the Parade Rules and Regulations (attached) and has agreed to follow those rules. The applicant will be required to provide animal droppings pick-up immediately following the event and secure usage of the High School parking lot from the Cass R-IX School District. The Chamber will need to assist with and encourage the vendors not to park on Pearl Street prior to the parade. The street department sweeper will clean the parade route following the parade and the Chamber's poo pick-upThis City's estimated cost to provide this service is listed above for an estimated duration of 2.5 hours per officer. The cost associated with this request/event will need to be absorbed by the Police Department's 2017 annual budget. This request is similar to previous years.

2) **Request:** Band – Two Bands may be contracted to play on the square Friday & Saturday evening (September 30th and October 1st) until 11 pm inside the beer garden.

Department	Estimated Cost
Electric	Included in #7
Street	Included in #4
Total	

Response: The applicant is requesting that the City provide electricity and street blockage for the Chamber of Commerce beer garden tent so that they can host (live) music for two nights. The City's estimated cost to provide these services are listed to the left. This request is similar to year's past.

Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)

3) **Request:** Beer sales – Event liquor license via Chamber of Commerce application and approval from the city council authorizing beer sales at a fenced in area adjacent to the square on Wall St. Friday (October 6th) from 5 pm to 11 pm, and Saturday (October 7th) from 12 pm to 11 pm. This will be in the same location as year's past and there are no changes to this year's request.

Response: To accommodate this request the applicant will need to obtain proper licensing from the State of Missouri to serve the alcohol. The applicant has requested use of Wall Street between Main and Independence for the location of the beer garden tent. The applicant has agreed to fence off the area and limit access by having only one main entry/exit point. Two off-duty Harrisonville police officers will be assigned specifically to the entertainment beer garden tent while live music is being played. The Chamber has agreed to hire off-duty Harrisonville Police Officers at a rate of $35.00 per hour to provide security as requested for the patrons of the beer garden tent. Therefore there is no cost for City services for this request and this request has not changed from prior years.

4) **Request:** Stage and bleachers – Stage and bleachers on the North side of the square to be placed on the bricks facing the stage, set up Thursday or Friday morning and break-down at the conclusion of festival.

Department	Estimated Cost
Public Works	$240.00
Street	$655.28
Parks	$678.78
Total	**$1574.06**

Response: The Public Works Department, Parks Department, and the Street Department can set the stage and bleachers on the square as requested on Friday morning. These departments will remove these items either Sunday or Monday morning after the conclusion of the festival. The estimated cost of providing this request is located to the left. This request has been completed by the City each year of the festival.

5) **Request:** Trash pickup – Assistance from the city with trash pickup for the entire area including a 40 yard roll off container.

Department	Estimated Cost
Street (Set-up)	$1230.13
Public Works	$480
Parks	$0.00
Total	**$1710.13**

Response: The City can provide personnel to assist with trash clean-up and has provided a roll off dumpster through a donation from the local trash company for the festival in the past. The roll-off container is estimated to cost $350.00 for the event if not donated. City employees will not enter the beer garden to assist with trash. Any trash that is wanted picked up needs to be placed outside the beer garden area. City staff will pick it up there. To assist personnel with trash clean-up a gator type vehicle is needed and the Chamber of Commerce will need to provide such a vehicle for the city workers. The estimated cost to provide city personnel for trash pick-up is listed to the left and does not include the cost of the requested dumpster.

6) **Request:** Police services– Assistance from the city with police services and fire protection services. Keep watch during the event including the carnival area. Additional security will be employed by the Chamber of Commerce pursuant to the Harrisonville Police Chief's recommendations regarding the beer sales parameter.

Department	Estimated Cost
Police (Event)	$460.37
Police (Overnight)	$230.20
Total	**$690.57**

Response: To adequately handle this request the Police Department can assign an off-duty police officer to the event area. Officers working the festival will be on overtime and the cost associated with this request will need to be absorbed by the Police Department's 2017 budget. The officer would provide foot patrol for the event area (not to include the beer garden). Fire protection will be provided as needed but not staged in the area. A police officer will also provide overnight security for the event area on Friday evening, not to include the beer garden tent. The estimated cost to the City for providing the requested services for the police department is shown to the left. The event permit applications request that only muzzled dogs be allowed in the event area. The chamber will be responsible for enforcing this request and not the on duty police officer.

Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)

7) **Request:** Public Works—Assistance from the City with public works and electronic hookups.

Response: The City's electric department will provide assistance with electric hook-up to both the square area as well as the beer garden tent. The public works department will set-up the information booth and hand washing station on Friday morning. The Chamber will need to arrange delivery of those items to the square. The cost associated with providing these hook-ups is shown to the left. There are no changes to this request from prior years.

Department	Estimated Cost
Electric Dept.	$1139.70
Public Works	$417.59
Total	**$1557.29**

8) **Request:** Security – Security will be contracted by the Chamber of Commerce for the beer sales parameter to check identification and maintain order from 7pm– 11pm Friday and Saturday Night. Additional security will also be contracted for overnight security of event location. There is no cost for City service for this request.

Response: The use of off duty officers has been addressed in item #3. The past few years the Chamber hired an off-duty Police Officer from Freeman for overnight security of the beer garden tent. There is no cost to the City for this request. There are no changes from last year's request.

9) **Request:** Event Area Map/– The layout of the event will remain the same as last year.

Response: The City recommends no changes to the event area from last year's event. This request remains the same as year's past and there is no cost to the City for this request. The event area is described as the Harrisonville historic square area to include Wall Street from Main Street to Wirt Street, Independence Street from Wall to Johnson Drive, Lexington Street from Wall Street to Johnson Drive, the green space West of the Library, and the four parking lots off Wall Street near the Cass County Library. Any and all requests to change to alter the event area needs to submitted to the City no later than July 1, 2017 to give them adequate time to obtain Board of Alderman approval.

10) **Request:** Timeline for Event – Traffic to square closing from 5pm Thursday October 5th through 12 pm Sunday October 8th.

