



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
OCTOBER 15, 2018
7:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Pledge of Allegiance**
- 3. Ceremonial Matters**
- 4. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Oct 1, 2018 7:00 PM**
 - B. Board of Aldermen - Work Session - Oct 8, 2018 6:00 PM**
- 6. Agenda Items**
 - A. Council Bill 66: A Resolution Pursuant to Chapter 103, Administration, Section 103.010 Personnel Rules and Regulations; Establishing and Approving a New Technology Policy for the City of Harrisonville, Missouri and Establishing an Effective Date.**

Notice of Public Hearing

Notice is hereby given of a public hearing before the Board of Aldermen (BOA) of the City of Harrisonville, MO to be held at 7:00 p.m. on Monday, October 15, 2018 at City Hall at 300 E. Pearl Street in Harrisonville, MO 64701. The BOA will consider the following amendments to the Code of Ordinances of the City of Harrisonville, Missouri: 1) Chapter 405 Zoning Regulations, Article II Non-Conforming Buildings, Structures and Uses, by allowing legal non-conforming residential uses to rebuild that are more than 50% damaged or destroyed, 2) Section 405.565 Parking and Loading Regulations, (D) Improvement of Parking Areas, regarding the use of gravel for drives and parking areas, 3) Section 405.550 Accessory Uses, to allow detached accessory structures in commercial districts, and 4) Section 405.030 Definitions and Rules of Construction, as needed to supplement the herein described amendments. All interested parties are encouraged to attend.

- B. Council Bill 67: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI REPEALING CODE SECTION 405.050. C. 3, RESTORATION OF DAMAGED NON CONFORMING BUILDING, OF THE CITY CODE AND ENACTING IN LIEU THEREOF A NEW CODE SECTION 405.050 C. 3. TO ALLOW FOR THE RESTORATION OF CERTAIN DAMAGED NON-CONFORMING RESIDENTIAL BUILDINGS**
 - C. Council Bill 68: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, REPEALING CODE SECTION 405.565.D.1 IMPROVEMENT OF PARKING AREAS IN THE CITY CODE AND ENACTING IN LIEU THEREOF A NEW SECTION 405.565.D.1 TO ALLOW GREATER USE OF GRAVEL INSTEAD OF CONCRETE AND ASPHALT.**
 - D. Council Bill 69: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, REPEALING CODE SECTION 405.550 D. ACCESSORY DETACHED BUILDINGS OF THE CITY CODE AND ENACTING IN LIEU THEREOF A NEW SECTION 405.550 D. TO ALLOW DETACHED ACCESSORY BUILDINGS IN THE C-1, CBD-1, C-2, AND CBD-2 ZONING DISTRICTS.**
- 7. Aldermen and Committee Reports**
 - 8. Report from the City Administrator**
 - 9. Report from the Mayor**
 - 10. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 12th day of October, 2018

Randall K. Jones, 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



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
OCTOBER 1, 2018
7:00 PM

1. Call to Order

The meeting was called to order at 7:00 PM by Mayor Brian Hasek

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

Others present were: City Attorney John Fairfield, City Administrator Happy Welch, Police Chief John Hofer, Public Works Director Eric Patterson, Airport Manager James Green, Finance Director Marcella McCoy and City Clerk Randall Jones, Recording.

2. Pledge of Allegiance

3. Ceremonial Matters

A. Xavier Cunningham Day

Mayor Hasek presented a proclamation to Xavier Cunningham.

B. National Disability Employment Awareness Month

Mayor Hasek presented a proclamation to Everette VanAntwerp, Nora VanAntwerp and Shauna Hasek.

C. Project Connect Day

Mayor Hasek presented a proclamation to Lori Bruens and Iva Eggert.

Minutes Acceptance: Minutes of Oct 1, 2018 7:00 PM (Approval of Minutes)

4. Public Participation

None.

5. Approval of Minutes**A. Board of Aldermen - Regular Meeting - Sep 10, 2018 7:00 PM**

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: David Dickerson, Board Member
SECONDER: Judy Reece, Board Member
AYES: Bowman, Long, Levsen, Dickerson, Turner, Reece,
 Bockelman
ABSENT: Marcia Milner

B. Board of Aldermen - Work Session - Sep 24, 2018 6:00 PM

The Pledge of Allegiance was deleted from work session minutes.

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: David Dickerson, Board Member
SECONDER: Jessica Levsen, Board Member
AYES: Bowman, Long, Levsen, Dickerson, Turner, Reece,
 Bockelman
ABSENT: Marcia Milner

6. Agenda Items**A. 2018 Veteran's Day Celebration**

Staff report presented by Police Chief John Hofer.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: David Dickerson, Board Member
SECONDER: Clint Long, Board Member
AYES: Bowman, Long, Levsen, Dickerson, Turner, Reece,
 Bockelman
ABSENT: Marcia Milner

B. Academy Trainees

Staff report presented by Police Chief John Hofer. Alderman Long asked about bringing in candidates prior to academy for a short period of time. Alderman Reece asked about a pay back if candidate decides to go to another agency after graduation. Chief Hofer answered yes both would be addressed.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Matt Turner, Board Member
SECONDER: Clint Long, Board Member
AYES: Bowman, Long, Levsen, Dickerson, Turner, Reece,
 Bockelman
ABSENT: Marcia Milner

Minutes Acceptance: Minutes of Oct 1, 2018 7:00 PM (Approval of Minutes)

C. Resolution A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TOTH AND ASSOCIATES, INC. FOR AN ELECTRIC RATE STUDY, AND ESTABLISHING AN EFFECTIVE DATE.

Staff report presented by Public Works Director Eric Patterson. Alderman Bowman asked about the selection of the engineering firm. Upon passage, Mayor Hasek designated it to be Resolution #34-18.

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

D. Resolution A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH MOHAWK ELECTRIC, LLC, FOR THE FOREST STREET ELECTRIC POLE REPLACEMENT PROJECT, AND ESTABLISHING AN EFFECTIVE DATE.

Staff report presented by Public Works Director Eric Patterson. Upon passage, Mayor Hasek designated it to be Resolution #35-18.

RESULT: ADOPTED [UNANIMOUS]
MOVER: David Dickerson, Board Member
SECONDER: Jessica Levsen, Board Member
AYES: Bowman, Long, Levsen, Dickerson, Turner, Reece, Bockelman
ABSENT: Marcia Milner

E. Ordinance AN ORDINANCE OF THE BOARD OF ALDERMEN AUTHORIZING AMENDMENT NO. 3 TO EXTEND THE AIRPORT LAYOUT PLAN UPDATE/GIS PROJECT, AND ESTABLISH AN EFFECTIVE DATE.

Staff report presented by Airport Manager James Green. Motion to suspend ruling and move the bill to its second reading by Alderman Dickerson and second by Alderman Levsen. Motion carried. Roll call vote was taken: Alderman Bowman aye, Alderman Bockelman aye, Alderman Reece aye, Alderman Milner absent, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye, Alderman Levsen aye. Upon passage, Mayor Hasek designate it be Ordinance #3448.

RESULT: ADOPTED [UNANIMOUS]
MOVER: David Dickerson, Board Member
SECONDER: Jessica Levsen, Board Member
AYES: Bowman, Long, Levsen, Dickerson, Turner, Reece, Bockelman
ABSENT: Marcia Milner

F. Ordinance AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A SUPPLEMENTAL AGREEMENT BETWEEN THE CITY OF HARRISONVILLE, MISSOURI, THE MISSOURI DEPARTMENT OF TRANSPORTATION, AND THE MISSOURI NORTHERN ARKANSAS RAILROAD COMPANY, INC. FOR THE CONSTRUCTION OF IMPROVEMENTS TO THE RAILROAD CROSSING ON 267TH ST.

Staff report presented by City Administrator Happy Welch. Motion to suspend ruling and move the bill to its second reading by Alderman Dickerson and second by Alderman Levsen. Motion carried. Roll call vote was taken: Alderman Bowman aye, Alderman Bockelman aye, Alderman Reece aye, Alderman Milner absent, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye, Alderman Levsen aye. Upon passage, Mayor Hasek designate it be Ordinance #3449.

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

7. Aldermen and Committee Reports

Alderman Bowman stated that she along with her husband attended the 175th anniversary celebration of the Harrisonville United Methodist Church this past weekend. She urged her colleagues to sign up and assist with Project Connect on October 13th.

Alderman Turner said the Homecoming Parade turned out well. He, along with Alderman Bowman, served as judges for the event.

Alderman Levsen expressed excitement about the upcoming festival this weekend.

8. Report from the City Administrator

Administrator Welch stated that work on the boat ramp should be completed by next Monday. Reminder of the Love the Square Town Hall meeting scheduled for November 27, 2018.

A. City Admin Rpt 10-1-18

9. Report from the Mayor

Mayor Hasek stated that the parade was great and he had the opportunity to speak at the pep rally via Jumbo Tron. He also reminded everyone of the upcoming recycling and clean up events this month. He expressed congratulations to Alderman Judy Bowman and Alderman Judith Reece for obtaining the Certified Municipal Official designation.

10. Adjourn From Regular Session

Regular Meeting**Monday, October 1, 2018****7:00 PM**

Motion to adjourn by Alderman Dickerson to adjourn and second by Alderman Long. Motion carried. Meeting adjourned at 7:36 p.m.

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Oct 1, 2018 7:00 PM (Approval of Minutes)

**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
OCTOBER 8, 2018
6:00 PM**

1. Call to Order

The meeting was called to order at 6:02 PM by Mayor Brian Hasek

2. Present

Attendee Name	Organization	Title	Status	Arrived
Judy Bowman	Harrisonville	Board Member	Present	
Clint Long	Harrisonville	Board Member	Late	6:20 PM
Jessica Levsen	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	Late	6:05 PM
Brad Bockelman	Harrisonville	Board Member	Present	
Brian Hasek	Harrisonville	Mayor	Present	

Others present were: Public Works Director Eric Patterson, HES Chief Eric Myler, IT Director Jeremy Smith, Parks & Recreation Director Chris Deal, Assistant Parks & Recreation Director David Killpack, Building Official Chris Arthur, Street Superintendent Rodney Jacobs, Finance Director Marcella McCoy, City Administrator Happy Welch and City Clerk Randall Jones, Recording.

3. Discussion Items

A. Budget Work Sheets

Mayor Hasek went over each Department's recommended capital project requests with the Board. Each Alderman was given the opportunity to ask questions and make suggestions for any changes. Alderman Bowman stated she would like to see city employees given an additional holiday - Martin Luther King Jr. Day. Staff estimated cost of additional holiday would be \$20,000.00. This was voted on and did not get approved. The following were tentatively agreed upon to be brought back for budget approval in November:

2019 Large Capital Item/Project Requests

Minutes Acceptance: Minutes of Oct 8, 2018 6:00 PM (Approval of Minutes)

General Fund	<u>Request</u>	<u>Recommend</u>	<u>Approved</u>
Mayor & Board (01-6-0101-0216)			
Missouri Main St./Love the Square	\$5,000	\$5,000	\$5000
Administration (01-6-0103-0216)			
Franchise/Administration Fee Audit	\$20,000	\$20,000	\$20,000
Website Upgrade	\$10,000	\$10,000	\$10,000
Video Camera (Staff Record Board Mtgs.)	\$1,200	\$1,200	\$1,200
Finance (01-6-0203-0504)			
Incode Upgrade	\$60,000	\$60,000	\$60,000
IT Expansion	\$25,000	\$-	\$12,500
Carpet-Council Chambers/Front Office	\$10,000	\$-	\$10,000
Façade Repair	\$20,000	\$-	-
Hallway Doors Keypad Locks	\$4,500	\$-	\$4,500
Front Exterior Door Keypad Lock	\$3,000	\$-	\$3,000
Front Door Auto Opener	\$3,000	\$3,000	\$3,000
Computer Security Consultant	\$25,000	\$25,000	\$25,000
Police			
(01-600310-0216)			
Replace West Garage Door Old PD	\$4,250	\$4,250	\$4,250
(01-6-0310-0504)			
Crosswalk Flashers	\$15,000	\$-	\$15,000
Independence & Washington, Jefferson & Locust	(Eligible for loss control funds)		
Pole Camera	\$7,500	\$7,500	\$7,500
(01-6-0311-0504)			
(4)Patrol Vehicles	\$155,900	\$77,950 (2)	\$77,950
(4)Patrol Vehicle Radar	\$10,600	\$5,300 (2)	\$5,300
(2)Patrol Vehicle Video	\$8,000	\$4,000 (2)	\$8,000
Sig Rifles for Detectives	\$7,200	\$7,200	\$7,200
Locker Room/Toilets, sinks, showers	\$20,000	\$-	\$20,000
Narcotics Detective Vehicle	\$26,000	\$26,000	\$26,000
(Drug forfeiture funds available for this item)			
Animal Control (01-6-0312-0504)			
No requests			
Community Development			
(01-6-0608-0216)			
GIS Software Maintenance + Back Charges	\$9,300	\$9,300	\$9,300
Comprehensive Plan Update	\$90,000	\$-	-
Citizen Survey	\$30,000	\$-	-
GIS Consulting (MARC)	\$5,000	\$5,000	\$5,000
(01-6-0608-0504)			
SUV	\$24,000	24,000	\$24,000

Minutes Acceptance: Minutes of Oct 8, 2018 6:00 PM (Approval of Minutes)

Street (01-6-0707-0504)

1 Ton Truck w/Plow	\$58,555	\$58,555	\$58,555
10 foot Salt Spreader (01-6-0707-0502)	\$12,500	\$12,500	\$12,500
Flood Barriers for Stockpiles	\$10,000	\$10,000	\$10,000

Capital Improvements

Airport "Fly In" (Overtime/Advertising) (01-6-0717-0101/0203)	\$3,000	\$3,000	-
Airport Main Hangar Roof (01-6-0717-0502)	\$30,000	\$30,000	\$30,000
Stormwater Projects (01-6-0936-1005)	\$100,000	\$100,000	\$100,000
Sidewalk/Curb Program (01-6-0938-1003)	\$350,000	\$150,000	\$350,000
Asphalt Overlay (01-6-0907-1002)	\$400,000	\$200,000	\$400,000
General Fund Total	1,683,105	\$858,755	\$1,324,755

Enterprise Funds**Request Recommend Approved****Electric****Administration (07-06-0721-0502/3/4)**

Office Rehab	\$3,500	\$3,500	\$3,500
Transformers/Poles	\$24,000	\$24,000	\$24,000
City Lighting	\$10,000	\$10,000	\$10,000
Substation Cameras	\$12,000	\$12,000	\$12,000
Replace F750 Bucket Truck (07-6-0735-0216)	\$150,000	\$150,000	\$150,000
Tree Trimming	\$250,000	\$250,000	\$250,000

Capital Projects (07-6-0990-4999)

Automatic Meter Reading (AMR)	\$475,000	\$-	-
New Substation/Rebuild	\$250,000	\$-	-
	\$1,174,500	\$449,500	\$449,500

CWSS**Water Plant (08-6-0720-0216/Increased Line items)**

Sludge Removal	\$75,000	\$75,000	\$75,000
Tower/Clear Well Cleaning	\$20,000	\$20,000	\$20,000

Capital Projects (08-6-0932-3999)

I-49 Waterline Replacement	\$110,000	\$110,000	\$110,000
Water/Sewer Rate Study	\$40,000	\$40,000	\$40,000
Annual Water Main Replacement	\$100,000	\$100,000	\$100,000
Sewer Plant Pump Replacement	\$25,000	\$25,000	\$25,000
	\$370,000	\$370,000	\$370,000

Parks (11-6-1125-0504)

Minutes Acceptance: Minutes of Oct 8, 2018 6:00 PM (Approval of Minutes)

Boom Arm (Radial) Mower	\$20,000	\$20,000	\$20,000
Aquatic Weed Removal	\$25,000	\$25,000	\$25,000
(2)Flash Cam	\$15,000	\$-	\$7,500
(Eligible for loss control funds)			
Community Center (11-6-0103-0504)			
15 Passenger Van	\$20,000	\$20,000	\$20,000
Capital Improvement (15-6-0990-2999)			
Community Center Entrance Repair Concrete)	\$60,000	\$30,000	\$60,000
	\$140,000	\$95,000	132,500
Fire/EMS (16-6-0103-0504)			
Type 1 Ambulance (Replace M2)	\$230,000	\$230,000	\$230,000
Fire Truck (Replace E20)	\$550,000	\$55,000	\$55,000
Cardiac Monitor	\$27,000	\$27,000	\$27,000
3 & 4 inch Fire Hose	\$10,000	\$5,000	\$5,000
1 ¾ Fire Hose	\$10,000	\$5,000	\$5,000
Kitchen Remodel	\$20,000	\$-	-
Turnout Gear (7)	\$35,000	\$35,000	\$35,000
Copier	\$8,000	\$8,000	\$8,000
HVAC (Admin Building)	\$35,000	\$35,000	\$35,000
(2)Lucas Chest Compression Device	\$28,000	\$-	\$28,000
(Eligible for loss control funds)			
Drug Room Cameras	\$5,000	\$5,000	\$5,000
(Eligible for loss control funds)			
	\$953,000	\$405,000	433,000

Approximately \$50,000 available in Loss Control Credit Account program funds from MPR.

