



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
NOVEMBER 5, 2018
7:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Pledge of Allegiance**
- 3. Ceremonial Matters**
 - A. Small Business Saturday**
- 4. Public Participation**
- 5. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Oct 15, 2018 7:00 PM**
- 6. Agenda Items**
 - A. 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.**
 - B. 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.**
 - C. Council Bill 70: Fiscal Year 2019 Budget**
- 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 1st day of November, 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 15, 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	Present	
Judy Reece	Harrisonville	Board Member	Present	
Brad Bockelman	Harrisonville	Board Member	Present	
Brian Hasek	Harrisonville	Mayor	Present	

Also present were: City Attorney John Fairfield, City Administrator Happy Welch, Finance Director Marcella McCoy, Street Superintendent Rodney Jacobs, Public Information Officer Daniel Barnett, City Planner Roger Kroh and City Clerk Randall Jones, recording.

2. Pledge of Allegiance

3. Ceremonial Matters

City Administrator Happy Welch introduced the new Public Information Officer and Deputy City Clerk Daniel Barnett and welcomed him to the City of Harrisonville.

4. Public Participation

None.

5. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Oct 1, 2018 7:00 PM

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

B. Board of Aldermen - Work Session - Oct 8, 2018 6:00 PM

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

6. Agenda Items

A. 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.

Staff Report presented by City Administrator Happy Welch. Upon passage, Mayor Hasek designated it to be Resolution #36-18.

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

B. 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

Mayor Hasek opened the Public Hearing for the Board of Alderman to 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.

John Foster - 2619 Duncan Circle - Expressed concern over gravel driveways, trailers parked at residences, non-screened dumpsters and the Beck Event Space parking lot not being paved.

Mike Freeland - Beck Event Space - Expressed that the Beck Event Space has looked to pave the lot but it is not financially feasible at this time. He was asked by Alderman

Dickerson if the parking lot was contingent on getting a grant and was asked by Alderman Bowman if the Beck Event Space had a bid for the paving cost.

Public hearing was closed at 7:24 PM.

Staff report presented by City Planner Roger Kroh.

Motion to suspend ruling and move the Council Bill 67 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 aye, Alderman Dickerson aye, Alderman Long aye, Alderman Turner aye, Alderman Levsen aye. Upon passage, Mayor Hasek designated it be Ordinance #3450.

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

C. 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.

Staff report presented by Roger Kroh.

Alderman Milner asked about why gravel drives would be accepted for some residential but not all.

Alderman Bowman asked who the Board of Zoning Adjustment granted a variance. Answer - Little and Coffey. Alderman Bowman also asked how gravel can be ADA compliant. Answer - It can not. Alderman Bowman also asked about the 10-foot approach. Alderman Bowman also asked Mayor Hasek if the board could hear from Street Superintendent Rodney Jacobs.

Street Superintendent Jacobs stated that gravel driveways can create a problem and cause damage to the roadway.

Mayor Hasek asked if someone already had a gravel driveway, would they have to pave it. Answer - No, unless they build a new home.

City Attorney John Fairfield stated that sub-section 1C should be revised.

Alderman Bowman asked for clarification on the near-downtown zone.

Alderman Dickerson said not allowing gravel drives had taken away from development.

Alderman Bowman would like to see a 15-foot approach.

RESULT:	FIRST READING
Next: 11/5/2018 7:00 PM	

D. 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.

Staff report by City Planner Roger Kroh.

Alderman Milner asked about boundaries and size of lots.

City Planner Kroh said the accessory structure would have to be behind a building and within the setbacks. Also stated a limit of one accessory structure per 104.

Alderman Bowman asked for more definition on "accessory structure".

RESULT: FIRST READING

Next: 11/5/2018 7:00 PM

7. Aldermen and Committee Reports

Alderman Bowman stated she was pleased to participate in Project Connect and that 50 families were served.

Alderman Reece stated she thought the 2018 Burnt District Festival was a great success and a good way to connect.