Department	Estimated Cost
Street	$299.48
Total	**$299.48**

Response: The closing of the square early for set-up is not a concern of staff. (See the attached map of Chamber requested street closures.) Please keep in mind the businesses affected by this closure. I will notify the businesses on the square of these street closure requests and the date of the Board of Alderman meeting so that they can attend the meeting if they so choose. The estimated cost is to the left and includes barricade set-up, clean-up of the area, and removal of the barricades by the street department. There are no changes to this request from year's past.

11) **Request:** Parking restriction – No parking on Wall St. between Main and S. Lake Street, from Thursday at 5pm through Sunday 8am. Secure lot for vendor parking north of the Square. There is no cost for City service for this request.

Response: The parking on Wall Street request is included in #10's response. The City can assist with blocking of the parking lot but can not grant permission for use of the parking lot as this is not City property. The cost to provide this service is included in #10.

12) **Request:** A carnival in the City parking lots between Marler & Lake just off of Wall St. The lots will need to close Monday, October 2nd, to accommodate the carnival company coming to town from a previous event. We will be contracting with Fun Times Show Carnival Company. This is the same company that worked with us in years past. The entire lots will be utilized by the carnival for their set up needs including water and electricity. They will start setting up Tuesday October 3rd in the entire parking lots leaving Wirt St. open until noon Thursday, October 5th.

Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)

Department	Estimated Cost
Street	Inc. in #10
Water	$109.99
Electric	Inc. in #7
Total	**$112.74**

Response: The cost associated with this request is shown to the left. The public works staff will provide metered water from the nearby hydrant for the carnival company and its animals. All rides will need to be inspected and authorized for use by the State of Missouri. Furthermore the carnival agrees to cease operations promptly at midnight each evening. There are no changes to this request for this year.

13) **Request:** Table & Chairs – Just like last year the Chamber needs tables and chairs delivered to Wall St. on Friday October 6th.

Department	Estimated Cost
Park	$150.68
Total	**$150.68**

Response: The last several years the Parks Dept. provided tables and chairs from Northpark Activity Center for use in the beer garden tent. Again this year the Parks Dept. will deliver, set-up, tear down and remove all tables and chairs from the beer garden tent. The cost associated with this request is listed to the left. This request has not changed from year's past.

14) **Request:** Wirt Lot – The use of the grassy Wirt Lot for a petting zoo and Farmer's Market.

Response: Staff does not have any concerns with this request and there are no costs associated with the request. In the past these events have created no complaints or concerns. This request has not changed from year's past.

In addition to the items listed above the Chamber of Commerce will be responsible for providing port-a-potties(10) to the predetermined locations. In the past the City provided the Insurance for the Parade portion of the event while the Chamber was responsible for the remaining event coverage. I would suggest following the same protocol this year.

As stated earlier, and changes or modifications to these requests or any additional requests need to be forwarded to the City no later than July 1, 2017 to ensure adequate time to take the matter to the Board of Alderman if needed. Requests received after July 1, 2017 may be denied without Board of Alderman review.

A summary of the City's estimated cost associated with the event requests are shown on the preceding page.

Estimated costs for requested items.

#	Request	Cost
1	Parade	$1082.48
2	Bands	Included in # 4 & #7
3	Beer Sales	$0.00
4	Stage and Bleachers	$1574.06
5	Trash pick-up	$1710.13
6	Police Services	$690.57
7	Public Works /Electric Hook-ups	$1557.29
8	Security (Overnight) Friday Only	$0.00
9	Map of Event Area	$0.00
10	Closure of Event Sight	$299.48
11	No Parking on Wall Street	Inc. in #10
12	Carnival	$112.74
13	Table and Chairs	$150.68
14	Wirt Lot for petting zoo	$0.00

Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)

TOTAL = $7,177.43

Harrisonville Parade Rules & Regulations

1. Entrants must observe all applicable rules and regulations and follow instructions from police and parade officials or be barred from the parade. The Harrisonville Police Department reserves the right to remove any entrant from the parade either prior to or any time during the parade.

2. No Parade participant may throw candy or any other item to Parade spectators. **Any entry with participants throwing items will be removed from the Parade by the Parade director or the Harrisonville Police Dept. Walkers may hand items to spectators only. There will be no exceptions to this rule.**

3. Tractors, trucks and other tow vehicles must be clean, attractive and quiet running vehicles.

4. No entry will be allowed that conveys any obscene message.

5. **No one will get on or off a float or entry once it has started down the parade route.**

6. All entries having music or sound amplifying systems shall maintain a volume that will not interfere with other entries, especially those with animals. If a unit is informed by the Police that the noise generated by their unit is too loud; they shall immediately turn the volume down or take other steps identified by the parade applicant/director or the Police.

7. Drivers of any and all vehicles in the parade areas must possess a valid driver's license, be at least 18 years old, and possess all liability vehicle insurance. The driver will remain seated in the driver's seat for the duration of the parade. Entries (lawn mowers, mini bikes, mopeds, go-carts, etc.) with younger drivers require written approval by the Chief of Police at least 24 hours prior to the event.

8. All pets in the Parade must be kept on leashes and held by someone strong enough to manage them. Animals participating in the Parade must be kept under control. If you cannot control your animal or its presence presents any safety issue, please leave the Parade area with your animal rather than risk a problem.

9. Entries involving animals of any kind must provide their own clean-up, or "pooper scooper" immediately following their entry.