4. Adjourn

Motion was made by Alderman Dickerson to adjourn. Second was made by Alderman Milner. Motion carried. Meeting adjourned at 7:40 p.m.

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Oct 8, 2018 6:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: September 28, 2018
SUBJECT: Tech Policy Resolution

Type of Item: *Approval*

Issue:

Adoption of the Technology Policy

Background:

When adopting the new personnel policy we removed the technology section to make it a separate document for employees because with technology changing and expanding so quickly we felt it would be easier for employees and supervisors to find items that needed reviewing in the abbreviated document and would be easier to amend depending on court decisions or new media platforms.

The policy has been reviewed by our attorney and by our MPR attorney specializing in personnel matters, the Finance/Personnel Committee reviewed it and recommended approval by the full Board, and now we are bringing it to the Board for adoption.

The parts that have been added or changed are highlighted in yellow in a separate attachment from Exhibit A.

Sections such as Social Media, Cell Phones, and Online Presence are completely new as we add in new technology and platforms. Some of it also is new formatting to make it easier to read and understand.

Recommendation:

We recommend adopting the Technology Policy by the Board.

Council Bill No.**Resolution No.****Resolution No. A Resolution Pursuant to Chapter 103, Administration, Section 103.010 Personnel Rules and Regulations; Establishing and Approving a New Technology Policy for the City of Harrisonville, Missouri and Establishing an Effective Date.**

WHEREAS, this Resolution is authorized pursuant to Chapter 103, Administration, Section 103.010, Personnel Rules and Regulations;

WHEREAS, City staff proposes to establish a revised Technology Policy, for the City of Harrisonville, Missouri (“City”), a copy of which is attached hereto as Exhibit A and incorporated herein by reference (“Technology Policy”);

WHEREAS, the Technology Policy will be the guide for all City departments and employees to follow for proper practices regarding use of computers, laptops, tablets, radios, telephones, and cell phones, or any other similar electronic equipment;

WHEREAS; in addition, the Technology Policy institutes policies for social media use, online presence, system administration security, and prohibited activities;

WHEREAS, the City Code provides that the Technology Policy be a separate document authorized by but not set forth in the City Code;

WHEREAS, the Technology Policy shall be used in conjunction with the Personnel Policy and any other such personnel policies and regulations approved as part of the Personnel Rules and Regulations authorized by the Code;

WHEREAS, a copy of the approved Technology Policy will be retained in the city clerk’s office;

WHEREAS; the Technology Policy has been reviewed and approved by qualified individuals in the employment practices field;

WHEREAS; the Finance/Personnel Committee reviewed the details of the proposed Technology Policy, the changes and additions to the policy, and voted in favor of sending this proposed Technology Policy to the City’s full Board of Aldermen for review and approval;

WHEREAS, the City of Harrisonville Board of Aldermen, after careful and due deliberation, concludes that amending and adopting the Technology Policy as set forth below would be in the best interest of the City.

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

Section 1: That this Technology Policy for the City of Harrisonville is established pursuant to Chapter 103, Section 103.010 Personnel Rules and Regulations.

Section 2: That the attached Technology Policy, designated Exhibit A and incorporated herein by reference, is hereby approved and adopted, shall be maintained in a file designated by the City Administrator who shall advise and direct City staff to follow such policies, with a copy available for public inspection in the city clerk's office.

Section 3: Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4: Effective Date. That this order shall become effective November 1, 2018 upon its passage and approval.

PASSED and RESOLVED BY THE BOARD OF ALDERMEN and APPROVED by the Mayor of the City of Harrisonville, Missouri this 15th day of October 2018.

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

ATTEST:

Randall K. Jones, City Clerk

APPROVED by the Mayor this 15th day of October 2018.

City of Harrisonville
TECHNOLOGY AND COMPUTER POLICY

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City of Harrisonville

TECHNOLOGY AND COMPUTER POLICY

T-1. Introduction

It is the express purpose of this Technology and Computer **Policy** (sometimes herein “Policy”) to establish guidelines and standards for the use of **City** owned computing equipment. It is also intended to give employees a clear understanding of the expected and accepted use of the **City’s** computer/internet/voice mail & **E-mail** systems. Contained in the sections following are guidelines, standards, and other material that may be helpful to the computer **User**. It outlines the **City’s** position on monitoring and access to **Employee City** computer files and is designed to inform employees under what circumstances all **City** computer files may be accessed. It is fully expected that the material contained herein will be revised and supplemented as new products are introduced and understanding evolves on how best to accommodate information processing needs.

The **City** maintains as part of his technological platform electronic media systems which include, but are not limited to, telephones, email, fax systems, voicemail, computers, hard drives, network devices, systems supporting email, **Internet** access, voice communication, CDs and diskettes. All electronic media systems and the data stored on them are, and remain at all times, the property of the **City**. They are provided to assist in the conduct of business within the **City** and are to be used by authorized personnel only.

Just because a particular activity is not expressly stated or prohibited by the policy does not mean that an **Employee** is allowed to engage in it. General established personnel policies and guidelines will be used to address situations that are not expressly written in the **Policy**.

This **Policy** applies to all employees, part-time employees, volunteers, and other individuals who are provided access to the **City’s** computer system. Employees who separate from **City** service have no right to the contents of their **City** or job-related computer files and are not allowed access to the **City** computer system without permission of the **City Administrator**.

This **Policy** may only be changed upon the written approval of the **City Administrator**.

The **City Administrator** may authorize upon request additional individual department policies.

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The general standards of conduct expected of a **City Employee** or public official also apply to the use of **City** computing resources.

The **City** resources include:

- Hardware - Physical equipment used for processing or communications.
- Software - Programs, programming languages, instructions, or routines, which are used to perform work on a computer.
- Data - Information such as records, files or textual material stored on or accessible through a computer.
- Communication lines - Telephone, ethernet, mobile phones, fiber optics or communication lines that allow the transfer of electronic data between computer servers and the **Internet**.
- System - The hardware, software, data, communication lines and equipment that form the computer network for the **City** of Harrisonville.

City computing resources are made available to individuals to assist in the pursuit of organizational goals. It is expected that **Users** will cooperate with each other to promote the most effective use of computing resources and will respect each other's work even though it is in electronic rather than printed form. Individuals and organizations will be held no less accountable for their actions involving computers than they would be in other situations.

While the **City** recognizes the civil, personal and property rights of those actually using its computing resources, the **City** also must protect the confidentiality of **City** records stored on its computer systems from unauthorized access.

T-2. No Expectation of Privacy with City Computers/Equipment.

The **City** respects the individual privacy of its employees. However, **Employee** privacy does not extend to the **Employee's** work-related conduct, to the use of **City** provided equipment or supplies, or to any email, file or data created on or saved to **City** computers, or any such files, data or information transmitted or received through **City** equipment.

All information, files, data, text, images or emails that are on **City** equipment may be disclosed to law enforcement or other third parties at the sole discretion of **City** without the prior consent of the sender or receiver.

Regardless of any statement contained herein, employees shall not have an expectation of privacy regarding any work performed or files stored on the City's computer system.

T-3. Definitions.

T-3.1. City.

Means the **City** of Harrisonville, Missouri.

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T-3.2. City Administrator.

Means the **City Administrator** for the **City** of Harrisonville, Missouri.

T-3.3. City Computers/Equipment.

The words or similar phrases like **City** computer or computers, Computers or computer, **City** computer system or systems, **City** computer property, **City** computer resources, Computer information system or systems, computer network or **City** electronic equipment shall include any type of **City** computer, network, system or electronic equipment owned or leased by the **City**.

T-3.4. Downloading.

The transmission of a file from one computer system to another, usually smaller, computer system.

T-3.5. Electronic Mail.

The exchange of computer-stored messages by telecommunication.

T-3.6. Employee.

Includes any full or part-time **Employee** of the **City** of Harrisonville, Missouri.

T-3.7. Freeware.

Programming that is offered at no cost. However, it is copyrighted so that you can't incorporate its programming into anything you may be developing.

T-3.8. Incidental Use.

A subordinate use that does not interfere with the overall business use and does not have a negative impact on the operation of the system.

T-3.9. Internet.

The **Internet** is the global system of interconnected computer networks that use the **Internet** protocol suite (TCP/IP) to link devices worldwide. It is a *network of networks* that consists of private, public, academic, business, and government networks of local to global scope, linked by a broad array of electronic, wireless, and optical networking technologies. The **Internet** carries a vast range of information resources and services, such as the inter-linked hypertext documents and applications of the World Wide Web (WWW), electronic mail, telephony, and file sharing.

T-3.10. Internet Access.

Connection to the internet through a modem or other portal access.

Exhibit A

T-3.11. Internet E-mail: E-mail (electronic mail).

Is the exchange of computer-stored messages over the **Internet**.

T-3.12. Listserv:

A small program that automatically redistributes **E-mail** to names on a mailing list. **Users** can subscribe to a mailing list by sending an **E-mail** note to a mailing list they learn about; listserv will automatically add the name and distribute future **E-mail** postings to every subscriber.

T-3.13. Malware.

Short for malicious software, is an umbrella term used to refer to a variety of forms of hostile or intrusive software, including computer viruses, worms, Trojan horses, ransomware, spyware, adware, scareware, and other intentionally harmful programs. It can take the form of executable code, scripts, active content, and other software. **Malware** is defined by its malicious intent, acting against the requirements of the computer **User** — and so does not include software that causes unintentional harm due to some deficiency.

T-3.14. Phishing.

The fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

T-3.15. Pharming.

The fraudulent practice of directing **Internet Users** to a bogus website that mimics the appearance of a legitimate one, in order to obtain personal information such as passwords, account numbers, etc.

T-3.16. Public Information Officer (“PIO”).

Maintains the **City**’s online presence with Facebook, Twitter, Instagram, Snapchat, and other online media sources. Is responsible for **City**’s website maintenance.

T-3.17. Shareware:

Software that is distributed free on a trial basis that the **User** may need to pay for later or there is some advertising associated with it.

T-3.18. Spam:

Irrelevant or inappropriate messages sent on the **Internet** to a large number of recipients.

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T-3.19. Spyware:

Software that aims to gather information about a person or organization without their knowledge, that may send such information to another entity without the consumer's consent, or that asserts control over a device without the consumer's knowledge.

T-3.20. Systems Administrator:

Which shall also mean the IT Department and include any references to it and its personnel, and over-sees operations of **City**'s information systems.

T-3.21. User or Users:

Shall include any **City Employee**, staff, contractor, volunteer or other individual who is granted access to and/or uses **City** owned or leased computer equipment.

T-3.22. Virus:

A piece of programming code inserted into other programming to cause some unexpected and, for the victim, usually undesirable event. Viruses can be transmitted by downloading programming from other sites or be present on a diskette. The source of the file you're downloading or of a diskette you've received is often unaware of the virus. The virus lies dormant until circumstances cause its code to be executed by the computer. Some viruses are playful in intent and effect and some can be quite harmful, erasing data or causing your hard disk to require formatting.

T-4. User-ID.

The **City's Computer System** requires that each **User** have a unique identity, referred to as a "**User-ID**", protected by a "**Password**", which allows a **User** to gain access to the system. The computer identity is used to represent a **User** in various system activities; to provide access to certain software and data, based on the **Users'** credibility and purpose for requiring such access, and to associate the **User's** own software and data with the **User's** identity. As such, this computer identity is another instrument of identification and its misuse constitutes forgery/ misrepresentation.

T-5. General Guidelines.

Violation of this Policy, any guideline, or prohibited activity may result in disciplinary action up to and including termination of employment.

T-5.1. Personal Use of Computers.

The City's computer systems are very valuable and are intended solely for City job-related activities. Users are prohibited from using the City's computer systems for personal or private benefit. The User's Supervisor must approve incidental personal use

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of the City computer. In the event a question regarding the appropriateness of the use exists, the Supervisor shall discuss such use with the City Administrator.

There are times that employees take part in organizations outside of the **City** that benefit the **City**, such as professional organizations, civic clubs, etc. Since the **City** encourages participation in these organizations, use of **City** computers for these types of activities may be authorized by the **User's** Supervisor. A copy of the **Employee's** written request, along with the Supervisor's written approval, must be sent to the **City** Department Head and the **City Administrator**. Common sense is to be used when utilizing the **City's** computer resources.

To insure the integrity of the **City's** computer systems, using the **City's** systems to store personal data and to play computer games is not permitted. **Users** are also prohibited from allowing family members to utilize the **City's** computers during or after business hours. This will prevent accidental damage to the system by **Users** who are not trained on such equipment.

Personal computers or cell phones shall not be connected to any **City** equipment or network without the express written approval of the **City Administrator, Systems Administrator** and appropriate **City** Department Head. Doing so provides an opportunity for cross contamination of malware. This includes (but not limited to): any storage or USB device, phones, SD cards, computers, network drives, or wireless devices and electronics.

T-5.2. Harassment.

The **City's** electronic equipment may not be used to harass anyone. This includes without limitation sending sexual comments or images, insulting or fraudulent statements, sexist gender-specific comments, racist comments or slurs, obscene, or use of suggestive electronic mail and/or internet sites, or sending comments that would offend someone on the basis of their age, religious or political beliefs, national origin, pregnancy or disability; tampering with others' files; and invasive access of others' equipment. In addition, **Users** of any electronic communication facilities - such as email, networks, bulletin boards, and news groups - are obligated to comply with the restrictions and acceptable practices established by the **City** herein and for those specific facilities.

Certain types of communications are expressly forbidden, examples of which are listed in Section T-11.1..

T-5.3. Waste and Abuse.

The **City's** computer systems are a valuable resource, and they should not be abused or wasted. **Users** must avoid any activity around computer workstations that may result in damage to hardware, software, or information. Eating or drinking while in close proximity to equipment should be minimized as food crumbs and liquid spills can cause severe damage to computer equipment causing it to have to be replaced.

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Departments have to share computer resources, therefore, be considerate of fellow employees. Avoid monopolizing systems, bandwidth, disk space, printing equipment, and other computer resources.

T-5.4. User Responsibility.

Users are responsible for their own actions with respect to the **City's** computer-use guidelines, this **Policy** and other **City** policies. Disciplinary action may be warranted in cases of abuse or disregard of these guidelines. **Users** also are required to participate in assuring the legal and ethical use of **City** computers and **User** accounts. Any violation of these guidelines should be reported through the normal chain of command.

T-5.5. Enforcement.

The **City** will investigate all alleged abuses of its computer resources. As part of that investigation, the **City** may, without notice to employees, access the electronic files of its employees. If the investigation indicates that **City** computer privileges have been violated, the **City** may limit the access of employees found to be using computer systems improperly. In the course of its investigation, the **City** may reveal flagrant abuses and private, **Employee**-related information to supervisory and management personnel or law enforcement authorities. Due to the municipal ownership of the system, employees shall not have an expectation of privacy in any work performed or files stored on any **City** municipal property or computer equipment.

T-5.6. Workplace Monitoring.

The **City** has the obligation to ensure that its computer resources are used properly and within the established guidelines. In pursuit of that goal, the **City** reserves the right to monitor the **City** electronic and computer system for signs of illegal or unauthorized activity on any **City** electronic equipment. The **Systems Administrator** will be completing regular reviews and audits of equipment and software. Any unauthorized activity on a PC will be dealt with at that time. All situations will be reported to a **User's** supervisor.

T-5.7. User and Department Needs/Wants.

The **Systems Administrator** is available at all reasonable times for discussion regarding the **City** computer system. If a **User** or department has a request for hardware, software, programming, etc. it must be submitted in writing to the **Systems Administrator** via the **User's** Supervisor. If a Department has suggestions as to how a **User's** work environment could be improved via the computer system, it should be discussed with the **Systems Administrator**. Every effort will be made to accommodate requests that fit into the overall plan of the **City's** computer system.