Alderman Turner stated he received an email from a resident thanking the city for the city clean up day.

8. Report from the City Administrator

Administrative report presented.

9. Report from the Mayor

Mayor Hasek mentioned upcoming weekend electronic recycling and bush drop-off events. Stated that he will be attending a Missouri Public Utilities Association event in Columbia, MO, to speak about Harrisonville's experience with Design Build.

10. Adjourn From Regular Session

Motion to adjourn by Alderman Dickerson and second by Alderman Long. Motion carried. Meeting adjourned at 8:15 PM.

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

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Oct 15, 2018 7:00 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 30, 2018
SUBJECT: Allow Acc Bldgs in Commercial Districts

Type of Item: *Approval*

Update since October 15, 2018 Meeting

November 1, 2018

- A. Staff was asked for the definition of accessory structure. The zoning code uses the term “accessory building” and it reads as follows:

Sec. 405.040.B Definitions and Rules of Construction

Building, Accessory - A subordinate building, the use of which is incidental to that of the principal building and customary in connection with that use.

- B. The provision was revised to better define where accessory buildings can be located and to say more succinctly that existing and future accessory buildings, whether for storage or sale, which are on property in the flood zone must obtain a building permit and be anchored.
2. For any C-1, CBD-1, C-2, and CBD-2 zoned lot, one (1) detached accessory building not to exceed 200 square feet, may be permitted in the rear yard providing it adheres to existing set back requirements for accessory buildings and is effectively screened so as not to be visible from any public street. Any existing or future accessory building, whether for storage or for sale, on any property of which any portion of the property is in the flood zone, will require a building permit and 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.

With the language added stating that accessory buildings shall not be visible from public streets, we’ve stayed with the 200 square feet maximum size of building that the Planning and Zoning Commission recommended. Setting the maximum size at 200 square feet will keep out the 360 square feet shipping containers like the one that was recently removed from the Beck’s Event Center parking lot. But, it will allow a

business to use one of the smaller 160 sq. ft. shipping containers provided that they are not visible from any public street. We believe there are businesses in the C-2 commercial zoning districts that will want to use a shipping container instead as an accessory building because they are more secure.

Staff Report from October 15, 2018 Meeting

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 not to exceed 200 square feet may be permitted in the rear yard providing it adheres to existing set back requirements for accessory buildings and is effectively screened so as not to be visible from any public street. Any existing or future accessory building, whether for storage or for sale, on any property of which any portion of the property is in the flood zone, will require a building permit and 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.

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 5TH DAY OF NOVEMBER 2018 AND PASSED BY THE BOARD OF ALDERMEN THIS 5TH DAY OF NOVEMBER 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 5th day of November 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

Regular Meeting**Thursday, September 20, 2018****6:00 PM**

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

Attachment: 2018-09-20 Planning & Zoning Commission - Full Minutes-1391 (Rebuilding Non-conforming Residential Buildings)
Attachment: PZ Minutes 092018 (Allow Acc Bldgs in Commercial Districts)



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 29, 2018
SUBJECT: Greater Use of Gravel for Parking and Driveways

Type of Item: *Approval*

Update Since October 15, 2018 BOA Meeting

1. Near Downtown Residential Zoning Districts --Staff was asked for a map of the two near-downtown zoning districts where it is proposed that a) existing gravel driveways not be required to be paved when a single-family home is replaced with a new single-family home, and b) where single-family residences may have one gravel parking space in the side or rear yard.