10. Participants on bicycles, scooters, skates, skateboards, etc. must wear a helmet and proper safety equipment.

11. Floats must have proper safety chains to connect the float to the tow vehicle.

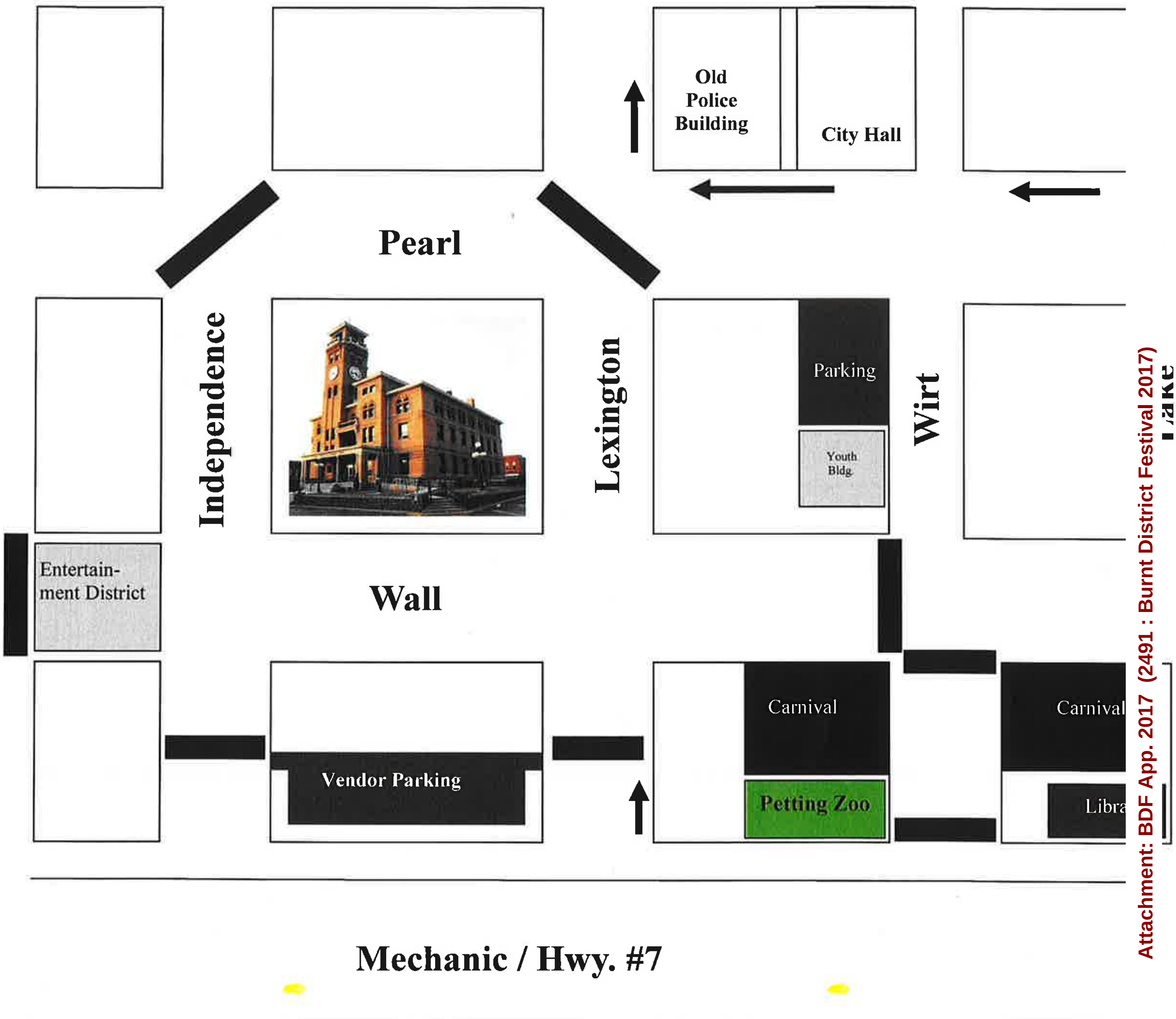
12. Support vehicles for marching units will not be allowed in the parade.

13. All vehicular entries shall proceed at a safe and appropriate speed, shall maintain a safe distance from spectators and shall not weave from side to side.

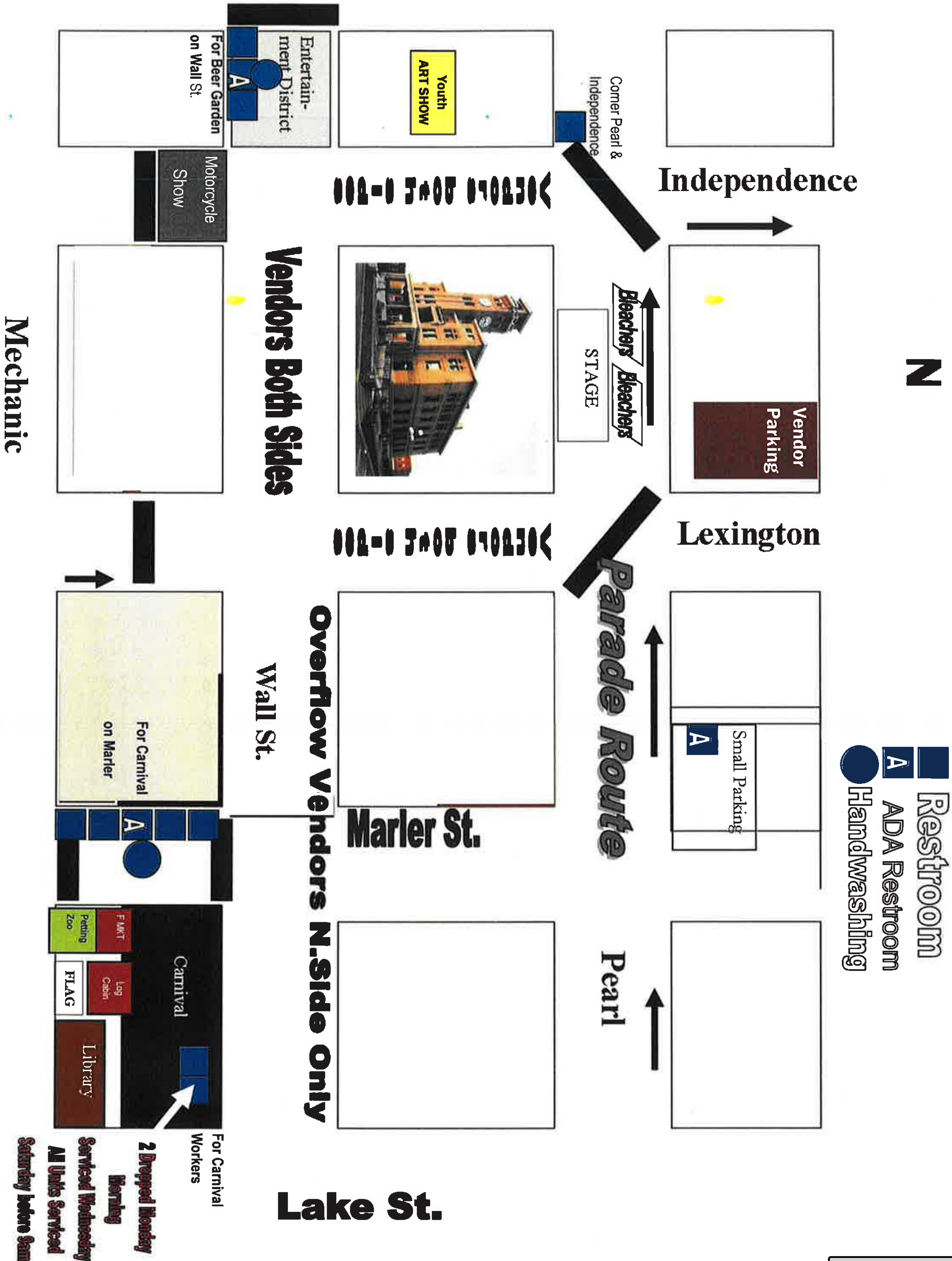
14. Parade units that stop along the parade route due to a mechanical malfunction may be removed from the parade.