T-5.8. Open Records Law.

All files, **E-mail** and other data created on the **City** computer system are subject to the Missouri Sunshine Law, also known as the Open Meetings and Open Records Law. Files which would be deemed closed records under the Missouri Sunshine Law if not otherwise stored in the system shall be deemed closed records and inaccessible to the public. Any

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questions regarding the interpretation of the Sunshine Law should be referred to the **City** Clerk or the custodian of records. Legal confidentiality of records must be maintained.

T-6. **Security Training.**

Security Training is administered by the **Systems Administrator** and is required of all **Users** who log into the **City** computer system. Employees not completing the required training will have their credentials disabled and refusal to complete training in the time frame required will be grounds for disciplinary action.

T-7. **Computer Software.**

T-7.1. Licensed Software.

“Licensed software” refers to software the **City** has purchased or that has been given under authorized permission from a software company.

The **City** works hard to maintain an accurate list of software and maintain appropriate **User** licenses for all software. The breaking of software licensing agreements is a serious action and could cause financial loss to the **City** if software protection laws are not adhered to.

It is the **City**’s policy that copying or use of software other than under the stated conditions of the respective license agreement is prohibited. This includes the copying and distribution of associated documentation.

In all situations, the **City** must hold the actual license for the software before it is installed on the **City**’s computer systems. Any software installed without the license held by the **City** is illegal and will be removed from the **City**’s systems immediately.

T-7.2. Unauthorized Use of Software

Users are prohibited from loading any software, including demos, on any **City** owned computer system except with Supervisor or designated personnel approval. This includes commercial, shareware, and freeware software. Further, **Users** are expressly prohibited from using **City** computers to make illegal copies of licensed or copyrighted software. Copyrighted software must only be used in accordance with its license or purchase agreement. **Users** do not have the right to make unauthorized copies of software for themselves or anyone else.

Users are prohibited from using software that is designed to destroy data, provide unauthorized access to the computer systems, or disrupt computing processes in any other way. Using viruses or any other invasive software is expressly prohibited.

Absolutely no software or files from home/personal computers or other agencies are to be installed or placed on the **City**’s computers without System Administrator approval.

T-7.3. Software Installation and Removal.

In a networked environment, it is extremely important that individuals not install software. Software installations often cause changes to the system settings of the computer operating system. These changes could significantly impact the way a computer runs or its ability to access the network. Therefore, the **Systems Administrator** is the only person authorized to install and remove all software programs, including demos. This will allow for consistency between workstations and provide the **City** with an accurate accounting of what is contained on every local computer and network. **City** employees often receive flash drives, CD's and various computer media from other cities, clients or businesses that contain computer files. These items must be evaluated by the **Systems Administrator** before they are loaded on the **City**'s computer system. Once the **Systems Administrator** has evaluated and virus checked the item, only the **Systems Administrator** is authorized to put the item in a location that is accessible to the **User**.

T-7.4. Shareware/Freeware.

Shareware and freeware will be evaluated for use by the **Systems Administrator** just as any other piece of software. Departments will follow the proper procedures for submitting a request for the purchase of shareware or the use of freeware.

T-7.5. Images, Screensavers, Wallpaper and Sound Files.

It is not appropriate or an accepted practice to load screen savers or wallpaper backgrounds from other computers onto the **City**'s computers. The addition of image files (i.e. pictures of miscellaneous items), screen savers, wallpaper or sounds to the **City**'s computer system is considered to be an installation. Wallpaper backgrounds utilize unnecessary disk space and could potentially cause problems if large numbers of these items are loaded. Files such as these also often carry the potential for viruses and shall not be allowed on the **City**'s computer systems unless put there by the **Systems Administrator**.

T-7.6. Software Inventory.

The **Systems Administrator** will maintain a software inventory. If the **City** owns only one copy of a specific piece of software, the **Systems Administrator** will maintain manuals. The **Systems Administrator**, for easy access, retrieval and tracking, will maintain all software in a safe location.

All software disks will be located in the **Systems Administrator** office at city hall for proper storage and security.

T-8. Internal and External Electronic Mail (E-Mail)

The **City**'s electronic mail system ("E-mail") is designed to facilitate **City** business communication among employees and other **City** business associates for messages and memoranda.

T-8.1. E-Mail Not For Sensitive Materials.

Since no computer system is completely secure, the **E-mail** system is not intended and shall not be used to transmit sensitive materials, such as personnel decisions and other similar information which may be more appropriately communicated by written memorandum or personal communication, unless expressly authorized by the **City Administrator**. Furthermore, senders of confidential information via **E-mail** must label transmissions accordingly, so those receivers handle the data properly.

T-8.2. E-Mail System Is Solely For City Business.

E-mail is to be used solely for **City** related business. Such system is not to be used for **Employee** personal benefit or to support or advocate for non-**City** related business or purposes, unless it has been specifically authorized in writing through the Supervisor or the **City Administrator**. All data and other electronic messages within the **Computer System** are the property of the **City** of Harrisonville. **E-mail** messages are **City** records and therefore need to adhere to department data retention schedules. **Users** are prohibited from transmitting fraudulent, harassing, or obscene messages and files. **Users** must not send any electronic mail or other form of electronic mail communication by forging another person's identity or attempt to conceal the origin of the message in any other way. **Users** are prohibited from distributing their **E-mail** addresses to **Users** that are not for professional or **City** use

T-8.3. Personal E-Mail Use.

Incidental and occasional personal use of **E-mail** is permitted, with prior written approval of the Supervisor, by the **City** of Harrisonville, but these messages will be treated the same as other messages. The **City** reserves the right to access and disclose as necessary all messages sent over its **E-mail** system without regard to content, and without notice to the **User**, sender or receiver. Since the **City**, without prior notice, can access each **User's** personal messages, **Users** should not use **E-mail** to transmit any messages such **User** would not want read by a third party. For examples of forbidden usage see Section T-11.1.

UsersT-8.4. City May Review Any Employee's Emails.

Although each **Employee** has an individual password to access this **System**, it belongs to the **City** and the contents of **E-mail** communications are accessible at all times by the **Systems Administrator** for any **City** purpose. Accordingly, the **City** reserves the right to, at any time, review the contents of an **Employee's** **E-mail** communications without notification to the **Employee**. Employees shall not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' **E-mail** messages without proper written authorization. The misuse of **E-mail** privileges shall be subject to discipline in accordance with the Personnel Manual, and/or applicable rules or laws.

T-8.5. External Email Messages.

Users/Employees shall not use the **City System** for their external or personal email accounts and shall not use **City Email** or **Internet** to post any message or comment that does not reflect the official **City** position. Employees when using their personal or public external or

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internet e-mail must be aware of and at all times attempt to prevent potential **City** liability in their use of the **Internet**.

T-8.6. Retention of E-Mail

Generally, **E-mail** messages are temporary communication, which are non-vital and may be discarded according to **City** retention policies. However, depending on the content of the **E-mail** message, it may be considered a more formal record and should be retained pursuant to a Department's record retention schedules. These **E-mail** messages are similar to printed communication and should be written with the same care. Each Supervisor shall establish and maintaining department retention schedules for the information communicated through the **E-mail** system. Retention schedules per requirements of the Secretary of State are available from the **City** Clerk.

Employees should be aware that when they have deleted a message from their mailbox it likely is not deleted from the **E-mail** system. The message may be residing in the recipient's mailbox, forwarded to other recipients or be sitting on the **E-mail** server. Furthermore, the message may be stored on the computer's backup system.

T-8.7. Review of E-Mail

It is important that **E-mail** (incoming messages) be reviewed and responded to appropriately, usually by the end of the business day. Supervisors are responsible to ensure appropriate use.

T-8.8. Deleting Files

Files may be deleted pursuant to written department policy approved by the **City Administrator**.

T-8.9. Data Files

If a **User's** computer is connected to a network, all files created by that machine will be saved to a **User's** account on the fileserver. No data is to be saved to the hard drive of a local network machine. The exceptions to this are laptops connected to a network or with Supervisor approval files may be saved on certain machines. This is for the protection of the **User**. Local machines are not normally backed up. Therefore, if a system were to crash, files stored on the local hard drive would be lost.

Saving of data created by computers not on a network will have locations specified by the **Systems Administrator**. Default directory paths of software applications are not to be changed unless otherwise approved by the **Systems Administrator**.

T-9. Radio Communication.**T-9.1. Generally.**

Radio communications is a tool that has been provided to employees that work in the field to better communicate with other staff and to provide another resource to contact dispatch in an emergency.

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An **Employee** may hear sensitive information from the police, fire, or EMS crews. This information shall not be repeated by those not involved in the incident.

There are federal laws that prohibit the dissemination of these types of sensitive information. Under no circumstances shall privileged or sensitive information or investigations information be discussed with any unauthorized person. If the information is in question, then it will be considered privileged or sensitive and not disclosed. The information shall not be written down or recorded by non-emergency personnel.

The individual assigned a radio or has access to a portable, mobile, or desk top radio shall be required to be trained on its proper use and handling of the information that comes across the radio.

T-9.2. Radio Procedures: Non-Fire/EMS and non-Police Department Radios

T-9.2.1. Radio Channels.

Radios shall not be turned to the police or fire talk groups unless it is needed for emergency communications.

T-9.2.2. Radio Traffic.

Information heard across these talk groups shall not be disclosed or disseminated in any fashion. This includes the following information:

9.2.2.1. Location of an incident

9.2.2.2. Type of Incident

9.2.2.3. Names

9.2.2.4. Personal Information

T-9.2.3. Emergency Zones.

Personnel shall refrain from traveling through an area that has been identified as an emergency, unless your department has been called to assist in the mitigation of the incident.

T-9.2.4. Security and Training.

Due to the sensitive nature of these two radio talk groups, all personnel associated with the radio usage shall be fingerprinted by Harrisonville Police Department and complete “**Security Awareness Training**”. Those employees shall also sign a form indicating their acknowledgement of the policy regarding the radios and their usage.

T-10. Voice Mail.

This policy applies to the use of Voice Mail by all **City** Departments **City** wide.

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T-10.1. Legal Obligations.

Use of **City** telephones is subject to all federal, state and local law, including but not limited to:

- RSMo. 569.094-569.099 concerning computer crime;
- RSMo. 573.010-573.065 concerning pornography and related offenses; and
- The Federal Communications Decency Act of 1996
- The Missouri Sunshine Law (RSMo. 610.029), which specifically provides that electronically stored data is subject to an information request, applies to all electronic information, including voice mail, unless otherwise exempted by state law.

T-10.2. Sanctions

Penalties for violation of this **Policy** range from the loss of voice mail privileges to dismissal from **City** employment, prosecution and/or civil action. Each case will be determined separately on its merits in accordance with **City** policies and federal, state and local law.

T-10.3. Definition of Terms

Voice Mail is an electronic voice messaging system that gives you an easy, fast, and dependable way to communicate with people. It allows you to:

- listen to, record, edit, and send messages
- send a message to more than one person
- set a date and time for message delivery
- play back message either at your desk, or from almost anywhere

External Calls are calls made outside your phone system to the **City**.

Internal Calls are calls made within our phone system by dialing a four-digit extension number (380 does not need to be dialed).

Voice Mailbox Denotes the ability to accept a voice mail at a specific phone number by dialing into the system.

T-10.4. Responsibilities.

City Departments are encouraged to use voice mail to better serve both internal and external customers. Voice mail is never to be used as a mechanism for screening calls. Such action is subject to discipline. Each department is allowed to set up and enforce additional written voice mail or telephone policies, which may be applicable to its activities. Such policies may not conflict with this **Policy** or any other **City** policy.

City telephone numbers published to the general public should not use voice mail as the primary means of answering the phone during business hours. Those phones may have the voice mail option for after hours and internal messages but should always be answered by

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a “live” person during business hours. However, there are situations where call trees will need to be established for a department that will benefit the caller and employees who answer the phone by directing the caller to their preferred destination. These call trees are to be approved by the **City Administrator** with input from the Department Head.

The goal is to use voice mail primarily for employees to not miss an external phone call, and to minimize the number of times a citizen gets connected with voice mail. There is the option of a voice mail box to service the internal customer. If you experience a problem, the department should be told right away so they can solve it or track the problem.

Messages should reflect when the **Employee** is gone for more than a day (or else the phone should be forwarded to someone else). Calls should never be transferred from voice mail to voice mail.

The following are acceptable Voice Mail practices:

- Greetings placed on **City** voice mail for incoming calls must be kept current. If an **Employee** with voice mail privileges is out of town or away from the desk for an extended period, the message must reflect when calls will be returned.
- It is important that voice mail (incoming messages) be reviewed and responded to appropriately, usually by the end of the business day. Supervisors are responsible to ensure appropriate use.
- It is advised that every voice mail offer the option to the caller of pushing “O” for operator assistance.
- Voice mail messages (incoming or outgoing) should be business-like and professional. Use of obscenity or other offensive language is grounds for discipline or termination.
- Employees should be aware that voice mail messages might be monitored. A supervisor through the **Systems Administrator** may access individual voice mail accounts.
- There must be a “live person” at the end of any calling cycle - departments are responsible to check their system to make sure no black holes exist and that all calls roll to a live answer during business hours.

T-11. Internet Access

The **Internet** provides the **City** with significant access and dissemination of information to individuals outside the **City** of Harrisonville. The use of the **City**’s **Internet** system access and dissemination is intended to serve solely **City** business interests. **Internet** access for personal use is prohibited. Like all **E-mail** messages, **Internet** messages are capable of being forwarded without the express permission of the original author. Therefore, **Users** must use caution in the

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transmission and dissemination of messages outside of the **City** and must and strictly comply with this **Policy** as well as all state and federal laws.

A wide variety of information is available on the **Internet**. Some individuals may find some information on the **Internet** offensive or otherwise objectionable. Individual **Users** should be aware that the **City** has no control over and can therefore not be responsible for the content of information on the **Internet**.

T-11.1. Prohibited Internet Activities, Some Examples.

Though the **City** may provide **Users** with **Internet** access to help you do your job. **Internet** usage is solely intended for job-related activities.

This **Policy** is intended to prevent the misuse of **Internet** access. The following are some examples, by way of illustration and not limitation, of prohibited activities that violate this **Internet** policy:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- The random mailing of messages; the sending of obscene, harassing, or threatening material; the use of the facilities for commercial or political purposes, or any other inappropriate or forbidden communication described in this policy or any other policy of the **City**.
- Employees shall not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' **E-mail** messages without proper written authorization.
- Misrepresenting an individual's opinion as **City** policy or opinion.
- Improperly downloading files that contain viruses that may contaminate **City** information systems and databases.
- Using the **City's** time and resources for personal gain.
- **Users** shall not use the **City E-mail** for gossip, including personal information about themselves or others, for forwarding information under circumstances likely to embarrass the sender or for emotional responses to business correspondence or work situations.
- Use of work time to browse the **Internet** for private interests. Use of private or personal time will be allowed with prior approval from Supervisor during non-work hours
- Stealing, using, or disclosing someone else's code or password
- Copying, pirating, or downloading software and electronic files
- Sending or posting confidential material, trade secrets, or proprietary information outside of the **City**
- Violating copyright law
- Failing to observe licensing agreements

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- Engaging in unauthorized transactions that may incur a cost to the **City** or initiate unwanted **Internet** services and transmissions
- Sending or posting messages or material that could damage the **City's** image or reputation
- Accessing objectionable or improper material, including participating in the viewing or exchange of pornography, sexually explicit or obscene materials. With the limited exception when such material pertains directly to research in the line of work. Also included in this prohibition are sites such as chat rooms that contain this type of material
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the **Internet** for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the **City's** electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the **City**
- Sending anonymous **E-mail** messages
- Engaging in any illegal activities
- Watching video content that is not part of a training series or department approved webinar.

Some of the policies, guidelines and rules listed above are described in more detail herein.

T-11.2. Download, Program, App, or Resource Fees.

Download, program, app, or resources of any kind for which there is a fee must not be accessed or downloaded without prior written approval of a Supervisor.

T-11.3. Granting Internet Access.

The **City's** resources to access the **Internet** are limited; because of this the number of people with access to this resource must be closely monitored. Access to the **Internet** will be evaluated on a per **User** basis by the Supervisor, and notice shall be made to the **City Administrator** by the Supervisor. In general, it is advised that the Supervisor only request access for employees who would make frequent use of the **Internet** as a routine part of their jobs. Other authorized **Users** should support employees making only occasional use of the **Internet**.