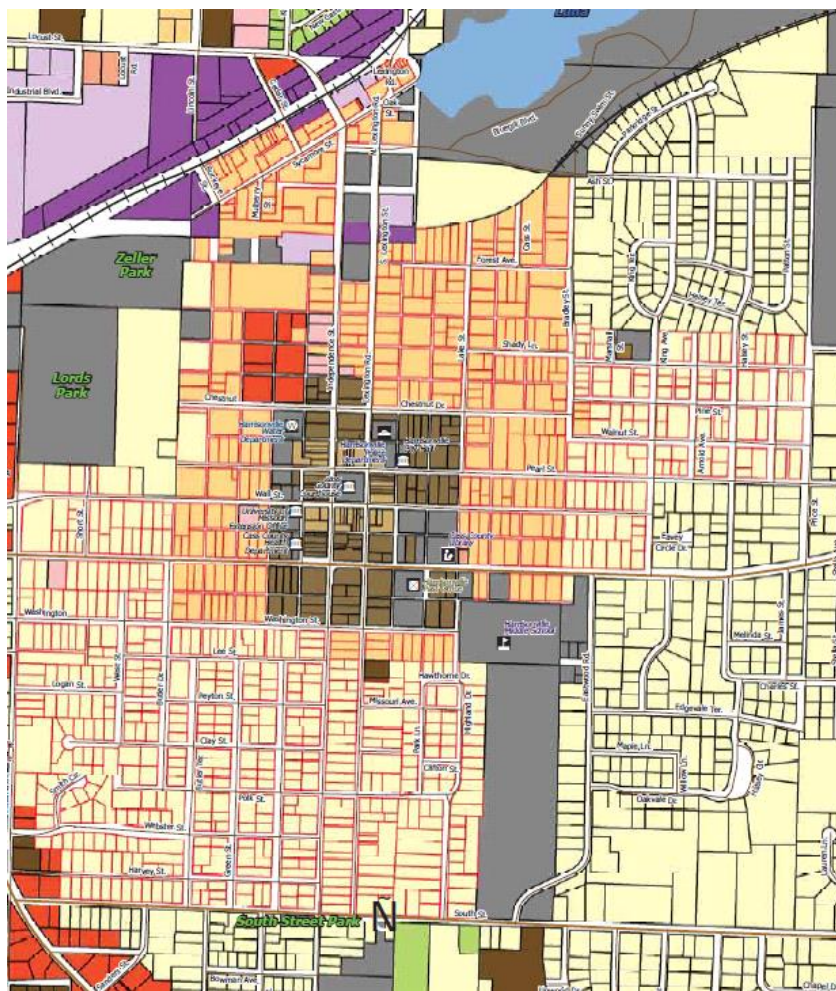
Near Downtown Residential Zoning Districts



R-1B: Near Downtown Single-Family Neighborhood District



R-2B: Near Downtown Two-Family Neighborhood District



2. Hard Surface Driveway Approaches - Attached to the staff report are comments from Rodney Jacobs, Superintendent of Streets, on the question of whether new driveways built under the proposed ordinance change be a minimum of ten feet from the street extending onto the property or would fifteen feet be better in keeping gravel off the roadway, sidewalk, and out of the ditch. In these two situations, Mr. Jacobs suggests requiring that:
 - A. When sidewalks exist, the property owner shall hard surface the approach between the edge of driving surface and the sidewalk. This distance will usually vary from eight (8) to eighteen (18) feet depending on the width of right-of-way and whether the driving surface of the street is in the middle of the right-of-way or to one side or another.
 - B. When a sidewalk does not exist, a property owner will be required to construct a hard-surface approach at least ten (10) feet in length.

Subject to edits by the City Attorney, this section of the ordinance shall read as follows:

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 the width of the driveway. The hard surface driveway connection shall be constructed a minimum of at least ten (10) feet from the driving surface of the street toward the property line when no sidewalk exists. The driveway connection shall be constructed from the driving surface of the street to the sidewalk when a sidewalk exists. Driveways shall also mean Drives to parking areas.

3. How does code enforcement handle gravel driveways that wear away - Chris Arthur indicated that gravel driveways disappear for two reasons mostly. One is because they are used and not maintained. Depending on the underlying soil type and the weather, use can move the gravel down into the soil profile and replenishing of gravel can be necessary. He does not see this happening much here.

Another reason is from not much use and vegetation grows in. Even minor use will usually maintain at least a "2 track" drive's visibility. Again, depending on the depth of the gravel bed and use pattern, he does not see much "total disappearance".