15. All participants, in consideration of participation in this event, agree to indemnify, hold harmless and release the City of Harrisonville, its agents and employees, from any and all liability for any injury or damage which may arise out of or in any way be connected with participation in the Parade.

Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)



Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)



Attachment: BDF App. 2017 (2491 : Burnt District Festival 2017)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Sheryl Stanley, Deputy City Clerk**

DATE: **April 10, 2017**

SUBJECT: **Certification of Election Results**

Type of Item: *Approval*

Following an election, it is the duty of the Board of Aldermen to review and certify the voting results. Attached, please find a written report from the Cass County Election Authority attesting to the vote count in the April 4, 2017 municipal election for the ballot question regarding the continued collection of sales tax for the Harrisonville Parks & Recreation Department.

Council Bill No. 026

Ordinance No.

An Ordinance of the City of Harrisonville, Missouri Certifying the Results of the Municipal Election Held April 4, 2017 and Declaring the Ballot Question to have Passed.

WHEREAS, on April 4, 2017, a municipal election was held within the City of Harrisonville, Missouri, and

WHEREAS, on the ballot, a question was asked regarding whether the city shall extend the collection of a one-quarter cent sales tax to support the Parks & Recreation Department past the end of 2022, and

WHEREAS, the results of the election have been certified to the City of Harrisonville by Michael Vinck, Cass County Clerk/Election Authority as follows:

Yes: 861 votes No: 262 votes

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

Section 1: That it is hereby declared that the ballot question regarding continuing the collection of a one-quarter percent sales tax to support the Harrisonville Parks & Recreation Department has PASSED and the collection of said sales tax will therefore continue without interruption.

Section 2: That it is hereby found and declared that notice of said election was duly given by publication in the manner provided by law, and that said election was held and conducted in all respects and conformity with the Constitution and laws of the State of Missouri.

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

Vote taken as follows:

Ayes:

Nays:

Absent:

Abstain**:**

Read two times by title only on April 17, 2017 and duly passed by the Board of Aldermen and approved by the Mayor of the City of Harrisonville, Missouri this 17th day of April, 2017.

____

Brian Hasek, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

____

Sheryl Stanley, Deputy City Clerk

APPROVED by the Mayor this 17^{th} day of April, 2017

COPY

Cass County

Election Authority

102 E. Wall St. – Harrisonville, Mo 64701

Voice: 816-380-8102 Fax: 816-380-8101

Election Certification

The following is an Official Certificate of Election Results of the General Municipal Election held in Cass County, Missouri on April 4, 2017.

City of Harrisonville

Question

	Poll	Absentee	Total
Number of Precincts	4	1	5
Total Votes cast			1123
YES			861
NO			262

Certificate of Election Results

I, Michael J. Vinck, County Clerk/Election Authority of Cass County, Missouri, do hereby certify that the foregoing is a full accurate return of all votes cast in City of Harrisonville that were for and against the above listed proposition at said election as certified to me by the fully qualified and acting judges of said election.

Dated this 7th[th] day of April 2017

Michael J Vinck

COUNTY SEAL CASS COUNTY MISSOURI

Michael J. Vinck, Cass County Clerk/Election Authority

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Marcella McCoy, Director**

DATE: **April 10, 2017**

SUBJECT: **Fiscal Year 2017 Budget Amendment**

Type of Item: *Budget*

Historically, the City has completed a process of re-appropriations during the first half of the new fiscal year. This year is no different in that respect. Presented to the Board is the request to amend the fiscal year 2017 budget to include the requested re-appropriations. Re-appropriation is requested for projects or items that were planned in previous year budgets that are incomplete.

The requested amendment also adds a line item defined as transfer from reserves. This line item is used to present a balance budget as required. This line item specifically identifies the use of fund balance. Fiscal year 2017 use of fund balance is needed for capital projects planned. The approved budget provides for operations and a portion of capital projects. Most of the re-appropriation requests are to complete planned or in progress capital projects. The following tables outline the requested re-appropriations by fund.

Fiscal year 2017 budget was adopted with sufficient revenue to provide operations and a portion of capital items needed. General fund balance increased in 2015 by $579,521. An amount sufficient to cover the approved budget to use $462,796. Fiscal year 2016 is projected to increase fund balance $616,246 before audit entries. This amount is sufficient to cover the requested re-appropriation.

FUND	BUDGETED REVENUE	BUDGETED EXPENDITURES
GENERAL	$ 8,895,258	$ 8,895,258
PARK	558,177	558,004
SALES TAX	1,095,974	1,095,974
COMMUNITY CENTER	1,263,289	1,262,056
EMERGENCY SERVICES	3,651,330	3,642,843
DEBT SERVICE	840,015	840,015
REFUSE	499,600	499,600
ELECTRIC	12,815,930	12,402,052
CWSS	5,809,662	5,809,662
AQUATIC CENTER	155,810	155,810
	35,585,045	35,161,274

The Combined Water Sewer Services reserve available has decreased the last couple of years because of the improvement to the water treatment plant. Fiscal year 2017 will receive the reimbursement from the Direct Loan for the engineering services paid in prior years for that project in an amount of $1,025,765. This is the necessary amount to present a balanced budget for 2017. The table on the following page outlines the requested re-appropriation.