T-11.4. Generally Accepted Internet Policies.

No one may participate in any activity which violates the spirit of cooperation that is the basis of the **Internet**. The individual is responsible for his/her image on the **Internet** as well as the image of the **City**. Any **Employee** of the **City** who has **Internet** access is expected to comply with this **Policy**, these use guidelines, the generally accepted **City** policies and practices of the **Internet** and the local policies and procedures that apply to a resource to which the **User** may have access.

T-11.5. Listservs.

A **User** enlisting their **E-mail** address into a listserv is strictly prohibited. Inundation of **E-mail** from listservs could potentially cause an overload in the **City's E-mail** system. Listservs from professional organizations and business-related topics will be considered through the individual's Supervisor.

If written approval is granted to use a listserv, **Users** must unsubscribe from the service when leaving town for an extended period of time, thus not allowing outside mail to bottleneck the **City's** resources.

T-12. System Security

It is the responsibility of each **User** to ensure that the **City's** computer system is adequately protected against unauthorized access. All **Users** will use the access controls and other security measures provided and will take prudent and reasonable steps to limit unauthorized access to individual **User** accounts, such as connecting flash drives and cell phones to a computer without first getting written authorization from the System **Administrator**.

Use of computer facilities must be authorized by the account holder/**User** or by the System **Administrator**.

T-12.1. Attacking the System

Users must not deliberately attempt to degrade the performance of the **City's** computer system or subvert it in any other way. Deliberately trying to crash the system is expressly forbidden.

T-12.2. Logging Off/Powering Off the Computer

Users should be aware that the system is susceptible to security breach whenever computers are left unattended or left on. Appropriate measures should be taken to protect individual **User** accounts and the entire computer system.

If you are away from your desk for 15 minutes or more, employees should log off and the system locked to restrict access. Screensavers should be password protected and self-initiate at no longer than 15 minutes. If you are going to be out of the building it is recommended logging out completely in case of power failure, etc. Leave computers on so that updates can process at night and not cause startup delays when ready to start work the next day.

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T-12.3. Passwords

Keep passwords and accounts confidential. When creating a password, **Users** should avoid using their name, name of a spouse, child, friend or pet, or a password that could easily be guessed.

The network is secure, and each **User** will have a private directory to which only they and the **System Administrator** have access. For individual files that an **Employee** wishes to restrict access they should place that file in a network directory only accessible to those with permissions to view the document, such as Department Heads file would be used for Department Head files to share with those employees. Do not password protect individual files.

T-12.4. Unauthorized Access to Files and Directories

Users must not engage in any activity that is intended to circumvent **City** computer security controls, including but not limited to, attempts to crack passwords, discover unprotected files, or decode encrypted files. This also includes creating, modifying, or executing programs that are designed to secretly penetrate computer systems.

Users must not access the accounts of others with the intent to read, browse, modify, copy, or delete files and directories unless specific written authorization has been given.

Accounts may not be used for purposes not authorized when the account was established, including personal and commercial uses.

T-13. Online Presence

In order for the City to maintain a consistent, quality presence on the **Internet** and to assist departments in creating and publishing information on the website, the City has established web page design templates, with the **Public Information Officer** in charge of adding or subtracting information, and is the person responsible for placing information on all platforms except for police dispatch who is responsible for the police department's Facebook page and the Parks Department who is responsible for the Parks Facebook page. No other platforms will be utilized without the approval of the **System Administrator, PIO and City Administrator**.

Other forms of online presence include Instagram, Snapchat, LinkedIn, and Twitter, and others.

Departments are ultimately responsible for information as it appears on their web pages. The **PIO** reserves the right to review the website for accuracy and appearance. The **PIO** also reserves the right to request immediate changes or removal of pages if the content is deemed inaccurate or inappropriate for publication. In the event of a disagreement, the **PIO** will work with the appropriate department director to resolve the issue.

The **System Administrator**, the **City Administrator** and the **Department Head** will consult and determine if an individual department needs to create an online media presence,

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what the purpose of the online presence is, who specifically, in writing, will be responsible for information disseminated to the public (a coordinator), and how often the information will be updated. The coordinator's responsibilities should include ensuring the timeliness and accuracy of the content of the department's web pages.

Departments may not create or contract for their own web sites on a non-city server without approval of **City Administrator**.

T-14. System Administration

T-14.1. Computer System Settings

The computers are setup for consistency and to ease management of the network. **Users** may only change wallpaper and window colors, screen savers, toolbars and application icon locations. Items other than those specified are not to be tampered with. It is extremely important that no other changes are made to the system. All other system settings will be established and maintained by the **Systems Administrator**. This allows for a level of consistency to be created throughout the **City's** computer system allowing for **Users** to move from one system to another and still be familiar with the software and hardware. It also creates an environment that is conducive to quick troubleshooting techniques for the **System Administrator**.

If **Users** should need assistance with changing the computer system settings specified above, see the **Systems Administrator** for help.

If **Users** share a computer with other **Users**, please be considerate of their preferences. Do not change computer system settings, etc. unless mutually agreed upon.

T-14.2. Backup Schedules

Designated staff may complete nightly backups as identified by the **Systems Administrator**.

Nightly backups are scheduled as designated.

Users are asked to be logged out of the system if possible during the backup times. Failure to do this will cause files to be skipped that should have been backed up.

All servers complete a full back up on a nightly basis, with the exception of the **E-mail** server which is on a hosted web server.

T-14.3. Preventative Maintenance

Routine preventive maintenance will be the responsibilities of the **Systems Administrator** and of the computer **User**. Dusting keyboards, screens, and the external cover of the CPU will be the responsibility of the computer **User**. It is requested that the **User** provide the above listed preventative maintenance at least once a month to their workstation. The proper supplies for these practices will be available from the **Systems Administrator**.

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Routine preventive maintenance will significantly increase the life of a computer and its operations.

The **Systems Administrator** will be responsible for any internal cleaning of CPU's and printers. Additional preventative maintenance is completed through an outside vendor under a bid maintenance contract.

T-14.4. Computer Supplies

All computer supplies will be budgeted and purchased through the Supervisor to allow for better inventory control.

T-14.5. User Support

The **Systems Administrator** is the primary support for all software and hardware issues. All questions on computer related activity should be directed to the **Systems Administrator**. If the **Systems Administrator** is unavailable or unable to assist the **User** at that time, **Users** will be referred to someone that can help within the department or tech support for certain programs.

All hardware and software issues should immediately be brought to the attention of the **Systems Administrator**. **Users** are not to try to fix hardware and software problems on their own.

Other **Users** are a means of support, however, be conscientious of time when asking others for assistance.

T-14.6. Training/Documentation Library

Most software instruction manuals are available online with the specific computer program an **Employee** is using.

T-15. Social Media

All social media on behalf of the City is the responsibility of the PIO, or as approved by a supervisor. As for personal use of social media outside of work, the **City** the understands that social media can be a fun and rewarding way to interact with family, friends and co-workers around the world. However, use of social media also presents certain risks. Ultimately, you are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects the City, members, customers, suppliers, people who work on behalf of the **City**, may result in disciplinary action up to and including termination.

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T-15.1. Using social media at work

Employees and **Users** are prohibited from using social media while on work time or on equipment the **City** provides, unless it is work-related as authorized by the Department Head or consistent with this **Policy**. Do not use the **City** email addresses to register on social networks, blogs or other online tools utilized for personal use.

T-15.2. Media contacts

Employees shall not speak to the media on the **City**'s behalf without written approval from the **City Administrator** or his/her designee. All media inquiries shall be directed to the **Public Information Officer** or the **City Administrator**.

T-15.3. For more information

If you have questions or need further guidance, please contact Human Resources.

T-16. Cell Phones

Our **Employee cell phone policy** outlines our guidelines for using cell phones at work.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.). Compensation for use of personal cell phones will be within the IRS guidelines for "substantial non-compensatory business reasons." **City** cell phones will be purchased through the System **Administrator**.

However, cell phones may also cause problems when used imprudently or excessively.

This policy applies to all our employees.

Employees who use **City** or personal cell phones for business at work will install MaaS Management Software as mandated by the System **Administrator**.

T-16.1 Policy elements

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of the **City**'s internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones are prohibited.

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Our company expects employees to use their cell phones prudently during working hours.

T-16.2 Allowed Cell Phone Use:

Use city-issued phones for business purposes and not damage the phone.
 Use city cell phone for limited personal use.
 Use personnel cell phone for limited calls and city related internet use.
 Surf the internet, text and talk on the phone within the plan limits per month.
 To make business calls.
 To use productivity apps.
 To check important messages.
 To make brief personal calls away from the working space of colleagues.
 Employees can use their phones during breaks or at lunch hour and while on a stationary vehicle.

T-16.3 Nonallowed Cell Phone Activity:

Play games on the city issued cell phone at all times or personal cell phone during working hours.
 Use cell phone for any reason while driving a company vehicle.
 Use cell phone camera or microphone to record confidential information.
 Download or upload inappropriate, illegal or obscene material on a city cell phone at any time or using a city internet connection for a personal cell phone.

T-16.4 Disciplinary Consequences

The **City** retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an **Employee's** phone usage causes a decline in productivity or interferes with operations, we'll ban that **Employee** from using their cell phone.

Employees may face severe disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones.

T-17. Violations of This Policy

Violations of this **Policy** may be grounds for corrective action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment per the **City Personnel Policy** or other governing policies or laws. Supervisors are responsible for the implementation and adherence of this **Policy** within their departments. If any department or division policy contradicts this **Policy**, this **Policy** shall govern.

Abuses of **City** computing resources or violations of this **Policy** will be referred to the **Employee's** Supervisor and may be referred to the **City Administrator** for consideration under

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the **City**'s disciplinary processes or other appropriate remedies. Any referral may be accompanied by a temporary suspension of computing privileges awaiting the outcome of the disciplinary process or investigation. If software or files have been installed, the application or file will be immediately deleted, with no consideration of allowing time for backups or copies. In addition, Missouri and Federal laws contain specific criminal statutes with respect to improper use of computers. Therefore, inappropriate use of **City** computing resources may be subject to criminal or civil legal action in addition to **City** disciplinary action.

Attachment: Exhibit A 2018Technology Policy Markup - CLEAN COPYjff redline v2 (002)hww rvw 7-10-18 rev JF 7-16-18 initial cleanup (003)2

City of Harrisonville
TECHNOLOGY AND COMPUTER POLICY

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City of Harrisonville

TECHNOLOGY AND COMPUTER POLICY

T-1. Introduction

It is the express purpose of this Technology and Computer **Policy** (sometimes herein “Policy”) to establish guidelines and standards for the use of **City** owned computing equipment. It is also intended to give employees a clear understanding of the expected and accepted use of the **City’s** computer/internet/voice mail & **E-mail** systems. Contained in the sections following are guidelines, standards, and other material that may be helpful to the computer **User**. It outlines the **City’s** position on monitoring and access to **Employee City** computer files and is designed to inform employees under what circumstances all **City** computer files may be accessed. It is fully expected that the material contained herein will be revised and supplemented as new products are introduced and understanding evolves on how best to accommodate information processing needs.

The **City** maintains as part of his technological platform electronic media systems which include, but are not limited to, telephones, email, fax systems, voicemail, computers, hard drives, network devices, systems supporting email, **Internet** access, voice communication, CDs and diskettes. All electronic media systems and the data stored on them are, and remain at all times, the property of the **City**. They are provided to assist in the conduct of business within the **City** and are to be used by authorized personnel only.

Just because a particular activity is not expressly stated or prohibited by the policy does not mean that an **Employee** is allowed to engage in it. General established personnel policies and guidelines will be used to address situations that are not expressly written in the **Policy**.

This **Policy** applies to all employees, part-time employees, volunteers, and other individuals who are provided access to the **City’s** computer system. Employees who separate from **City** service have no right to the contents of their **City** or job-related computer files and are not allowed access to the **City** computer system without permission of the **City Administrator**.

This **Policy** may only be changed upon the written approval of the **City Administrator**.

The **City Administrator** may authorize upon request additional individual department policies.

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The general standards of conduct expected of a **City Employee** or public official also apply to the use of **City** computing resources.

The **City** resources include:

- Hardware - Physical equipment used for processing or communications.
- Software - Programs, programming languages, instructions, or routines, which are used to perform work on a computer.
- Data - Information such as records, files or textual material stored on or accessible through a computer.
- Communication lines - Telephone, ethernet, mobile phones, fiber optics or communication lines that allow the transfer of electronic data between computer servers and the **Internet**.
- System - The hardware, software, data, communication lines and equipment that form the computer network for the **City** of Harrisonville.

City computing resources are made available to individuals to assist in the pursuit of organizational goals. It is expected that **Users** will cooperate with each other to promote the most effective use of computing resources and will respect each other's work even though it is in electronic rather than printed form. Individuals and organizations will be held no less accountable for their actions involving computers than they would be in other situations.

While the **City** recognizes the civil, personal and property rights of those actually using its computing resources, the **City** also must protect the confidentiality of **City** records stored on its computer systems from unauthorized access.

T-2. No Expectation of Privacy with City Computers/Equipment.

The **City** respects the individual privacy of its employees. However, **Employee** privacy does not extend to the **Employee's** work-related conduct, to the use of **City** provided equipment or supplies, or to any email, file or data created on or saved to **City** computers, or any such files, data or information transmitted or received through **City** equipment.

All information, files, data, text, images or emails that are on **City** equipment may be disclosed to law enforcement or other third parties at the sole discretion of **City** without the prior consent of the sender or receiver.

Regardless of any statement contained herein, employees shall not have an expectation of privacy regarding any work performed or files stored on the City's computer system.

T-3. Definitions.

T-3.1. City.

Means the **City** of Harrisonville, Missouri.

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T-3.2. City Administrator.

Means the **City Administrator** for the **City** of Harrisonville, Missouri.

T-3.3. City Computers/Equipment.

The words or similar phrases like **City** computer or computers, Computers or computer, **City** computer system or systems, **City** computer property, **City** computer resources, Computer information system or systems, computer network or **City** electronic equipment shall include any type of **City** computer, network, system or electronic equipment owned or leased by the **City**.

T-3.4. Downloading.

The transmission of a file from one computer system to another, usually smaller, computer system.

T-3.5. Electronic Mail.

The exchange of computer-stored messages by telecommunication.

T-3.6. Employee.

Includes any full or part-time **Employee** of the **City** of Harrisonville, Missouri.

T-3.7. Freeware.

Programming that is offered at no cost. However, it is copyrighted so that you can't incorporate its programming into anything you may be developing.

T-3.8. Incidental Use.

A subordinate use that does not interfere with the overall business use and does not have a negative impact on the operation of the system.

T-3.9. Internet.

The **Internet** is the global system of interconnected computer networks that use the **Internet** protocol suite (TCP/IP) to link devices worldwide. It is a *network of networks* that consists of private, public, academic, business, and government networks of local to global scope, linked by a broad array of electronic, wireless, and optical networking technologies. The **Internet** carries a vast range of information resources and services, such as the inter-linked hypertext documents and applications of the World Wide Web (WWW), electronic mail, telephony, and file sharing.

T-3.10. Internet Access.

Connection to the internet through a modem or other portal access.

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T-3.11. Internet E-mail: E-mail (electronic mail).

Is the exchange of computer-stored messages over the **Internet**.

T-3.12. Listserv:

A small program that automatically redistributes **E-mail** to names on a mailing list. **Users** can subscribe to a mailing list by sending an **E-mail** note to a mailing list they learn about; listserv will automatically add the name and distribute future **E-mail** postings to every subscriber.

T-3.13. Malware.

Short for malicious software, is an umbrella term used to refer to a variety of forms of hostile or intrusive software, including computer viruses, worms, Trojan horses, ransomware, spyware, adware, scareware, and other intentionally harmful programs. It can take the form of executable code, scripts, active content, and other software. Malware is defined by its malicious intent, acting against the requirements of the computer **User** — and so does not include software that causes unintentional harm due to some deficiency.

T-3.14. Phishing.

The fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

T-3.15. Pharming.

The fraudulent practice of directing **Internet Users** to a bogus website that mimics the appearance of a legitimate one, in order to obtain personal information such as passwords, account numbers, etc.

T-3.16. Public Information Officer (“PIO”).