We usually handle these issues by requesting a client to prove up on old gravel. If they can scrape it with a blade or do a vegetation spray kill and show the drive was actually there, whether full width or 2 track, then we have let people maintain the "gravel drive". If upon investigation it is evident that no gravel exists, then they would be looking at paving.

Chris has required only one property to replenish gravel since coming to Harrisonville and that was because they were parking half on and half off the drive that was pretty obviously gravel in the past. They did a spray kill and then minor replenishment.

Staff Report for October 15, 2018 BOA Meeting

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 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 the width of the driveway. The hard surface driveway connection shall be constructed a minimum of at least ten (10) feet from the driving surface of the street toward the property line when no sidewalk exists. The driveway connection shall be constructed from the driving surface of the street to the sidewalk when a sidewalk exists. 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 5TH DAY OF NOVEMBER 2018 AND PASSED BY THE BOARD OF ALDERMEN THIS 5TH DAY OF NOVEMBER 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 5th day of November 2018



M E M O R A N D U M

TO: Happy Welch, City Administrator
 FROM: Rodney Jacobs, Superintendent of Streets
 DATE: October 16, 2018
 SUBJECT: Question from BOA concerning length of hard surface driveway approach

Sir,

During the Board of Alderman meeting on October 15, 2018, a question was directed to Superintendent of Streets about the required length of hard surface drive ways the BOA is seeking comment on. The question; Should new driveways built under the proposed ordinance change be a minimum of ten feet from the street extending onto the property or would fifteen feet be better in keeping gravel off the roadway, sidewalk, and out of the ditch?

The effectiveness of a hard surface to keep gravel on the property is dependent on the slope of the drive way and drainage. Flowing water will carry gravel down a smooth surface of any length. Water flowing down the driveway is the biggest factor. A ten foot or fifteen-foot drive would be the same under those conditions.

Concerning sidewalks, stating that a paved driveway approach to be a certain distance is problematic. In some sections of Harrisonville actual requirements needed to reach from the street edge to the existing sidewalk in some areas exceed ten feet. For example; on S. Main Street the distance from the edge of the roadway to the existing sidewalk is fourteen feet with a four-foot sidewalk. A ten or fifteen-foot paved approach would not reach the far side of the sidewalk leaving an unpaved section between the drive and a sidewalk that is not protected or improved. Other streets would require only eight feet to reach the back of the sidewalk.

An option of stating a fixed footage of hard paving would be to consider paving the drive to the property side of the existing sidewall should it be eight or eighteen feet. By doing so the approach would connect to the sidewalk on both sides providing for ADA requirements and the walking portion will hold up under vehicle traffic. An additional length of two foot of paving past the sidewalk to protect the sidewalk was considered, but history of maintenance shows that a maintained driveway would not need the additional length to keep it ADA compliant. If a sidewalk is not present than the ten-foot rule could be maintained.



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

Attachment: 2018-09-20 Planning & Zoning Commission - Full Minutes-1391 (Rebuilding Non-conforming Residential Buildings)
Attachment: PZ Minutes 092018 (Greater Use of Gravel for Parking and Driveways)

I move that the Board amend Council Bill 68 by adopting the proposed Substitute for Council Bill 68 amending the Ordinance.

Substitute for Council Bill No. 68

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 requested additional information and analysis from City Staff with respect to the depth of driveway from the street that should be a hard surface ("Hard Surface Approach");

WHEREAS, City Staff recommended for the safety and use of pedestrians that the Hard Surface Approach should connect at least to the sidewalk if a sidewalk has been constructed on the property in question;

WHEREAS, THE Board of Aldermen 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, and to include the additional above Staff recommendation for the Hard Surface Approach;

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. Driveways shall also mean Drives to parking areas.
 - 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~~ as follows:
 - (i) for at least ten (10) feet in depth from the street for the width of the driveway if there is no sidewalk constructed or to be constructed on the property:
 - (ii) if a sidewalk is constructed on the property, or to be constructed per plans submitted, then for the width of the driveway from the street to the sidewalk or ten (10) feet in depth, whichever is greater.
~~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