08-6-0103-0201	Utilities	$ 180	
08-6-0720-0216	Bowers Survey-LH Survey	20,000	
08-6-0931-3056	291 Waterline Relocation	400,000	
08-6-0931-3062	Beckerdite Waterline Engineering	60,000	
08-6-0931-3059	Lake Hville Electric Crossing	115,000	
08-6-0931-3060	I49 Waterline	317,340	
08-6-0932-3052	Annual Sanitary Sewer Replacement	25,000	
08-6-0932-3054	WWTP pump replacement	25,000	
08-6-0932-3056	Walmart DC	100,000	
Totals		$ 1,062,520	
Total Re-Appropriations			$ 1,062,520
Reimbursed from Direct Loan for water treatment plant engineering			$ 1,025,765

The Park fund is the only other fund that has a re-appropriation request that is for the Jefferson Street sidewalk project approved by the Board and MODot. This amount is provided for by the Parkland Dedication money available.

PARK					
11-6-0990-4215	Masterplan Improvements - Jefferson St Sidewalk Proj			$ 48,998	
Total Re-Appropriations					$ 48,998
Parkland Dedication Transfer					$ 48,998

Request an increase in the transfer from the Sales Tax fund to the Community Center fund to present a balanced budget in the amount of $73,974. This includes the additional 2016 revenue received over budget and the use of available funds from prior years.

SUMMARY

Included in the packet is more detailed report about each fund and summary of balances from fiscal year 2015 to requested fiscal year 2017 budget amendment. This information is provided to support the request for re-appropriation and request amendment of the 2017 fiscal year budget to present a balanced budget. Submitted for your approval.

Council Bill No. 027

Ordinance No.

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.

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

Section 1: That the annual operating budget for the City of Harrisonville, Missouri, for the fiscal year beginning January 1, 2017, and ending on December 31, 2017, a copy of which is appended hereto and made a part hereof, is hereby amended. Maximum amounts to be expended by fund are as follows:

FUND	BUDGETED REVENUE	BUDGETED EXPENDITURES
GENERAL	$ 8,895,258	$ 8,895,258
PARK	558,177	558,004
SALES TAX	1,095,974	1,095,974
COMMUNITY CENTER	1,263,289	1,262,056
EMERGENCY SERVICES	3,651,330	3,642,843
DEBT SERVICE	840,015	840,015
REFUSE	499,600	499,600
ELECTRIC	12,815,930	12,402,052
CWSS	5,809,662	5,809,662
AQUATIC CENTER	155,810	155,810
	35,585,045	35,161,274

Section 2: That the City Administrator is hereby authorized to amend the line items of the budget as needed, but in no event shall more funds be expended for any particular fund than that authorized by this budget without prior approval of the Board of Aldermen. In addition, any monies set aside for capital outlays shall not be used for any other purposes without prior approval of the Board of Aldermen.

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

Vote taken as follows:

Ayes:

Nays:

Absent:

Abstain:

Read for the first time by title only on the 17th day of April 2017. Read for the second time by title only on the _____ day of April 2017.

____

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

____

Sheryl Stanley, Deputy City Clerk

APPROVED by the Mayor this _____ day of April 2017

City of Harrisonville est. 1836

MEMO TO: Mayor, Board of Aldermen and City Administrator

FROM: Marcella McCoy, Finance Director

DATE: 04/03/2016

SUBJECT: Fiscal Year 2017 Budget Amendment #1
Re-appropriations

Each year, a year-end review of revenue and expenditures is completed as part of preliminary clo processes. As a part of that, items are identified as incomplete and still planned expenditures. The projects or items were not included in the current fiscal year budget development, therefore, they are r included in the current year approved budget. To complete these items or projects, a budget amendment required to add them to the current fiscal year budget. Each department director provides a list of items th are still planned to add to the current fiscal year budget. The following summarizes the preliminary year-e balances for each fund and identifies the requested budget amendment. Not all funds require amendment. To provide a balanced budget presentation there is a line item added as Transfer fro Reserves in the funds that are using fund balance to complete projects.

GENERAL FUND

General Fund is the basic operating fund for the city. It includes all administrative activities, police, stree storms, and community development along with capital for these activities. The following table includ Fiscal Year 2015 audited balances, 2016 preliminary ending balances, approved 2017 budget a requested budget for fiscal year 2017.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 5,083,745	$ 5,663,266	$ 5,663,266		$ 4,501,959	$ 6,279,511
Total Operating Revenues	7,712,787	7,770,663	7,885,609	114,946	7,724,652	8,745,258
Total Capital Revenues	293,635	334,416	412,974	78,558	150,000	150,000
Total Revenues	8,006,422	8,105,079	8,298,583	193,504	7,874,652	8,895,258
Total Resources Available	13,090,167	13,768,345	13,961,849		12,376,611	15,174,769
Operating Expenditures:						
Total Operating Expenditures	6,720,529	7,654,679	6,579,725	(1,074,954)	7,020,577	7,144,687
Total Capital Expenditures	706,372	1,611,707	1,102,613	(509,094)	1,316,871	1,750,571
Total Requirements	7,426,901	9,266,386	7,682,338	(1,584,048)	8,337,448	8,895,258
Ending Fund Balance (Fund Basis)	5,663,266	4,501,959	6,279,511		4,039,163	6,279,511
Cash Flow Reserve -					3,874,797	3,926,923
Estimated Unreserved Cash and Investments					164,366	2,352,588
Operating Surplus (Deficit) used for Capital Expenditures					$ 919,475	$ 1,815,971

Notice the increase in fund balance in fiscal year 2015 and again at the end of 2016. The fund balan decrease in the proposed 2017 budget is a direct result of the projected capital expenditures. Use of fu balance is acceptable, especially when identified as needed capital. It is reflected in a revenue item transfer from reserve in order to comply with the balanced budget requirement. The total transfer from reserve is $1,020,606 to cover the planned capital expenditures. The original $462,796 plus

Attachment: 2017 Re-appropriation Admendment Memo (2490 : Fiscal Year 2017 Budget Amendment)

Another factor that affects ending fund balance is projects and planned purchases from 2016 that a recorded in 2017. These are recorded as encumbrances, in other words, money identified to be paid to particular business for a product or service that was ordered or started. As they are completed the amou will be included in the total year to date amounts. The total General Fund encumbrances from 2016 a $105,022.90.