Maintains the **City**’s online presence with Facebook, Twitter, Instagram, Snapchat, and other online media sources. Is responsible for **City**’s website maintenance.

T-3.17. Shareware:

Software that is distributed free on a trial basis that the **User** may need to pay for later or there is some advertising associated with it.

T-3.18. Spam:

Irrelevant or inappropriate messages sent on the **Internet** to a large number of recipients.

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T-3.19. Spyware:

Software that aims to gather information about a person or organization without their knowledge, that may send such information to another entity without the consumer's consent, or that asserts control over a device without the consumer's knowledge.

T-3.20. Systems Administrator:

Which shall also mean the IT Department and include any references to it and its personnel, and over-sees operations of **City**'s information systems.

T-3.21. User or Users:

Shall include any **City Employee**, staff, contractor, volunteer or other individual who is granted access to and/or uses **City** owned or leased computer equipment.

T-3.22. Virus:

A piece of programming code inserted into other programming to cause some unexpected and, for the victim, usually undesirable event. Viruses can be transmitted by downloading programming from other sites or be present on a diskette. The source of the file you're downloading or of a diskette you've received is often unaware of the virus. The virus lies dormant until circumstances cause its code to be executed by the computer. Some viruses are playful in intent and effect and some can be quite harmful, erasing data or causing your hard disk to require formatting.

T-4. User-ID.

The **City's Computer System** requires that each **User** have a unique identity, referred to as a "**User-ID**", protected by a "**Password**", which allows a **User** to gain access to the system. The computer identity is used to represent a **User** in various system activities; to provide access to certain software and data, based on the **Users'** credibility and purpose for requiring such access, and to associate the **User's** own software and data with the **User's** identity. As such, this computer identity is another instrument of identification and its misuse constitutes forgery/ misrepresentation.

T-5. General Guidelines.

Violation of this Policy, any guideline, or prohibited activity may result in disciplinary action up to and including termination of employment.

T-5.1. Personal Use of Computers.

The City's computer systems are very valuable and are intended solely for City job-related activities. Users are prohibited from using the City's computer systems for personal or private benefit. The User's Supervisor must approve incidental personal use of the City computer. In the event a question regarding the appropriateness of the use exists, the Supervisor shall discuss such use with the City Administrator. Since games are

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not proper business software, all computer games will be removed from City owned computer systems.

There are times that employees take part in organizations outside of the **City** that benefit the **City**, such as professional organizations, civic clubs, etc. Since the **City** encourages participation in these organizations, use of **City** computers for these types of activities may be authorized by the **User's** Supervisor. A copy of the **Employee's** written request, along with the Supervisor's written approval, must be sent to the **City** Department Head and the **City Administrator**. Common sense is to be used when utilizing the **City's** computer resources.

To insure the integrity of the **City's** computer systems, using the **City's** systems to store personal data and to play computer games is not permitted. **Users** are also prohibited from allowing family members to utilize the **City's** computers during or after business hours. This will prevent accidental damage to the system by **Users** who are not trained on such equipment.

Personal computers or cell phones shall not be connected to any **City** equipment or network without the express written approval of the **City Administrator, Systems Administrator** and appropriate **City** Department Head. Doing so provides an opportunity for cross contamination of malware. This includes (but not limited to): any storage or USB device, phones, SD cards, computers, network drives, or wireless devices and electronics.

T-5.2. Harassment.

The **City's** electronic equipment may not be used to harass anyone. This includes without limitation sending sexual comments or images, insulting or fraudulent statements, sexist gender-specific comments, racist comments or slurs, obscene, or use of suggestive electronic mail and/or internet sites, or sending comments that would offend someone on the basis of their age, religious or political beliefs, national origin, pregnancy or disability; tampering with others' files; and invasive access of others' equipment. In addition, **Users** of any electronic communication facilities - such as email, networks, bulletin boards, and news groups - are obligated to comply with the restrictions and acceptable practices established by the **City** herein and for those specific facilities.

Certain types of communications are expressly forbidden, examples of which are listed in Section **T-11.1**.

T-5.3. Waste and Abuse.

The **City's** computer systems are a valuable resource, and they should not be abused or wasted. **Users** must avoid any activity around computer workstations that may result in damage to hardware, software, or information. Eating or drinking while in close proximity to equipment should be minimized as food crumbs and liquid spills can cause severe damage to computer equipment causing it to have to be replaced.

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Departments have to share computer resources, therefore, be considerate of fellow employees. Avoid monopolizing systems, bandwidth, disk space, printing equipment, and other computer resources.

T-5.4. User Responsibility.

Users are responsible for their own actions with respect to the **City's** computer-use guidelines, this **Policy** and other **City** policies. Disciplinary action may be warranted in cases of abuse or disregard of these guidelines. **Users** also are required to participate in assuring the legal and ethical use of **City** computers and **User** accounts. Any violation of these guidelines should be reported through the normal chain of command.

T-5.5. Enforcement.

The **City** will investigate all alleged abuses of its computer resources. As part of that investigation, the **City** may, without notice to employees, access the electronic files of its employees. If the investigation indicates that **City** computer privileges have been violated, the **City** may limit the access of employees found to be using computer systems improperly. In the course of its investigation, the **City** may reveal flagrant abuses and private, **Employee**-related information to supervisory and management personnel or law enforcement authorities. Due to the municipal ownership of the system, employees shall not have an expectation of privacy in any work performed or files stored on any **City** municipal property or computer equipment.

T-5.6. Workplace Monitoring.

The **City** has the obligation to ensure that its computer resources are used properly and within the established guidelines. In pursuit of that goal, the **City** reserves the right to monitor the **City** electronic and computer system for signs of illegal or unauthorized activity on any **City** electronic equipment. The **Systems Administrator** will be completing regular reviews and audits of equipment and software. Any unauthorized activity on a PC will be dealt with at that time. All situations will be reported to a **User's** supervisor.

T-5.7. User and Department Needs/Wants.

The **Systems Administrator** is available at all reasonable times for discussion regarding the **City** computer system. If a **User** or department has a request for hardware, software, programming, etc. it must be submitted in writing to the **Systems Administrator** via the **User's** Supervisor. If a Department has suggestions as to how a **User's** work environment could be improved via the computer system, it should be discussed with the **Systems Administrator**. Every effort will be made to accommodate requests that fit into the overall plan of the **City's** computer system.

T-5.8. Open Records Law.

All files, **E-mail** and other data created on the **City** computer system are subject to the Missouri Sunshine Law, also known as the Open Meetings and Open Records Law. Files which would be deemed closed records under the Missouri Sunshine Law if not otherwise stored in the system shall be deemed closed records and inaccessible to the public. Any

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questions regarding the interpretation of the Sunshine Law should be referred to the **City** Clerk or the custodian of records. Legal confidentiality of records must be maintained.

T-6. Security Training.

Security Training is administered by the **Systems Administrator** and is required of all **Users** who log into the **City** computer system. Employees not completing the required training will have their credentials disabled and refusal to complete training in the time frame required will be grounds for disciplinary action.

T-7. Computer Software.

T-7.1. Licensed Software.

“Licensed software” refers to software the **City** has purchased or that has been given under authorized permission from a software company.

The **City** works hard to maintain an accurate list of software and maintain appropriate **User** licenses for all software. The breaking of software licensing agreements is a serious action and could cause financial loss to the **City** if software protection laws are not adhered to.

It is the **City**’s policy that copying or use of software other than under the stated conditions of the respective license agreement is prohibited. This includes the copying and distribution of associated documentation.

In all situations, the **City** must hold the actual license for the software before it is installed on the **City**’s computer systems. Any software installed without the license held by the **City** is illegal and will be removed from the **City**’s systems immediately.

T-7.2. Unauthorized Use of Software

Users are prohibited from loading any software, including demos, on any **City** owned computer system except with Supervisor or designated personnel approval. This includes commercial, shareware, and freeware software. Further, **Users** are expressly prohibited from using **City** computers to make illegal copies of licensed or copyrighted software. Copyrighted software must only be used in accordance with its license or purchase agreement. **Users** do not have the right to make unauthorized copies of software for themselves or anyone else.

Users are prohibited from using software that is designed to destroy data, provide unauthorized access to the computer systems, or disrupt computing processes in any other way. Using viruses or any other invasive software is expressly prohibited.

Absolutely no software or files from home/personal computers or other agencies are to be installed or placed on the **City**’s computers without System Administrator approval.

T-7.3. Software Installation and Removal.

In a networked environment, it is extremely important that individuals not install software. Software installations often cause changes to the system settings of the computer operating system. These changes could significantly impact the way a computer runs or its ability to access the network. Therefore, the **Systems Administrator** is the only person authorized to install and remove all software programs, including demos. This will allow for consistency between workstations and provide the **City** with an accurate accounting of what is contained on every local computer and network. **City** employees often receive flash drives, CD's and various computer media from other cities, clients or businesses that contain computer files. These items must be evaluated by the **Systems Administrator** before they are loaded on the **City's** computer system. Once the **Systems Administrator** has evaluated and virus checked the item, only the **Systems Administrator** is authorized to put the item in a location that is accessible to the **User**.

T-7.4. Shareware/Freeware.

Shareware and freeware will be evaluated for use by the **Systems Administrator** just as any other piece of software. Departments will follow the proper procedures for submitting a request for the purchase of shareware or the use of freeware.

T-7.5. Images, Screensavers, Wallpaper and Sound Files.

It is not appropriate or an accepted practice to load screen savers or wallpaper backgrounds from other computers onto the **City's** computers. The addition of image files (i.e. pictures of miscellaneous items), screen savers, wallpaper or sounds to the **City's** computer system is considered to be an installation. Wallpaper backgrounds utilize unnecessary disk space and could potentially cause problems if large numbers of these items are loaded. Files such as these also often carry the potential for viruses and shall not be allowed on the **City's** computer systems unless put there by the **Systems Administrator**.

T-7.6. Software Inventory.

The **Systems Administrator** will maintain a software inventory. If the **City** owns only one copy of a specific piece of software, the **Systems Administrator** will maintain manuals. The **Systems Administrator**, for easy access, retrieval and tracking, will maintain all software in a safe location.

All software disks will be located in the **Systems Administrator** office at city hall for proper storage and security.

T-8. Internal and External Electronic Mail (E-Mail)

The **City's** electronic mail system ("E-mail") is designed to facilitate **City** business communication among employees and other **City** business associates for messages and memoranda.

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T-8.1. E-Mail Not For Sensitive Materials.

Since no computer system is completely secure, the **E-mail** system is not intended and shall not be used to transmit sensitive materials, such as personnel decisions and other similar information which may be more appropriately communicated by written memorandum or personal communication, unless expressly authorized by the **City Administrator**. Furthermore, senders of confidential information via **E-mail** must label transmissions accordingly, so those receivers handle the data properly.

T-8.2. E-Mail System Is Solely For City Business.

E-mail is to be used solely for **City** related business. Such system is not to be used for **Employee** personal benefit or to support or advocate for non-**City** related business or purposes, unless it has been specifically authorized in writing through the Supervisor or the **City Administrator**. All data and other electronic messages within the **Computer System** are the property of the **City** of Harrisonville. **E-mail** messages are **City** records and therefore need to adhere to department data retention schedules. **Users** are prohibited from transmitting fraudulent, harassing, or obscene messages and files. **Users** must not send any electronic mail or other form of electronic mail communication by forging another person's identity or attempt to conceal the origin of the message in any other way. **Users** are prohibited from distributing their **E-mail** addresses to **Users** that are not for professional or **City** use

T-8.3. Personal E-Mail Use.

Incidental and occasional personal use of **E-mail** is permitted, with prior written approval of the Supervisor, by the **City** of Harrisonville, but these messages will be treated the same as other messages. The **City** reserves the right to access and disclose as necessary all messages sent over its **E-mail** system without regard to content, and without notice to the **User**, sender or receiver. Since the **City**, without prior notice, can access each **User's** personal messages, **Users** should not use **E-mail** to transmit any messages such **User** would not want read by a third party. For examples of forbidden usage see Section **T-11.1**.

UsersT-8.4. City May Review Any Employee's Emails.

Although each **Employee** has an individual password to access this **System**, it belongs to the **City** and the contents of **E-mail** communications are accessible at all times by the **Systems Administrator** for any **City** purpose. Accordingly, the **City** reserves the right to, at any time, review the contents of an **Employee's** **E-mail** communications without notification to the **Employee**. Employees shall not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' **E-mail** messages without proper written authorization. The misuse of **E-mail** privileges shall be subject to discipline in accordance with the Personnel Manual, and/or applicable rules or laws.

T-8.5. External Email Messages.

Users/Employees shall not use the **City System** for their external or personal email accounts and shall not use **City Email** or **Internet** to post any message or comment that does not reflect the official **City** position. Employees when using their personal or public external or

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internet e-mail must be aware of and at all times attempt to prevent potential **City** liability in their use of the **Internet**.

T-8.6. Retention of E-Mail

Generally, **E-mail** messages are temporary communication, which are non-vital and may be discarded according to **City** retention policies. However, depending on the content of the **E-mail** message, it may be considered a more formal record and should be retained pursuant to a Department's record retention schedules. These **E-mail** messages are similar to printed communication and should be written with the same care. Each Supervisor shall establish and maintaining department retention schedules for the information communicated through the **E-mail** system. Retention schedules per requirements of the Secretary of State are available from the **City Clerk**.

Employees should be aware that when they have deleted a message from their mailbox it likely is not deleted from the **E-mail** system. The message may be residing in the recipient's mailbox, forwarded to other recipients or be sitting on the **E-mail** server. Furthermore, the message may be stored on the computer's backup system.

T-8.7. Review of E-Mail

It is important that **E-mail** (incoming messages) be reviewed and responded to appropriately, usually by the end of the business day. Supervisors are responsible to ensure appropriate use.

T-8.8. Deleting Files

Files may be deleted pursuant to written department policy approved by the **City Administrator**.

T-8.9. Data Files

If a **User's** computer is connected to a network, all files created by that machine will be saved to a **User's** account on the fileserver. No data is to be saved to the hard drive of a local network machine. The exceptions to this are laptops connected to a network or with Supervisor approval files may be saved on certain machines. This is for the protection of the **User**. Local machines are not normally backed up. Therefore, if a system were to crash, files stored on the local hard drive would be lost.

Saving of data created by computers not on a network will have locations specified by the **Systems Administrator**. Default directory paths of software applications are not to be changed unless otherwise approved by the **Systems Administrator**.

T-9. Radio Communication.

T-9.1. Generally.

Radio communications is a tool that has been provided to employees that work in the field to better communicate with other staff and to provide another resource to contact dispatch in an emergency.

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An **Employee** may hear sensitive information from the police, fire, or EMS crews. This information shall not be repeated by those not involved in the incident.

There are federal laws that prohibit the dissemination of these types of sensitive information. Under no circumstances shall privileged or sensitive information or investigations information be discussed with any unauthorized person. If the information is in question, then it will be considered privileged or sensitive and not disclosed. The information shall not be written down or recorded by non-emergency personnel.

The individual assigned a radio or has access to a portable, mobile, or desk top radio shall be required to be trained on its proper use and handling of the information that comes across the radio.

T-9.2. Radio Procedures: Non-Fire/EMS and non-Police Department Radios

T-9.2.1. Radio Channels.

Radios shall not be turned to the police or fire talk groups unless it is needed for emergency communications.

T-9.2.2. Radio Traffic.

Information heard across these talk groups shall not be disclosed or disseminated in any fashion. This includes the following information:

9.2.2.1. Location of an incident

9.2.2.2. Type of Incident

9.2.2.3. Names

9.2.2.4. Personal Information

T-9.2.3. Emergency Zones.

Personnel shall refrain from traveling through an area that has been identified as an emergency, unless your department has been called to assist in the mitigation of the incident.

T-9.2.4. Security and Training.

Due to the sensitive nature of these two radio talk groups, all personnel associated with the radio usage shall be fingerprinted by Harrisonville Police Department and complete “**Security Awareness Training**”. Those employees shall also sign a form indicating their acknowledgement of the policy regarding the radios and their usage.

T-10. Voice Mail.

This policy applies to the use of Voice Mail by all **City** Departments **City** wide.

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T-10.1. Legal Obligations.

Use of **City** telephones is subject to all federal, state and local law, including but not limited to:

- RSMo. 569.094-569.099 concerning computer crime;
- RSMo. 573.010-573.065 concerning pornography and related offenses; and
- The Federal Communications Decency Act of 1996
- The Missouri Sunshine Law (RSMo. 610.029), which specifically provides that electronically stored data is subject to an information request, applies to all electronic information, including voice mail, unless otherwise exempted by state law.