Substitute for Council Bill No. 68

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

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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;

WHEREAS, the Board of Aldermen conducted a public hearing on October 15, 2018 and after receiving input from the public requested additional information and analysis from City Staff with respect to the depth of driveway from the street that should be a hard surface ("Hard Surface Approach");

WHEREAS, City Staff recommended for the safety and use of pedestrians that the Hard Surface Approach should connect at least to the sidewalk if a sidewalk has been constructed on the property in question;

WHEREAS, THE Board of Aldermen 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, and to include the additional above Staff recommendation for the Hard Surface Approach;

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. Driveways shall also mean Drives to parking areas.
 - 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 as follows:
 - (i) for at least ten (10) feet in depth from the street for the width of the driveway if there is no sidewalk constructed or to be constructed on the property;
 - (ii) if a sidewalk is constructed on the property, or to be constructed per plans submitted, then for the width of the driveway from the street to the sidewalk or ten (10) feet in depth, whichever is greater.
 - 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



TO: Board of Aldermen
FROM: Marcella McCoy, Director
DATE: October 31, 2018
SUBJECT: Fiscal Year 2019 Budget

Type of Item: *Budget*

Council Bill No.**Ordinance No.****Fiscal Year 2019 Budget****AN ORDINANCE ADOPTING AN OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2019 THROUGH DECEMBER 31, 2019.**

Whereas, the Board of Aldermen of the City of Harrisonville, Missouri (“Board”) shall pass a budget for the Fiscal Year of 2019 (January 1, 2019 to December 31, 2019);

Whereas, the budget is to be adopted in November as required by Section 130.010 and become effective January first (1st) following the adoption date;

Whereas, the Board conducted public budget meetings on September 24, 2018 and October 8, 2018 and determined the budget amounts to be appropriated for Fiscal Year 2019;

Whereas, the Board of Aldermen after careful and due deliberation find that the presented budget is in the best interest of the City of Harrisonville and that the Board shall adopt said budget to begin January 1, 2019.

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

Section 1: That the annual operating budget for the City of Harrisonville, Missouri, for the fiscal year beginning January 1, 2019, and ending on December 31, 2019, a copy of which is appended hereto and made a part hereof, is hereby adopted. Maximum amounts to be expended by fund are as follows:

FUND	BUDGETED REVENUE	BUDGETED EXPENDITURES
GENERAL	\$ 9,524,570	\$ 9,524,570
PARK	547,680	547,680
COMMUNITY CENTER	2,163,960	2,163,960
EMERGENCY SERVICES	4,123,240	4,123,240
DEBT SERVICE	841,740	841,740
REFUSE	593,790	593,790
ELECTRIC	12,885,340	12,885,340
CWSS	4,881,680	4,881,680
AQUATIC CENTER	168,045	168,045
	35,730,045	35,730,045

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

Section 3: That this ordinance shall become effective January 1, 2019 upon its passage and approval.

Vote taken as follows:

Ayes:

Nays:

Absent:

Abstain:

Read for the first time by title only on the 5th day of November 2018. Read for the second time by title only on the _____ day of November 2018.

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

ATTEST:

Randall K Jones, City Clerk

APPROVED by the Mayor this _____ day of November 2018



300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

November 5, 2018

Honorable Mayor
Members of the Board of Aldermen
City of Harrisonville

INTRODUCTION

Submitted for your consideration is the proposed Fiscal Year 2019 budget for the City of Harrisonville. The annual budget for FY 2019, as proposed, represents the administrative and financial plan for the City of Harrisonville. This budget is the product of a comprehensive team effort of the municipal organization.

Department heads submitted requests to meet the overall department responsibilities and capital requests. Departmental submissions were reviewed, streamlined, and adjusted during individual department review by the Department Director, Finance Director and City Administrator in an effort to balance financial constraints and service delivery mandates. This process has been thorough in order to maintain cost effective delivery of City services, but does not end with adoption of the budget document. The 2019 budget presents a balanced program of services and cost control measures, which will be monitored throughout the year to provide the quality programs and services important to the citizens of Harrisonville.