The table below outlines the requested increase in expenditures for General Fund. Most of these ite were discussed during the 2016 budget development. The one new item is the name badge printer that is replacement for the one that recently quit operating.

Re-Appropriations			Re-Appropriation	
GENERAL FUND				
Adm-Mayor & Board				
01-6-0101-0216	State Audit		$ 70,000	
Administration				
01-6-0103-0216	INCODE HR Module/Timekeeping		25,400	
01-6-0103-0305	Safety Equipment	To be reimbursed by MPR	13,900	
Finance-Property Management				
01-6-0215-0504	Building -- new roof / may be reimbursed by insurance		73,700	
Law Enf-Animal Control				
01-6-0312-0214	Donation Expenditures / Money received in 2016		11,110	
Capital Improvements				
01-6-0936-1073	Morningview Storm Improvements		129,000	
01-6-0936-1075	Ann Terrace Storm Improvements		141,000	
01-6-0938-1003	Sidewalk Curb Program		90,000	
Totals			$ 554,110	
Total Re-Appropriations				
New Appropriations				
01-6-0215-0350	Small Tool/Equipment - Nametag/badge Printer replacement		$ 3,700	
Totals			$ 3,700	
Total re-appropriation and new appropriations				$ 557,810

REFUSE FUND

There is no current proposed changes to the refuse fund for fiscal year 2017. The table on the followi page includes the actual ending balances for 2015, preliminary 2016 and proposed 2017 budget. Increa in fund balance is reflected in 2015 and 2016. Fiscal year 2017 is presented as a balanced budget with change in fund balance. Staff is currently working on request for proposals for refuse services. The curre contract for refuse services expires November 30, 2017.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 30,403	$ 34,831	$ 35,701		$ 34,831	$ 36,510
Operating Revenues:						
Total Operating Revenues	500,294	503,730	504,576	846	499,600	499,600
Total Resources Available	530,697	538,561	540,277		534,431	536,110
Operating Expenditures:						
Total Operating Expenditures	494,996	503,730	503,767	37	499,600	499,600
Total Requirements	494,996	503,730	503,767		499,600	499,600
Ending Fund Balance (Fund Basis)	35,701	34,831	36,510		34,831	36,510
Cash Flow Reserve - 42% of Operations					188,336	188,336
Estimated Unreserved Cash and Investments					(153,505)	(151,826)

ELECTRIC FUND

There are no current proposed changes to the electric fund for fiscal year 2017. The following table includ the actual ending balances for 2015, preliminary 2016 and proposed 2017 budget. Fiscal year 2015 sho a decrease in fund balance. Fiscal 2016 preliminary and fiscal year 2017 both reflect an increase in fu balance. Fiscal year 2017 is presented as a balanced budget. Like general fund, the electric fund h projects and planned purchases from 2016 that are recorded in 2017 as an encumbrance. The to encumbrance from 2016 is $39,132.22 that reduces the projected increase in fund balance.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 3,648,865	$ 3,195,622	$ 3,430,430		$ 2,904,378	$ 3,735,374
Operating Revenues:						
Total Operating Revenues	11,580,130	12,775,280	11,362,870		12,815,930	12,815,930
Total Capital Revenues	91,811	-			-	-
Total Revenues	11,671,941	12,775,280	11,362,870		12,815,930	12,815,930
Total Resources Available	15,320,806	15,970,902	14,793,300		15,720,308	16,551,304
Operating Expenditures:						
Total Operating Expenditures	10,868,645	12,145,308	11,026,931		12,092,352	12,092,352
Total Capital Expenditures	1,021,731	921,216	30,995		309,700	309,700
Total Requirements	11,890,376	13,066,524	11,057,926		12,402,052	12,402,052
Ending Fund Balance (Fund Basis)	3,430,430	2,904,378	3,735,374		3,318,256	4,149,252
Debt Service Reserve					330,261	330,261
Cash Flow Reserve - 42% of Operating Expenses					5,078,788	5,078,788
Estimated Unreserved Cash and Investments					(2,090,793)	(1,259,797)
Operating Surplus (Deficit)					$ 723,578	$ 723,578

CWSS FUND

The Combined Water and Sewer Services Fund is the operating and capital fund for the water and sew services. Water rates were last increased effective with the bills due June 1, 2016. The table on t following page includes the actual ending balances for 2015, preliminary actuals for 2016 and propos 2017 budget. Fiscal year 2015 and projected 2016 shows decreases in fund balances. The approved 20 budget shows an increase in fund balance, however the requested amendment shows a decrease. T decrease is a result of capital improvements recommended.

Attachment: 2017 Re-appropriation Admendment Memo (2490 : Fiscal Year 2017 Budget Amendment)

CWSS Fund

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 4,885,649	$ 4,794,779	$ 4,500,305		$ 3,938,273	$ 4,438,108
Operating Revenues:						
Total Operating Revenues	5,012,276	5,038,330	4,971,473	(66,857)	4,783,897	4,783,897
Total Capital Revenues	-	8,549,000			-	1,025,765
	5,012,276	13,587,330	4,971,473	(66,857)	4,783,897	5,809,662
	9,897,925	18,382,109	9,471,778		8,722,170	10,247,770
Operating Expenditures:						
Total Operating Expenditures	3,509,725	4,358,789	3,536,205	(822,584)	4,253,192	4,273,372
Total Capital Expenditures	1,887,895	10,085,047	1,497,465	(8,587,582)	493,950	1,536,290
	5,397,620	14,443,836	5,033,670		4,747,142	5,809,662
Ending Fund Balance (Fund Basis)	4,500,305	3,938,273	4,438,108		3,975,028	4,438,108
Debt Service Reserve					1,825,460	1,825,460
Cash Flow Reserve - 42% of Operating Expenses					1,290,604	1,299,080
Estimated Unreserved Cash and Investments					858,964	1,313,568
Operating Surplus (Deficit)					$ 530,705	$ 510,525

The following table details the requested increase for re-appropriation. These projects were approved prior year budgets and are still planned or beginning. Additionally, there are encumbrances remaining fro prior years including the State Revolving Fund water plant improvement. The total encumbrance from Fis 2016 is $8,407,689.74. The majority of the 2016 encumbrance is for the water plant improvement and paid with the proceeds from the Direct Loan approved.