T-10.2. Sanctions

Penalties for violation of this **Policy** range from the loss of voice mail privileges to dismissal from **City** employment, prosecution and/or civil action. Each case will be determined separately on its merits in accordance with **City** policies and federal, state and local law.

T-10.3. Definition of Terms

Voice Mail is an electronic voice messaging system that gives you an easy, fast, and dependable way to communicate with people. It allows you to:

- listen to, record, edit, and send messages
- send a message to more than one person
- set a date and time for message delivery
- play back message either at your desk, or from almost anywhere

External Calls are calls made outside your phone system to the **City**.

Internal Calls are calls made within our phone system by dialing a four-digit extension number (380 does not need to be dialed).

Voice Mailbox Denotes the ability to accept a voice mail at a specific phone number by dialing into the system.

T-10.4. Responsibilities.

City Departments are encouraged to use voice mail to better serve both internal and external customers. Voice mail is never to be used as a mechanism for screening calls. Such action is subject to discipline. Each department is allowed to set up and enforce additional written voice mail or telephone policies, which may be applicable to its activities. Such policies may not conflict with this **Policy** or any other **City** policy.

City telephone numbers published to the general public should not use voice mail as the primary means of answering the phone during business hours. Those phones may have the voice mail option for after hours and internal messages but should always be answered by

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a “live” person during business hours. However, there are situations where call trees will need to be established for a department that will benefit the caller and employees who answer the phone by directing the caller to their preferred destination. These call trees are to be approved by the **City Administrator** with input from the Department Head.

The goal is to use voice mail primarily for employees to not miss an external phone call, and to minimize the number of times a citizen gets connected with voice mail. There is the option of a voice mail box to service the internal customer. If you experience a problem, the department should be told right away so they can solve it or track the problem.

Messages should reflect when the **Employee** is gone for more than a day (or else the phone should be forwarded to someone else). Calls should never be transferred from voice mail to voice mail.

The following are acceptable Voice Mail practices:

- Greetings placed on **City** voice mail for incoming calls must be kept current. If an **Employee** with voice mail privileges is out of town or away from the desk for an extended period, the message must reflect when calls will be returned.
- It is important that voice mail (incoming messages) be reviewed and responded to appropriately, usually by the end of the business day. Supervisors are responsible to ensure appropriate use.
- It is advised that every voice mail offer the option to the caller of pushing “O” for operator assistance.
- Voice mail messages (incoming or outgoing) should be business-like and professional. Use of obscenity or other offensive language is grounds for discipline or termination.
- Employees should be aware that voice mail messages might be monitored. A supervisor through the **Systems Administrator** may access individual voice mail accounts.
- There must be a “live person” at the end of any calling cycle - departments are responsible to check their system to make sure no black holes exist and that all calls roll to a live answer during business hours.

T-11. Internet Access

The **Internet** provides the **City** with significant access and dissemination of information to individuals outside the **City** of Harrisonville. The use of the **City’s Internet** system access and dissemination is intended to serve solely **City** business interests. **Internet** access for personal use is prohibited. Like all **E-mail** messages, **Internet** messages are capable of being forwarded without the express permission of the original author. Therefore, **Users** must use caution in the

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transmission and dissemination of messages outside of the **City** and must and strictly comply with this **Policy** as well as all state and federal laws.

A wide variety of information is available on the **Internet**. Some individuals may find some information on the **Internet** offensive or otherwise objectionable. Individual **Users** should be aware that the **City** has no control over and can therefore not be responsible for the content of information on the **Internet**.

T-11.1. Prohibited Internet Activities, Some Examples.

Though the **City** may provide **Users** with **Internet** access to help you do your job. **Internet** usage is solely intended for job-related activities.

This **Policy** is intended to prevent the misuse of **Internet** access. The following are some examples, by way of illustration and not limitation, of prohibited activities that violate this **Internet** policy:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- The random mailing of messages; the sending of obscene, harassing, or threatening material; the use of the facilities for commercial or political purposes, or any other inappropriate or forbidden communication described in this policy or any other policy of the **City**.
- Employees shall not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' **E-mail** messages without proper written authorization.
- Misrepresenting an individual's opinion as **City** policy or opinion.
- Improperly downloading files that contain viruses that may contaminate **City** information systems and databases.
- Using the **City's** time and resources for personal gain.
- **Users** shall not use the **City E-mail** for gossip, including personal information about themselves or others, for forwarding information under circumstances likely to embarrass the sender or for emotional responses to business correspondence or work situations.
- Use of work time to browse the **Internet** for private interests. Use of private or personal time will be allowed with prior approval from Supervisor during non-work hours
- Stealing, using, or disclosing someone else's code or password
- Copying, pirating, or downloading software and electronic files
- Sending or posting confidential material, trade secrets, or proprietary information outside of the **City**
- Violating copyright law
- Failing to observe licensing agreements

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- Engaging in unauthorized transactions that may incur a cost to the **City** or initiate unwanted **Internet** services and transmissions
- Sending or posting messages or material that could damage the **City's** image or reputation
- Accessing objectionable or improper material, including participating in the viewing or exchange of pornography, sexually explicit or obscene materials. With the limited exception when such material pertains directly to research in the line of work. Also included in this prohibition are sites such as chat rooms that contain this type of material
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the **Internet** for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the **City's** electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the **City**
- Sending anonymous **E-mail** messages
- Engaging in any illegal activities
- Watching video content that is not part of a training series or department approved webinar.

Some of the policies, guidelines and rules listed above are described in more detail herein.

T-11.2. Download, Program, App, or Resource Fees.

Download, program, app, or resources of any kind for which there is a fee must not be accessed or downloaded without prior written approval of a Supervisor.

T-11.3. Granting Internet Access.

The **City's** resources to access the **Internet** are limited; because of this the number of people with access to this resource must be closely monitored. Access to the **Internet** will be evaluated on a per **User** basis by the Supervisor, and notice shall be made to the **City Administrator** by the Supervisor. In general, it is advised that the Supervisor only request access for employees who would make frequent use of the **Internet** as a routine part of their jobs. Other authorized **Users** should support employees making only occasional use of the **Internet**.

T-11.4. Generally Accepted Internet Policies.

No one may participate in any activity which violates the spirit of cooperation that is the basis of the **Internet**. The individual is responsible for his/her image on the **Internet** as well as the image of the **City**. Any **Employee** of the **City** who has **Internet** access is expected to comply with this **Policy**, these use guidelines, the generally accepted **City** policies and practices of the **Internet** and the local policies and procedures that apply to a resource to which the **User** may have access.

T-11.5. Listservs.

A **User** enlisting their **E-mail** address into a listserv is strictly prohibited. Inundation of **E-mail** from listservs could potentially cause an overload in the **City's E-mail** system. Listservs from professional organizations and business-related topics will be considered through the individual's Supervisor.

If written approval is granted to use a listserv, **Users** must unsubscribe from the service when leaving town for an extended period of time, thus not allowing outside mail to bottleneck the **City's** resources.

T-12. System Security

It is the responsibility of each **User** to ensure that the **City's** computer system is adequately protected against unauthorized access. All **Users** will use the access controls and other security measures provided and will take prudent and reasonable steps to limit unauthorized access to individual **User** accounts, such as connecting flash drives and cell phones to a computer without first getting written authorization from the System **Administrator**.

Use of computer facilities must be authorized by the account holder/**User** or by the System **Administrator**.

T-12.1. Attacking the System

Users must not deliberately attempt to degrade the performance of the **City's** computer system or subvert it in any other way. Deliberately trying to crash the system is expressly forbidden.

T-12.2. Logging Off/Powering Off the Computer

Users should be aware that the system is susceptible to security breach whenever computers are left unattended or left on. Appropriate measures should be taken to protect individual **User** accounts and the entire computer system.

If you are away from your desk for 15 minutes or more, employees should log off and the system locked to restrict access. Screensavers should be password protected and self-initiate at no longer than 15 minutes. If you are going to be out of the building it is recommended logging out completely in case of power failure, etc. Leave computers on so that updates can process at night and not cause startup delays when ready to start work the next day.

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T-12.3. Passwords

Keep passwords and accounts confidential. When creating a password, **Users** should avoid using their name, name of a spouse, child, friend or pet, or a password that could easily be guessed.

The network is secure, and each **User** will have a private directory to which only they and the **System Administrator** have access. For individual files that an **Employee** wishes to restrict access they should place that file in a network directory only accessible to those with permissions to view the document, such as Department Heads file would be used for Department Head files to share with those employees. Do not password protect individual files.

T-12.4. Unauthorized Access to Files and Directories

Users must not engage in any activity that is intended to circumvent **City** computer security controls, including but not limited to, attempts to crack passwords, discover unprotected files, or decode encrypted files. This also includes creating, modifying, or executing programs that are designed to secretly penetrate computer systems.

Users must not access the accounts of others with the intent to read, browse, modify, copy, or delete files and directories unless specific written authorization has been given.

Accounts may not be used for purposes not authorized when the account was established, including personal and commercial uses.

T-13. Online Presence

In order for the City to maintain a consistent, quality presence on the **Internet** and to assist departments in creating and publishing information on the website, the City has established web page design templates, with the **Public Information Officer** in charge of adding or subtracting information, and is the person responsible for placing information on all platforms except for police dispatch who is responsible for the police department's Facebook page and the Parks Department who is responsible for the Parks Facebook page. No other platforms will be utilized without the approval of the **System Administrator, PIO and City Administrator**.

Other forms of online presence include Instagram, Snapchat, LinkedIn, and Twitter, and others.

Departments are ultimately responsible for information as it appears on their web pages. The **PIO** reserves the right to review the website for accuracy and appearance. The **PIO** also reserves the right to request immediate changes or removal of pages if the content is deemed inaccurate or inappropriate for publication. In the event of a disagreement, the **PIO** will work with the appropriate department director to resolve the issue.

The **System Administrator, the City Administrator and the Department Head** will consult and determine if an individual department needs to create an online media presence,

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what the purpose of the online presence is, who specifically, in writing, will be responsible for information disseminated to the public (a coordinator), and how often the information will be updated. The coordinator's responsibilities should include ensuring the timeliness and accuracy of the content of the department's web pages.

Departments may not create or contract for their own web sites on a non-city server without approval of **City Administrator**.

T-14. System Administration

T-14.1. Computer System Settings

The computers are setup for consistency and to ease management of the network. **Users** may only change wallpaper and window colors, screen savers, toolbars and application icon locations. Items other than those specified are not to be tampered with. It is extremely important that no other changes are made to the system. All other system settings will be established and maintained by the **Systems Administrator**. This allows for a level of consistency to be created throughout the **City's** computer system allowing for **Users** to move from one system to another and still be familiar with the software and hardware. It also creates an environment that is conducive to quick troubleshooting techniques for the **System Administrator**.

If **Users** should need assistance with changing the computer system settings specified above, see the **Systems Administrator** for help.

If **Users** share a computer with other **Users**, please be considerate of their preferences. Do not change computer system settings, etc. unless mutually agreed upon.

T-14.2. Backup Schedules

Designated staff may complete nightly backups as identified by the **Systems Administrator**.

Nightly backups are scheduled as designated.

Users are asked to be logged out of the system if possible during the backup times. Failure to do this will cause files to be skipped that should have been backed up.

All servers complete a full back up on a nightly basis, with the exception of the **E-mail** server which is on a hosted web server.

T-14.3. Preventative Maintenance

Routine preventive maintenance will be the responsibilities of the **Systems Administrator** and of the computer **User**. Dusting keyboards, screens, and the external cover of the CPU will be the responsibility of the computer **User**. It is requested that the **User** provide the above listed preventative maintenance at least once a month to their workstation. The proper supplies for these practices will be available from the **Systems Administrator**.

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Routine preventive maintenance will significantly increase the life of a computer and its operations.

The **Systems Administrator** will be responsible for any internal cleaning of CPU's and printers. Additional preventative maintenance is completed through an outside vendor under a bid maintenance contract.

T-14.4. Computer Supplies

All computer supplies will be budgeted and purchased through the Supervisor to allow for better inventory control.

T-14.5. User Support

The **Systems Administrator** is the primary support for all software and hardware issues. All questions on computer related activity should be directed to the **Systems Administrator**. If the **Systems Administrator** is unavailable or unable to assist the **User** at that time, **Users** will be referred to someone that can help within the department or tech support for certain programs.

All hardware and software issues should immediately be brought to the attention of the **Systems Administrator**. **Users** are not to try to fix hardware and software problems on their own.

Other **Users** are a means of support, however, be conscientious of time when asking others for assistance.

T-14.6. Training/Documentation Library

Most software instruction manuals are available online with the specific computer program an **Employee** is using.

T-15. Social Media

All social media on behalf of the City is the responsibility of the PIO, or as approved by a supervisor. As for personal use of social media outside of work, the **City** the understands that social media can be a fun and rewarding way to interact with family, friends and co-workers around the world. However, use of social media also presents certain risks. Ultimately, you are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects the City, members, customers, suppliers, people who work on behalf of the **City**, may result in disciplinary action up to and including termination.

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T-15.1. Using social media at work

Employees and **Users** are prohibited from using social media while on work time or on equipment the **City** provides, unless it is work-related as authorized by the Department Head or consistent with this **Policy**. Do not use the **City** email addresses to register on social networks, blogs or other online tools utilized for personal use.

T-15.2. Media contacts

Employees shall not speak to the media on the **City's** behalf without written approval from the **City Administrator** or his/her designee. All media inquiries shall be directed to the **Public Information Officer** or the **City Administrator**.

T-15.3. For more information

If you have questions or need further guidance, please contact Human Resources.

T-16. Cell Phones

Our **Employee cell phone policy** outlines our guidelines for using cell phones at work.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.). Compensation for use of personal cell phones will be within the IRS guidelines for "substantial non-compensatory business reasons." **City** cell phones will be purchased through the System **Administrator**.

However, cell phones may also cause problems when used imprudently or excessively.

This policy applies to all our employees.

Employees who use **City** or personal cell phones for business at work will install MaaS Management Software as mandated by the System **Administrator**.

T-16.1 Policy elements

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of the **City's** internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones are prohibited.

Exhibit A

Our company expects employees to use their cell phones prudently during working hours.

T-16.2 Allowed Cell Phone Use:

Use city-issued phones for business purposes and not damage the phone.

Use city cell phone for limited personal use.

Use personnel cell phone for limited calls and city related internet use.

Surf the internet, text and talk on the phone within the plan limits per month.

To make business calls.

To use productivity apps.

To check important messages.

To make brief personal calls away from the working space of colleagues.

Employees can use their phones during breaks or at lunch hour and while on a stationary vehicle.

T-16.3 Nonallowed Cell Phone Activity:

Play games on the city issued cell phone at all times or personal cell phone during working hours.

Use cell phone for any reason while driving a company vehicle.

Use cell phone camera or microphone to record confidential information.

Download or upload inappropriate, illegal or obscene material on a city cell phone at any time or using a city internet connection for a personal cell phone.

T-16.4 Disciplinary Consequences

The **City** retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an **Employee's** phone usage causes a decline in productivity or interferes with operations, we'll ban that **Employee** from using their cell phone.

Employees may face severe disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones.

T-17. Violations of This Policy

Violations of this **Policy** may be grounds for corrective action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment per the **City Personnel Policy** or other governing policies or laws. Supervisors are responsible for the implementation and adherence of this **Policy** within their departments. If any department or division policy contradicts this **Policy**, this **Policy** shall govern.

Abuses of **City** computing resources or violations of this **Policy** will be referred to the **Employee's** Supervisor and may be referred to the **City Administrator** for consideration under

Exhibit A

the **City**'s disciplinary processes or other appropriate remedies. Any referral may be accompanied by a temporary suspension of computing privileges awaiting the outcome of the disciplinary process or investigation. If software or files have been installed, the application or file will be immediately deleted, with no consideration of allowing time for backups or copies. In addition, Missouri and Federal laws contain specific criminal statutes with respect to improper use of computers. Therefore, inappropriate use of **City** computing resources may be subject to criminal or civil legal action in addition to **City** disciplinary action.



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 4, 2018
SUBJECT: Rebuilding Non-conforming Residential Buildings

Type of Item: *Approval*

This is a public hearing item.