This document begins with an outline of the proposed Fiscal Year 2019 budget in summary. First, is presented a proposed balanced budget for the entire Fiscal Year 2019 across all funds. Next, will be an outline of each fund including request for capital purchases, objectives as proposed, and operating transfers recommended. Finally, is the detail line item report that includes actuals for 2018, 2016, & 2017 along with the 2018 adopted budget, 2018 year-to-date actuals, and proposed 2019 budget.

DISCUSSION

Harrisonville is a full service city that offers services including Police, Fire, Emergency Services (Ambulance), Streets, Storm Water Management, Airport, Solid Waste Services, Electric, Water and Sewer services along with an expansive Parks system. The following table is a summary of projected revenue compared to expenditures for each fund showing revenue equaling expenditures in each fund. The expenditures include operations and planned capital purchases presented with each division and fund. Also included are any projected increases in insurance costs, retirement costs, and other general operating costs to maintain benefits and service levels.

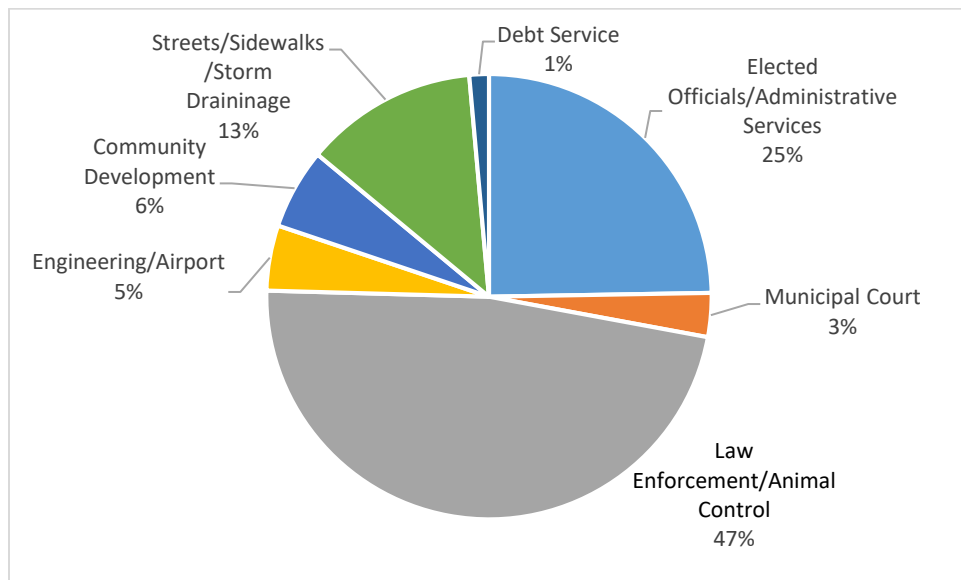
Fund	Revenue	Expenditures
General	\$ 9,524,570	\$ 9,524,570
Refuse	\$ 593,790	\$ 593,790
Electric	\$ 12,885,340	\$ 12,885,340
CWSS	\$ 4,881,680	\$ 4,881,680
Park	\$ 547,680	\$ 547,680
Aquatics	\$ 168,045	\$ 168,045
Community Center	\$ 2,163,960	\$ 2,163,960
Emergency Services	\$ 4,123,240	\$ 4,123,240
Debt Service	\$ 841,740	\$ 841,740
	\$ 35,730,045	\$ 35,730,045

The table above, presents a complete balanced budget as required by Missouri State Statute. There is projected money available in General Fund designated for capital projects and/or operating transfers as needed to other funds. The Electric and CWSS funds have sufficient operating revenues over expenses to cover capital requests. The remaining funds use fund balance or include an operating transfer from other funds to cover the shortages. The Community Center Fund now includes the Park Sales Tax that was previously presented in Fund 12, Sales Tax Fund. The Board of Alderman took action in Fiscal Year 2018 to eliminate the Sales Tax Fund that recorded collection of the Park Sales Tax and the transfer to debt service to make the Community Center bond payment. The next several pages outline individual funds showing the revenue sources and proposed expenditures.