CWSS			
08-6-0103-0201	Utilities	$ 180	
08-6-0720-0216	Bowers Survey-LH Survey	20,000	
08-6-0931-3056	291 Waterline Relocation	400,000	
08-6-0931-3062	Beckerdite Waterline Engineering	60,000	
08-6-0931-3059	Lake Hville Electric Crossing	115,000	
08-6-0931-3060	I49 Waterline	317,340	
08-6-0932-3052	Annual Sanitary Sewer Replacement	25,000	
08-6-0932-3054	WWTP pump replacement	25,000	
08-6-0932-3056	Walmart DC	100,000	
Totals		$ 1,062,520	
Total Re-Appropriations			$ 1,062,520

PARK FUND

Property taxes and fees provide for the park fund and are used for programs and maintenance of the parl The table on the following page includes the actual ending balances for 2015, preliminary 2016 a proposed 2017 budget. Fiscal year 2015 shows an increase in fund balance as well as preliminary 20: The approved 2017 budget was presented as a balanced budget. The only re-appropriation is the remaini $48,997 for the sidewalk project along Jefferson Street that was approved by the Board and MODot. maintain a balanced budget, the $48,997 is referenced as a transfer from the available cash in Parkla Dedication.

Park Fund

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 66,074	$ 97,636	$ 97,636		$ 47,181	$ 175,031
Operating Revenues:						
Total Operating Revenues	522,722	502,525	572,808	70,283	509,180	509,180
Capital Revenues: Transfers Supporting Capital	-	-	-	-	-	48,997
Total Revenues	522,722	502,525	572,808		509,180	558,177
Total Resources Available	588,796	600,161	670,444		556,361	733,208
Operating Expenditures:						
Park Maintenance	463,685	480,140	472,967	(7,173)	509,007	509,007
Capital Improvements- Funded by Payment in Lieu of Parkland Func	-	50,000	1,003	(48,998)	-	48,997
Total Requirements	491,160	552,980	495,414		509,007	558,004
-	97,636	47,181	175,031		47,354	175,204
Escrowed Reserves- Payment in Lieu of Parkland Dedication	56,442	6,442			6,442	6,443
Cash Flow Reserve - Covered by General Fund					213,783	213,783
Estimated Unreserved Cash and Investments					40,912	168,761

SALES TAX

The Sales Tax Fund collects the sales tax for parks and is used to make the transfer for the debt servi payment. Sales tax collected over the required debt service payment is transferred to the Commur Center fund for operations. The 2017 proposed amendment increases the transfer to the Community Cen Fund to present a balanced budget for the Community Center. There is also an added line item for trans from reserves to present this fund as a balanced budget. The additional transfer is made available becau of 2016 sales tax collected over budget and existing money available from previous years. The followi table outlines actual 2015, preliminary 2016 and proposed 2017 budget request.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revi Propose Budget
Beginning Fund Balance (Fund Basis)	$ 583,785	$ 109,125	$ 109,125		$ 109,125	$ 146
Operating Revenues:						
Total Operating Revenues	1,143,761	976,000	1,013,724	37,724	1,022,000	1,093
Total Resources Available	1,727,546	1,085,125	1,122,849		1,131,125	1,240
Operating Expenditures:						
Total Operating Expenditures	1,618,421	976,000	975,998	(2)	1,022,000	1,093
Total Requirements	1,618,421	976,000	975,998		1,022,000	1,093
Ending Fund Balance (Fund Basis)	$ 109,125	$ 109,125	$ 146,851		$ 109,125	$ 146

AQUATIC CENTER

The Aquatic Center Fund is set up as an enterprise fund. This means that the fees or charges collected a the only source of money for operations and maintenance of the outdoor complex. For several years, t pool has operated with cash available when needed. As noted in the adopted 2017 budget, the fu balance may run out in the next couple of years. There are no requested re-appropriation for the Aqua Center Fund. An adjustment to reflect use of existing reserve is noted in the total operating revenue. The detail reflects it as a transfer. This is done to comply with the requirement to present a b

Attachment: 2017 Re-appropriation Admendment Memo (2490 : Fiscal Year 2017 Budget Amendment)

The table on the following page includes the actual 2015, the preliminary unaudited 2016 totals compared to budget and the proposed 2017 budget. There are no outstanding purchase orders from 2016.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 103,330	$ 75,006	$ 75,006		$ 50,616	$ 47,480
Operating Revenues:						
Total Operating Revenues	131,654	141,770	148,156	6,386	136,080	155,810
Total Resources Available	234,984	216,776	223,162		186,696	203,290
Operating Expenditures:						
Total Operating Expenditures	159,978	164,860	174,484	9,624	155,810	155,810
Total Capital Expenditures	-	1,300	1,197	(103)	-	-
Total Requirements	159,978	166,160	175,682		155,810	155,810
Ending Fund Balance (Fund Basis)	75,006	50,616	47,480		30,886	47,480
Park Board-directed Reserves		67,500				
Cash Flow Reserve - 16.67% of Operating Expenses					25,974	25,974
Estimated Unreserved Cash and Investments					4,912	21,506
Operating Surplus (Deficit)	$ (28,324)	$ (23,090)			$ (19,730)	$ -