Background:

Recently, several residential realtors who serve the Harrisonville community met with the Mayor, Alderman Levsen, City Administrator and staff regarding a City requirement that is preventing home buyers from qualifying for government home loan programs such as USDA, FHA and VA, and conventional loans programs that are sold on the secondary market.

The Zoning Ordinance allows legal non-conforming buildings to be rebuilt after a fire, tornado or act of God if the damage does not exceed 50% of the true current market value. But, these buildings cannot be rebuilt if destroyed or damaged in excess of 50% of current value. The realtors explained that the government home loan programs cannot be used for the purchase of a legal non-conforming home if city zoning regulations do not allow it to be rebuilt if destroyed or damaged in excess of 50% of value. The inability of home buyers to use one program, the USDA loan program, would be a significant loss to Harrisonville. It is used frequently in the community and it allows first time home buyers the opportunity of home ownership due to the availability of 100% financing. We believe that the community benefits more by removing this hurdle to home ownership rather than continuing a provision that is used very rarely to eliminate non-conforming uses.

Residential examples of legal non-conforming buildings are the homes along commercially zoned MO 291 and Commercial Street. They are “legal” because they met the city’s codes when constructed. But, they became “legal non-conforming” when the area around them was zoned commercial.

After researching the issue and consulting with the city attorney, staff recommends that the code be amended so that a lawful nonconforming structure that is a single family detached dwelling, duplex or townhouse of not more than 2 laterally attached single family dwellings, or a multi-family dwelling/townhouse not exceeding 4 units may be reconstructed to its original size and occupancy regardless of the amount of damage according to the timeframe in this section.

Proposed Amendment:

Section 405.050 Non-Conforming Buildings, Structures and Uses

C.3 Restoration of damaged non-conforming building.

A building or structure, all or substantially all of which is designed or intended for a use which is not permitted in the district in which it is located and which is destroyed or damaged by fire or other casualty or act of God to the extent of not more than fifty percent (50%) of its true current value, may be restored to its original size and occupancy. Such restoration shall be completed within twelve (12) months of the date of damage, provided any time for litigation shall not be counted in the twelve (12) month period. Said building or structure, if destroyed or damaged to an extent greater than fifty percent (50%) of its true current value, shall be restored only if said building or structure and the use thereof shall conform to all regulations of the district in which it is located; ~~except that if said lawful nonconforming structure is an owner-occupied, single family detached dwelling,~~ a lawful nonconforming structure that is a single family detached dwelling, duplex or townhouse of not more than 2 laterally attached single family dwellings, or a multi-family dwelling/townhouse not exceeding 4 units may be reconstructed to its original size and occupancy regardless of the amount of damage according to the timeframe in this section.

Alternatives:

1. Approve ordinance allowing certain non-conforming residential structures to rebuild if destroyed more than 50% in value.
2. Return ordinance to PZ Commission.
3. Deny ordinance

Recommendation:

The Planning and Zoning Commission conducted a public hearing on September 20, 2018 and unanimously recommended approval.

Note:

In the future, staff will also look at whether non-conforming higher density multi-family and non-residential uses should be added to the list.

Council Bill No.

Ordinance No.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI REPEALING CODE SECTION 405.050. C. 3, RESTORATION OF DAMAGED NON CONFORMING BUILDING, OF THE CITY CODE AND ENACTING IN LIEU THEREOF A NEW CODE SECTION 405.050 C. 3. TO ALLOW FOR THE RESTORATION OF CERTAIN DAMAGED NON-CONFORMING RESIDENTIAL BUILDINGS

WHEREAS, Section 405.050.C.3 of the Code of Ordinances (“Code”) of the City of Harrisonville (“City”) Zoning Regulations pertaining to non-conforming buildings, structures and uses states that a non-conforming building or structure that is destroyed or damaged to an extent greater than fifty percent (50%) of its true current value may only be restored if said building or structure and the use thereof shall conform to all regulations of the district in which it is located;

WHEREAS, the City staff has learned that many government and private home loan programs cannot be used for the purchase of legal non-conforming homes if city zoning regulations do not allow homes destroyed or damaged in excess of 50% of value to be rebuilt;

WHEREAS, the City staff believes there is a public benefit to the City to removing barriers to residential financing programs to ensure that there is a strong and viable residential housing stock in which vacancies are low;

WHEREAS, the Planning and Zoning Commission conducted a public hearing on September 20, 2018 and recommended approval of an amendment to Code Section 405.050.C.3 to remove the condition that a legal non-conforming residential building destroyed or damaged to an extent greater than 50% of its true value cannot be reconstructed;

WHEREAS, the Board of Aldermen considered the recommendation of the Planning and Zoning Commission and conducted a public hearing on October 15, 2018 on the amendment to Code Section 405.050.C.3 and believe it is in the best interest of the City to remove the condition that legal non-conforming residential buildings destroyed or damaged to an extent greater than 50% of its true value cannot be reconstructed;

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

Section 1. The Board of Aldermen (“Board”) hereby repeals Code Section 405.050.C.3 pertaining to the restoration of a damaged non-conforming building and enacts in lieu thereof the following new Code Section 405.050. C .3. and subsections a., b. and c. to read as follows:

Section 405.050 C.

3. *Restoration of damaged non-conforming building.*
 - a. Buildings Not more than Fifty Percent (50%) damaged:

A building or structure, all or substantially all of which is designed or intended for a use which is not permitted in the district in which it is

located and which is destroyed or damaged by fire or other casualty or act of God to the extent of not more than fifty percent (50%) of its true current value, may be restored to its original size and occupancy. Such restoration shall be completed within twelve (12) months of the date of damage, unless the reconstruction time is extended by the City Administrator for good cause shown. Provided any time for litigation shall not be counted in the twelve (12) month period.

b. Buildings more than Fifty Percent (50%) damaged:

A building or structure, all or substantially all of which is designed or intended for a use which is not permitted in the district in which it is located and which is destroyed or damaged by fire or other casualty or act of God to the extent greater than fifty percent (50%) of its true current value, shall be restored only if said building or structure and the use thereof shall conform to all regulations of the district in which it is located, unless it meets the conditions stated in subsection C.3.c. below. Such restoration shall be completed within twelve (12) months of the date of damage, unless the reconstruction time is extended by the City Administrator for good cause shown. Provided any time for litigation shall not be counted in the twelve (12) month period.

c. Non-Conforming residential buildings damaged:

A building or structure, all or substantially all of which is designed or intended for a use which is not permitted in the district in which it is located and which is destroyed or damaged by fire or other casualty or act of God that is a single family detached dwelling, duplex or townhouse of not more than 2 laterally attached single family dwellings, or a multi-family dwelling/townhouse not exceeding 4 units may be reconstructed to its original size and occupancy regardless of the amount of damage. Such restoration shall be completed within twelve (12) months of the date of damage, unless the reconstruction time is extended by the City Administrator for good cause shown. Provided any time for litigation shall not be counted in the twelve (12) month period.

Section 2. That this ordinance shall become effective immediately upon its passage and approval.

Section 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 15TH DAY OF OCTOBER 2018 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 15TH DAY OF OCTOBER 2018 AND PASSED BY THE BOARD OF ALDERMEN THIS 15TH DAY OF OCTOBER 2018.

Brian Hasek, Mayor and Ex-Officio
Chairman of the Aldermen

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 15th day of October 2018



DRAFT
MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
SEPTEMBER 20, 2018
6:00 PM

1. Call to Order

The meeting was called to order at 6:02 PM by Chair Chris Chiodini

Attendee Name	Organization	Title	Status	Arrived
Chris Chiodini	Harrisonville	Chair	Present	
Scott Milner	Harrisonville		Present	
Brian Hasek	Harrisonville	Mayor	Present	
Jim Proctor	Harrisonville		Present	
Dorothy Young	Harrisonville		Present	
Cheryl Bush	Harrisonville	Board Member	Present	
Barrett Welton	Harrisonville		Present	

Also in attendance were Happy Welch, City Administrator; Roger Kroh, Community Development Planner; Brad Bockelman, Board Liaison and Jamie Martin, Recording Secretary.

2. Approval of Minutes

A. Planning & Zoning Commission - Regular Meeting - Aug 16, 2018 6:00 PM

Brian Hasek made a motion to accept the minutes as written. Scott Milner seconded. With no additions or corrections the minutes were unanimously accepted.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Scott Milner
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

3. Agenda Items

A. Gravel

Roger Kroh presented Packet Pages 5-7, proposed amendment to 405.565 regarding allowance of gravel in lieu of hard surfacing driveways and parking lots.

The Public Hearing was opened.

Mike Freeland, co-owner of Beck Event Space, voiced his concerns with paving. Chris Chiodini stated that the town will be more desired place to live if we follow higher standards including the surfacing of drives and parking lots. Jim Proctor stated that all driveways need to have a paved approach as the gravel eats up the City streets. The City has to spend money to clean up the culverts and roads.

Dorothy Young made a motion to recommend that the Board of Alderman approve staff amendments regarding use of gravel for driveways and parking lots as written. Brian Hasek seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [5 TO 2]
AYES:	Milner, Hasek, Young, Bush, Welton
NAYS:	Chris Chiodini, Jim Proctor

B. Non-Conforming Buildings, Structures and Uses

Roger Kroh presented Packet Pages 9-10, proposed an Amendment to 405.050 allowing non-conforming, single family, 2-family, 3-family, and 4-family homes to be rebuilt if more than 50% destroyed by fire or act of God.

The Public Hearing was opened. During the Public Hearing, Katie Cole of Premium Realty Group, and Roxy Malone voiced their concerns with getting government backed loans with the current restriction.

Following the Public Hearing and discussion, Brian Hasek made a motion to remove the 50% stipulation for 1-4 family homes, and move to the Board of Alderman. Barrett Welton seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Barrett Welton
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

C. Accessory Buildings in Commercial Districts

Roger Kroh presented Packet Pages 12-13 proposed an Amendment to 405.550(D), allowing accessory structures up to 200 square feet in commercial zoning districts.

The Public Hearing was opened.

With no input from the public, Dorothy Young made a motion to amend the last sentence of the Amendment Document, stating "Any existing use of this type of accessory building or structure, whether for storage or sheds that are for sale shall also be anchored if the property is in the flood zone. Cheryl Bush seconded. Unanimous approval of amendment.

Brian Hasek motioned to send amended motion to the Board of Alderman. Dorothy Young seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Dorothy Young
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

4. Discussion Items

None

5. Adjourn

With nothing further to come before the Commission, Brian Hasek made a motion to adjourn. Scott Milner seconded. The meeting was adjourned at 6:56 PM.

Respectfully Submitted,

Jamie Martin, Recording Secretary



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 4, 2018
SUBJECT: Greater Use of Gravel for Parking and Driveways

Type of Item: Approval

This is a public hearing item.

Background:

The City Administrator recently brought three issues to the Board of Aldermen Community Development Committee regarding the City's requirements that parking areas and driveways be hard surfaced with asphalt or concrete. At the end of the discussion, the committee directed staff to prepare amendments for consideration by the Planning and Zoning Commission and Board of Aldermen. The issues are:

- 1) City regulations require all parking areas and drives to be surfaced with asphalt or cement. In the last few months the BZA has considered and granted two variances to allow individuals building houses on 10- and 23-acre tracts to use gravel. Staff believes that these decisions to allow gravel when warranted can be more efficiently decided during construction plan review with more guidance from the city codes.
- 2) The Building Official is seeing considerable interest in infill development in the older residential neighborhoods, the individuals are not going through with the projects to due to the cost of asphalt or concrete driveways. Staff believes that the city can encourage infill development by adding some flexibility to the hard surface requirements for drives and parking areas in the older neighborhoods.
- 3) Staff is seeing several instances where the hard surface requirements in commercial zones is impeding the reuse of empty buildings. We believe that the city can help reduce the number of empty buildings by allowing more flexibility in the use of gravel.

Update Since PZ Commission Meeting:

At the PZ Commission meeting, Jim Proctor recommended that approaches be paved where gravel driveways are allowed. Although this suggestion did not get incorporated into the PZ Commission's recommendation, staff has subsequently discussed it with Rodney Jacobs, Street

Superintendent. Mr. Jacobs recommends adding the requirement that a concrete approach be required when gravel driveways are allowed for three reasons:

- 1) Gravel from driveways gets drug into streets by vehicles. It ultimately becomes the responsibility of the city street department to remove it.
- 2) City sidewalks are designed to allow mobility for individuals with disabilities. Locations with gravel driveways makes this difficult.
- 2) Gravel from driveways gets washed into roadside ditches and driveway culverts. It ultimately becomes the responsibility of the city street department to remove it.

After talking with the City's Street Superintendent, staff recommends that the Board of Aldermen include in the ordinance the requirement that an asphalt or concrete approach with a minimum width of 10 ft. be constructed when gravel is used for new driveways and parking areas. The requirement has been incorporated into the ordinance for consideration by the Board of Aldermen.

Proposed Amendment:

405.565 Parking and Loading Regulations.

D. Improvement of Parking Areas.

1. All parking areas and drives shall be ready for use upon occupying a building and shall be surfaced with a minimum of two (2) inches of hot-mix asphaltic concrete on a minimum four (4) inch compacted stone base or Portland cement concrete paving of equal strength. All such drives and off-street areas used by vehicles, except those serving single- and two-family dwellings, shall have curbs. The Director of Codes Administration may grant an extension by issuing a temporary certificate of occupancy when weather conditions are not satisfactory for placing paving materials.

~~*Exceptions:* Existing properties or businesses with gravel parking lots that have been vacant or closed for ninety (90) days or more may have drives and parking lots of chip seal on a four (4) inch compacted stone base in lieu of asphalt or concrete and curbs will not be required. Existing gravel driveways within a residential district may be extended to provide access to an attached or detached accessory building. Existing gravel driveways shall not be extended or expanded for any other purpose.~~

Exceptions: In the following situations, gravel may be used in lieu of the above described hard surface materials providing that parking area and driveway approaches at

the street are constructed at least ten (10) feet wide in width with the above mentioned hard surface materials. None of these exceptions will allow the requirements of the Americans with Disabilities to be avoided, including hard surfaced parking for those with disabilities.

- a. Exceptions for Non-residential Uses -- Existing gravel parking lots with a non-residential use may remain as gravel until a new principal use structure is constructed on the property at which time all parking areas shall be surfaced as described in Section 405.565.A.1.
- b. Exceptions for Residential Uses -
 - i. Driveways may be gravel for single-family residences that extend more than 100 feet from the right of way to the house or accessory structure.
 - ii. In the R-1B Near Downtown Single-Family Neighborhood District and R-2B Near Downtown Two Family Neighborhood District:
 - existing gravel driveways are not required to be improved when a single-family home is removed and replaced with a new single-family home, and
 - single-family residences may have one gravel parking space in the side or rear yard.

Alternatives

1. Amend and approve ordinance to required that hard surfaced approaches be installed.
2. Approve ordinance without required hard surface approaches be installed.
3. Return ordinance to PZ Commission.
3. Deny ordinance

Recommendation:

Approve ordinance amending Section 405.565.D.1 Improvement of Parking Areas, as amended to require hard surface approaches, to allow greater use of gravel instead of asphalt and concrete for driveways and parking areas in order to encourage redevelopment in commercial and residential areas.

Council Bill No.

Ordinance No.