GENERAL FUND

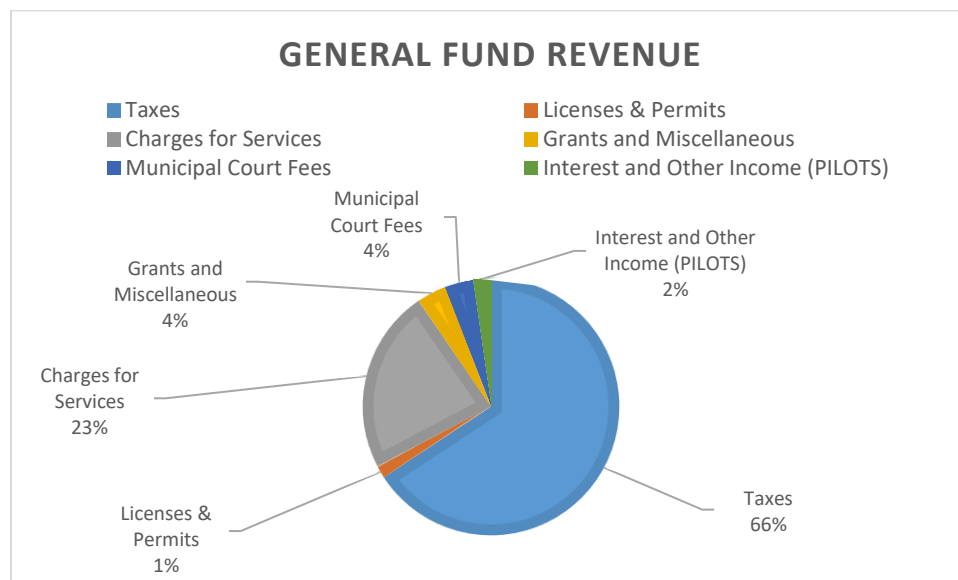
Let's begin with the General Fund, the general operating fund for the City. General Fund includes all basic operations for the City to function. Divisions are listed with the proposed expenditures for the fiscal year in the following table.

GENEARL FUND OPERATING EXPENDITURES	
Elected Officials	174,900
Administration & Legal	648,930
Finance/Customer Services/Building Maintenance/IT	918,535
Municipal Court	224,460
Law Enforcement/Dispatch/Patrol	3,084,285
Animal Control	264,430
Engineering	113,280
Community Development & Economic Development	411,880
Streets/Sidewalks/Storm Drainage	884,945
Airport	220,490
Debt Service - Towne Center TIF	100,000
Transfers Out (Operating Support)	693,040
Total Operating Expenditures	7,739,175



General Fund operations are typically covered with tax revenue. There are other revenue sources including licenses and permits, charges for services, administrative fees, court costs and fines, a small amount of interest income and the School Resource Officer funding, as well. The following table outlines the revenue sources for General Fund.

GENERAL FUND REVENUE	
Sales Taxes	\$ 2,341,400
Property Taxes	772,040
Other Taxes- Motor Fuel Tax/Road & Bridge Tax	662,855
Franchise Fees	1,590,250
Licenses & Permits	123,000
Charges for Services	180,900
Administrative Services Fee	1,710,165
Misc. Income	116,600
Intergovernmental	193,050
Municipal Court	286,550
Interest	99,320
Payment in Lieu of Taxes	84,900
Total Operating Revenues	8,161,030



The City generates more revenue than operating expenditures. The above table only includes operating revenues and does not reflect the use of fund balance needed to cover capital and transfers out. There is no current dedicated source of revenue for capital projects or equipment for operations. The additional \$421,855 revenue over expenditures is recommended to be used to fund capital projects and equipment requested. Operating transfers out include \$239,860 to the Park Fund to support our park system and \$453,180 to Emergency Services to support fire and ambulance.