COMMUNITY CENTER

The Community Center is funded through user fees and parks sales tax. The sales tax currently provid the debt payment until 2022. Beginning 2023 the parks sales tax may be used to provide for the all the pa amenities. The 2017 budget was adopted with the use of available fund balance. The current adjustment this fund is to record the use of reserve from the Sales Tax Fund as a transfer in to present a balanc budget. The following table outlines the actual 2015, preliminary 2016 and requested 2017 budget.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revised Proposed Budget
Beginning Fund Balance (Fund Basis)	$ 110,060	$ 104,652	$ 104,652		$ 41,673	$ (956)
Operating Revenues:						
Total Operating Revenues	1,142,848	1,089,440	992,466	(96,974)	1,141,565	1,213,289
Total Capital Revenues	-	-	-		50,000	50,000
Revenues	1,142,848	1,089,440	992,466		1,191,565	1,263,289
Total Resources Available	1,252,908	1,194,092	1,097,118		1,233,238	1,262,333
Operating Expenditures:						
Total Operating Expenditures	1,148,256	1,132,714	1,077,367	(55,347)	1,202,051	1,202,051
Total Capital Expenditures	-	19,705	20,708		60,005	60,005
Total Requirements	1,148,256	1,152,419	1,098,075		1,262,056	1,262,056
Ending Fund Balance (Fund Basis)	104,652	41,673	(956)		(28,818)	277
Cash Flow Reserve - 42% of Operating Expenses					504,861	504,861
Estimated Unreserved Cash and Investments					(533,679)	(504,585)
Operating Surplus (Deficit)	$ (5,408)	$ (43,274)	$ (84,901)		$ (60,486)	$ 11,238

Attachment: 2017 Re-appropriation Admendment Memo (2490 : Fiscal Year 2017 Budget Amendment)

EMERGENCY SERVICES

The Emergency Services Fund provides fire and ambulance services. These services are funded througl sales tax, user fees, and transfer from General Fund. The 2017 budget was presented as a balanc budget and there are no recommended changes to the budget at this time. The following table outlines t actual 2015, preliminary 2016 actuals and 2017 approved budget. There is encumbrance money from 20 in the amount of $2,727 that will be included in the 2017 ending actuals.

	2015 Actual	Revised 2016 Budget	2016 Unaudited Actual	2016 Over/Under Budget	2017 Approved Budget	2017 Revise Proposed Budget
Beginning Fund Balance (Fund Basis)	$ (306,023)	$ 136,459	$ 136,459		$ 134,923	$ 487,05
Operating Revenues:						
Total Operating Revenues	2,666,568	3,579,330	3,684,861	105,531	3,349,330	3,349,33
Transfer from General Fund for Capital		-	-		302,000	302,00
Total Revenues	2,666,568	3,579,330	3,684,861		3,651,330	3,651,33
Total Resources Available	2,360,545	3,715,789	3,821,320		3,786,253	4,138,38
Operating Expenditures:						
Total Operating Expenditures	2,224,086	3,395,501	3,145,259		3,326,243	3,326,24
Capital Equipment	-	185,365	189,007	3,642	316,600	316,60
Total Requirements	2,224,086	3,580,866	3,334,267		3,642,843	3,642,84
Ending Fund Balance (Fund Basis)	136,459	134,923	487,053		143,410	495,54
Cash Flow Reserve - (Covered by General Fund 42% of Operating Expenditures) **Does not include Medicare/Write-offs					802,840	802,84
Estimated Unreserved Cash and Investments 12/31/2012	136,459	134,923			(659,430)	(307,30
Operating Surplus (Deficit)					$ 23,087	$ 23,08

SUMMARY/RECOMMENDATION

This information provides a summary of what fund balances were beginning in 2015 along with t preliminary projected ending balances for 2016. It includes the approved budget for 2017 and the propos changes needed for planned projects and to present the 2017 budget as a balanced budg Recommendation is to approve the proposed 2017 budget as presented.

Attachment: 2017 Re-appropriation Admendment Memo (2490 : Fiscal Year 2017 Budget Amendment)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Sheryl Stanley, Deputy City Clerk**

DATE: **April 13, 2017**

SUBJECT: **"Departmental Review"**

Type of Item: *Report*

The most recent issue of "Departmental Review" is attached. Mr. Welch will have additional information to share with you during the City Administrator's report.

A. Discussion Item (ID # 2492)

"Departmental Review," April 13, 2017

Attachments:

Apr. 12, 2017 (DOCX)

City of Harrisonville est. 1836

Departmental Review

Wednesday, April 12, 2017

News & Notes

Approval of Executive Committee Minutes – Starting with the April 17 meeting, we will be asking the aldermen to approve the minutes of the Executive Committee meetings, just as they do regular meeting minutes. However, since these minutes are confidential, we will place copies at each alderman's place on the dais so you can review them before the meeting begins and ask that you leave them when the meeting is over.

Emergency Services Calls are Up – Director Myler reports that the department has responded to more than 1,000 more calls so far this year, over last year.

Annual Audit Report -- Auditors from Dana F. Cole & Co. will present their report on the 2016 audit during the May 1 aldermen meeting.

Other Audits – We will work with the State Auditor's Office to select a date for the public release of the audit as soon as the report is finalized. We have yet to hear anything further on the IRS audit.

Future Meetings / Executive Sessions / Work Sessions

Monday, April 17, 7 p.m. – Board of Aldermen

- Service Award: Mike Davis, Police, 10 years
- Special Event Permit: Burnt District Festival
- Ordinance: Certify April 4 Election Results
- Executive Session: Audit Process

Tuesday, April 18, 6 p.m. – Community Development Committee

- Temporary Signs
- Building Re-roof Inspection Revision
- Economic Development - Revisions to Code

Attachment: Apr. 12, 2017 (2492 : "Departmental Review")

Monday, May 1, 7 p.m. – Board of Aldermen

- Proclamation: Police Week, May 14-21
- Dana F. Cole auditors present 2016 audit report
- Tow Contract

Monday, May 2, 7 p.m. – Public Works Committee

- Single Phase Demand Meters
- Electric Fees
- Tap Fees

Monday, May 15, 7 p.m. – Board of Aldermen

- Proclamation: EMS Week, May 21-28

Monday, June 5, 7 p.m. – Board of Aldermen

Monday, June 19, 7 p.m. – Board of Aldermen

Special Events

- ➢ Citywide Clean Up – This year's event will be May 12 and 13.
- ➢ Offices Closed – City Hall and most city offices will be closed Monday, May 29 for Memorial Day. The Community Center will be open.
- ➢ HHW – The Household Hazardous Waste Drop Off will be Saturday, June 3 in Pleasant Hill. (We alternate hosting this event with our neighbors in Pleasant Hill; next year, it will be back here in Harrisonville.)

Attachment: Apr. 12, 2017 (2492 : "Departmental Review")