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI, REPEALING CODE SECTION 405.565.D.1
IMPROVEMENT OF PARKING AREAS IN THE CITY CODE AND ENACTING
IN LIEU THEREOF A NEW SECTION 405.565.D.1 TO ALLOW GREATER USE
OF GRAVEL INSTEAD OF CONCRETE AND ASPHALT.**

WHEREAS, Section 405.565.D.1 of the Code of Ordinances of the City of Harrisonville ("Code"), Improvement of Parking Areas in the City of Harrisonville, Missouri ("City") zoning regulations generally requires that driveways and parking areas be hard surfaced when occupying a building or new residence; and

WHEREAS, the City wishes to encourage redevelopment in commercial and residential areas by allowing use of gravel for driveways and parking areas in certain specified situations; and

WHEREAS, the Planning and Zoning Commission conducted a public hearing on September 20, 2018 and after considering the staff recommendation and input from the public approved a motion with a vote of five (5) ayes and two (2) nays to recommend that the Board of Aldermen amend Code Section 405.565.D.1 to use of gravel for driveways and parking areas in certain specified situations; and

WHEREAS, the Board of Aldermen conducted a public hearing on October 15, 2018 and after receiving input from the public feel it is in the best interest of the City to support redevelopment in commercial and residential areas by amending Code Section 405.565.D.1 to allow greater use of gravel for driveways and parking areas in more situations;

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

Section 1. The Board of Aldermen ("Board") hereby repeals Code Section 405.565.D.1 Improvement of Parking Areas and enacts in lieu thereof the following new Code Section 405.565.D.1 to read as follows:

405.565 Parking and Loading Regulations.

D. Improvement of Parking Areas.

1. All parking areas and drives, except as specifically provided for in this section D. 1., shall be ready for use upon occupying a building and shall be surfaced with a minimum of two (2) inches of hot-mix asphaltic concrete on a minimum four (4) inch compacted stone base or Portland cement concrete paving of equal strength (the "Hard Surface Requirement"). All such drives and off-street areas used by vehicles, except those serving single- and two-family dwellings, shall have curbs. The Director of Codes Administration may grant an extension by issuing a temporary certificate of occupancy when weather conditions are not satisfactory for placing paving materials. Exceptions to the Hard Surface Requirement are specified in subsections "a., b., c. and d". None of these exceptions herein shall relieve the owner, occupant or developer from the requirements of the Americans with Disabilities Act regulations, including hard surfaced parking areas for those with disabilities.
 - a. Required Driveway Connection Condition for Any Exception to Apply: Gravel may be used in lieu of the Hard Surface Requirement for the exceptions described in subsections "b., c. and d." of this section D.1., providing that any driveway connection from the parking lot to the street is constructed to the standard of the Hard Surface Requirement for at least ten (10) feet in depth from the street for the width of the driveway.. Driveways shall also mean Drives to parking areas.
 - b. Exceptions for Non-residential Uses -- Except as required in subsection D.1.a. above, existing gravel parking lots with a non-residential use may remain as gravel until a new principal use structure is constructed on the property at which time all parking areas shall meet the Hard Surface Requirement. This exception shall include a property with a previously approved Special Use Permit condition(s), provided the requirements in subsection D.1.a. are met.
 - c. Exceptions for Residential Uses - Single Family: Except as required in subsection D.1.a. above, driveways may be gravel for single-family residences that extend more than 100 feet from the street to the house or accessory structure. This exception shall not apply to zoning districts described in section D.1.d. below.
 - d. Exceptions for Residential Uses R-1B and R-2B - Except as required in subsection D.1.a. above, the following exceptions apply to zoning districts for the Single Family R-1B Near Downtown Single-Family Neighborhood District and R-2B Near Downtown Two Family Neighborhood District:

- i. existing gravel driveways are not required to be improved when a single-family home is removed and replaced with a new single-family home, and
- ii. single-family residences may have one gravel parking space in the side or rear yard.

Section 2. That this ordinance shall become effective immediately upon its passage and approval.

Section 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 15TH DAY OF OCTOBER 2018 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 15TH DAY OF OCTOBER 2018 AND PASSED BY THE BOARD OF ALDERMEN THIS 15TH DAY OF OCTOBER 2018.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 15th day of October 2018



DRAFT
MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
SEPTEMBER 20, 2018
6:00 PM

1. Call to Order

The meeting was called to order at 6:02 PM by Chair Chris Chiodini

Attendee Name	Organization	Title	Status	Arrived
Chris Chiodini	Harrisonville	Chair	Present	
Scott Milner	Harrisonville		Present	
Brian Hasek	Harrisonville	Mayor	Present	
Jim Proctor	Harrisonville		Present	
Dorothy Young	Harrisonville		Present	
Cheryl Bush	Harrisonville	Board Member	Present	
Barrett Welton	Harrisonville		Present	

Also in attendance were Happy Welch, City Administrator; Roger Kroh, Community Development Planner; Brad Bockelman, Board Liaison and Jamie Martin, Recording Secretary.

2. Approval of Minutes

A. Planning & Zoning Commission - Regular Meeting - Aug 16, 2018 6:00 PM

Brian Hasek made a motion to accept the minutes as written. Scott Milner seconded. With no additions or corrections the minutes were unanimously accepted.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Scott Milner
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

3. Agenda Items

A. Gravel

Roger Kroh presented Packet Pages 5-7, proposed amendment to 405.565 regarding allowance of gravel in lieu of hard surfacing driveways and parking lots.

The Public Hearing was opened.

Mike Freeland, co-owner of Beck Event Space, voiced his concerns with paving. Chris Chiodini stated that the town will be more desired place to live if we follow higher standards including the surfacing of drives and parking lots. Jim Proctor stated that all driveways need to have a paved approach as the gravel eats up the City streets. The City has to spend money to clean up the culverts and roads.

Dorothy Young made a motion to recommend that the Board of Alderman approve staff amendments regarding use of gravel for driveways and parking lots as written. Brian Hasek seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [5 TO 2]
AYES:	Milner, Hasek, Young, Bush, Welton
NAYS:	Chris Chiodini, Jim Proctor

B. Non-Conforming Buildings, Structures and Uses

Roger Kroh presented Packet Pages 9-10, proposed an Amendment to 405.050 allowing non-conforming, single family, 2-family, 3-family, and 4-family homes to be rebuilt if more than 50% destroyed by fire or act of God.

The Public Hearing was opened. During the Public Hearing, Katie Cole of Premium Realty Group, and Roxy Malone voiced their concerns with getting government backed loans with the current restriction.

Following the Public Hearing and discussion, Brian Hasek made a motion to remove the 50% stipulation for 1-4 family homes, and move to the Board of Alderman. Barrett Welton seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Barrett Welton
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

C. Accessory Buildings in Commercial Districts

Roger Kroh presented Packet Pages 12-13 proposed an Amendment to 405.550(D), allowing accessory structures up to 200 square feet in commercial zoning districts.

The Public Hearing was opened.

With no input from the public, Dorothy Young made a motion to amend the last sentence of the Amendment Document, stating "Any existing use of this type of accessory building or structure, whether for storage or sheds that are for sale shall also be anchored if the property is in the flood zone. Cheryl Bush seconded. Unanimous approval of amendment.

Brian Hasek motioned to send amended motion to the Board of Alderman. Dorothy Young seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Dorothy Young
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

4. Discussion Items

None

5. Adjourn

With nothing further to come before the Commission, Brian Hasek made a motion to adjourn. Scott Milner seconded. The meeting was adjourned at 6:56 PM.

Respectfully Submitted,

Jamie Martin, Recording Secretary



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 2, 2018
SUBJECT: Allow Detached Accessory Buildings in Commercial Districts

Type of Item: Approval

This is a public hearing item

Background:

Staff has had several requests from property owners in the downtown square for relatively small storage sheds, so they can store items outside their buildings such as lawnmowers, snowblowers and tools used to maintain the outside of their properties. Staff also believes that it is appropriate for the zoning ordinance to allow accessory buildings in C-1, CBD-1, C-2, and CBD-2 zoning districts with certain limits.

The Board of Aldermen Community Development Committee considered this issue in August and forwarded this policy change to the Planning and Zoning Commission (PZ Commission) for study. At the September 20, 2018 meeting of the PZ Commission, a public hearing was conducted, and the commission unanimously approved a motion recommending that the Board of Aldermen adopt an ordinance permitting accessory structures up to 200 sq. ft. in size in the C-1, CBD-1, C-2, and CBD-2 zoning districts with certain other restrictions.

Update Since PZ Meeting

The PZ Commission indicated in their deliberations that while they supported allowing detached accessory buildings in certain commercial zoning districts, they did not want to allow shipping containers to be used as accessory structures. Following the PZ meeting, staff found that two common sizes for shipping containers are 160 sq. ft. and 320 sq. ft. The shipping container previously used by Beck's event space was 320 sq. ft. (8 ft. x 40 ft.). To ensure that shipping containers cannot be used as accessory structures, staff recommends that the 200 sq. ft. limit be reduced to 150 sq. ft. The amendment reads as follows:

Section 405.550 Accessory Uses.

D. Detached Accessory Building(s).

1. _____ For any "R-1", "R-1M", "R-2", "R-3" or "R-4" zoned lot, one (1) or more detached accessory building(s) may be permitted as long as said structure complies with the standards outlined within this zoning ordinance. All accessory buildings shall be located in the rear yard only. A detached accessory building

shall be located not less than eight (8) feet from any side or rear lot line. Accessory buildings required to be supported by a concrete foundation shall not be located within a dedicated easement of any kind. In the case of corner lots, accessory buildings shall set back not less than the distance required for residences from side streets.

2. For any C-1, CBD-1, C-2, and CBD-2 zoned lot, one (1) detached accessory building may be permitted behind the main building or structures not to exceed 200 150 square feet, not less than 5 feet from any public right of way and adhere to existing set back requirements for the zoning district. Any such accessory buildings on any property of which any portion of the property is in the flood zone must also be anchored to grade to resist the effects of buoyancy, dislocation, or movement causing damage to property or public facilities; elevation of flood waters; or create a hazardous condition to any person or property. Any such accessory use of which the property has any portion of such property located in the flood plain will require a building permit for anchoring purposes. Any existing use of this type of accessory building or structure, whether for storage or sheds that are for sale, shall also be anchored if the property is in the flood zone.

Alternatives:

1. Amend and approve ordinance to allow accessory buildings in the C-1, CBD-1, C-2 and CBD-2 zoning districts that do not exceed 150 sq. ft. or 200 sq. ft. in size. Staff recommends 150 sq. ft.
2. Return ordinance to PZ Commission.
3. Deny ordinance

Recommendation:

Approve motion recommending that the Board of Aldermen amend Section 405.550 (D) Accessory Buildings to allow small accessory buildings in the C-1, CBD-1, C-2, and CBD-2 zoning districts that do not exceed 150 sq. ft. in size.

Council Bill No.

Ordinance No.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, REPEALING CODE SECTION 405.550 D. ACCESSORY DETACHED BUILDINGS OF THE CITY CODE AND ENACTING IN LIEU THEREOF A NEW SECTION 405.550 D. TO ALLOW DETACHED ACCESSORY BUILDINGS IN THE C-1, CBD-1, C-2, AND CBD-2 ZONING DISTRICTS.

WHEREAS, the current Zoning Chapter of the Code of Ordinances for the City of Harrisonville (“Code”) does not allow detached accessory buildings in the C-1, CBD-2, C-2 and CBE-2 Zoning Districts in the City of Harrisonville, Missouri (“City”);

WHEREAS, the City staff recommends that the City allow detached accessory buildings in the C-1, CBD-2, C-2 and CBD-2 Zoning Districts in the City for storage of items that cannot be stored in the Principal Buildings;

WHEREAS, the Planning and Zoning Commission conducted a public hearing on September 20, 2018 and after considering the staff recommendation and input from the public voted unanimously to recommend that the Board of Aldermen adopt an ordinance amending Code Section 405.550 D. Accessory Buildings to allow small accessory buildings in the C-1, CBD-2, C-2, and CBD-2 Zoning Districts;

WHEREAS, the Board of Aldermen conducted a public hearing on October 15, 2018 and after receiving input from the public feel it is in the best interest of the Harrisonville businesses to enact a new Code Section 405.550 D. to implement the City staff and Planning and Zoning Commission recommendation;

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

Section 1. The Board of Aldermen (“Board”) hereby repeals Code Section 405.550 D. Detached Accessory Buildings, and enacts in lieu thereof the following new Code Section 405.550 D. to read as follows:

D. Detached Accessory Building(s).

1. For any "R-1", "R-1M", "R-2", "R-3" or "R-4" zoned lot, one (1) or more detached Accessory Building(s) may be permitted as long as said structure complies with the standards outlined within the zoning Code of Ordinances for the City of Harrisonville (“Code”), as enacted from time to time. All Accessory Buildings shall be located in the Rear Yard only. A detached Accessory Building shall be located not less than eight (8) feet from any Side or Rear Lot Line. Accessory Buildings required to be supported by a concrete foundation shall not be located within a dedicated Easement of any kind. In the case of Corner Lots, Accessory Buildings shall set back not less than the distance required for residences from side streets.

2. For any C-1, CBD-1, C-2, and CBD-2 zoned lot, one (1) detached Accessory Building may be permitted behind the Principal Building not to exceed 150 square feet, not less than 5 feet from any public right of way and adhere to existing set back requirements for these zoning districts. Any such Accessory Buildings on any property of which any portion of the property is in the Floodplain must also be anchored to grade to resist the effects of buoyancy, dislocation, or movement causing damage to property or public infrastructure; elevation of flood waters; or create a hazardous condition to any person or property. Any such Accessory Building use of which the property has any portion of such property located in the Floodplain will require a building permit for anchoring purposes. Any existing use of this type of an Accessory Building or structure, whether for storage or sheds that are for sale, shall also be anchored if the property is in the Floodplain.

Section 2. That this ordinance shall become effective immediately upon its passage and approval.

Section 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 15TH DAY OF OCTOBER 2018 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 15TH DAY OF OCTOBER 2018 AND PASSED BY THE BOARD OF ALDERMEN THIS 15TH DAY OF OCTOBER 2018.

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

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this 15th day of October 2018



DRAFT
MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
SEPTEMBER 20, 2018
6:00 PM

1. Call to Order

The meeting was called to order at 6:02 PM by Chair Chris Chiodini

Attendee Name	Organization	Title	Status	Arrived
Chris Chiodini	Harrisonville	Chair	Present	
Scott Milner	Harrisonville		Present	
Brian Hasek	Harrisonville	Mayor	Present	
Jim Proctor	Harrisonville		Present	
Dorothy Young	Harrisonville		Present	
Cheryl Bush	Harrisonville	Board Member	Present	
Barrett Welton	Harrisonville		Present	

Also in attendance were Happy Welch, City Administrator; Roger Kroh, Community Development Planner; Brad Bockelman, Board Liaison and Jamie Martin, Recording Secretary.

2. Approval of Minutes

A. Planning & Zoning Commission - Regular Meeting - Aug 16, 2018 6:00 PM

Brian Hasek made a motion to accept the minutes as written. Scott Milner seconded. With no additions or corrections the minutes were unanimously accepted.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Scott Milner
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

3. Agenda Items

A. Gravel

Roger Kroh presented Packet Pages 5-7, proposed amendment to 405.565 regarding allowance of gravel in lieu of hard surfacing driveways and parking lots.

The Public Hearing was opened.

Mike Freeland, co-owner of Beck Event Space, voiced his concerns with paving. Chris Chiodini stated that the town will be more desired place to live if we follow higher standards including the surfacing of drives and parking lots. Jim Proctor stated that all driveways need to have a paved approach as the gravel eats up the City streets. The City has to spend money to clean up the culverts and roads.

Dorothy Young made a motion to recommend that the Board of Alderman approve staff amendments regarding use of gravel for driveways and parking lots as written. Brian Hasek seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [5 TO 2]
AYES:	Milner, Hasek, Young, Bush, Welton
NAYS:	Chris Chiodini, Jim Proctor

B. Non-Conforming Buildings, Structures and Uses

Roger Kroh presented Packet Pages 9-10, proposed an Amendment to 405.050 allowing non-conforming, single family, 2-family, 3-family, and 4-family homes to be rebuilt if more than 50% destroyed by fire or act of God.

The Public Hearing was opened. During the Public Hearing, Katie Cole of Premium Realty Group, and Roxy Malone voiced their concerns with getting government backed loans with the current restriction.

Following the Public Hearing and discussion, Brian Hasek made a motion to remove the 50% stipulation for 1-4 family homes, and move to the Board of Alderman. Barrett Welton seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Barrett Welton
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

C. Accessory Buildings in Commercial Districts

Roger Kroh presented Packet Pages 12-13 proposed an Amendment to 405.550(D), allowing accessory structures up to 200 square feet in commercial zoning districts.

The Public Hearing was opened.

With no input from the public, Dorothy Young made a motion to amend the last sentence of the Amendment Document, stating "Any existing use of this type of accessory building or structure, whether for storage or sheds that are for sale shall also be anchored if the property is in the flood zone. Cheryl Bush seconded. Unanimous approval of amendment.

Brian Hasek motioned to send amended motion to the Board of Alderman. Dorothy Young seconded.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Dorothy Young
AYES:	Chiodini, Milner, Hasek, Proctor, Young, Bush, Welton

4. Discussion Items

None

5. Adjourn

With nothing further to come before the Commission, Brian Hasek made a motion to adjourn. Scott Milner seconded. The meeting was adjourned at 6:56 PM.

Respectfully Submitted,

Jamie Martin, Recording Secretary