Projected Capital Expenditures

The following table outlines the recommended Capital items and transfers from General Fund for capital purchases to other funds. The table lists each item or project with the projected costs. This utilizes the available revenue projection of \$421,855 plus use of fund balance in the amount of \$1,363,540.

Requested Capital			
CIP Program		Police	
Sidewalks	350,000	SIG Rifles for Detectives	7,200
Stormwater	100,000	Replace Patrol Radar	5,300
Asphalt	400,000	Replace In-Car Video	7,895
Recommended CIP	850,000	Locker Room	20,000
		Pole Camera	7,495
Streets		Crosswalk Flashers	15,000
Flood Barriers for Stockpile	10,000	Detective Vehicle	26,000
		Patrol Vehicles (2)	77,950
Airport			166,840
Main Hanger Roof	30,000		
		Community Development	
Finance		SUV- Vehicle Replacement	24,000
INCODE Software Upgrade (3yr Proj)	60,000		
City Hall Interior Improvements	33,000	Streets	
	93,000	1 Ton Dumptruck/Plow	58,555
		10 Foot Salt Spreader	12,500
			71,055
		Total Capital Equipment	261,895
Total Requested Capital Project and Equipment			1,244,895
Transfers Out for Capital Items			
Parks - Capital Equipment	27,500		
EMS - Capital Equipment	433,000		
Community Center - Capital	80,000		
Total Requested Capital Transfers Out			540,500

Fund Balance

Fiscal Year 2019 projected beginning fund balance is \$5,575,276 based upon receipt and expenditure of the revised Fiscal Year 2018 budget. The City does not currently have a formal adopted fund balance policy. The last several years the recommendation is to maintain fifty percent of operating expenditures in fund balance. To achieve this goal for 2019, the ending undesignated fund balance projection needs to be \$3,523,070. However, if we factor in six months of Park and Emergency Services with General Fund, this is not enough fund balance to meet the recommended six months as a reserve.

ENTERPRISE FUNDS

Enterprise funds are funds that operate most like a business. These funds are service-based funds and the revenue is generated by user rates. The user rates are set to be sufficient to meet all operational and debt costs for the fund. The three funds included in this section are the Refuse, Electric and CWSS Funds. The Aquatic Center Fund is also considered an Enterprise Fund, however, it is presented along with the other two Park funds.

REFUSE FUND

The Fiscal Year 2019 Refuse Fund budget is proposed as a balanced budget. In 2017, requests for proposals were completed and a new trash collection provider selected. There was an increase in the cost of each residential pickup with the award of a new contract in 2018. The 2018 budget included this increase. There is no further increase in cost projected in the 2019 Refuse Fund budget. The service provided has met expectations.

The refuse collection fee covers the cost of the contract for trash and recycle collection service, the Household Hazardous Waste program, and, beginning in 2016, the City-Wide Cleanup event. The City-Wide Cleanup event has a successful addition to the refuse services provided. In 2018, the Administrative Service Charge was recalculated with a 7.5% allocation to Refuse compared to 20% in prior years. This is based on the utility service bills including refuse, CWSS, and electric charges. The 2019 budget maintains the revised calculation for Administrative Service Charge.

The projected cash balance for year ending 2018 is \$37,778 based on 100% collection of charges included in the budget and expenditures exactly meeting budget. The 2019 proposed budget does not increase the cash reserve for the fund. Based on 50% of annual expenditures, the cash reserve balance needs to be \$296,895. It will take a significant increase in revenue over expenditures to increase the cash balance to this level. The table on the following page is a summary of revenue compared to expenses for Fiscal Year 2019.

REFUSE FUND						
Operating Revenues:						
	Charges for Services					593,540
	Misc. Income					-
	Interest					250
	Total Operating Revenues					593,790
Operating Expenditures:						
	Administrative Service Charge					29,805
	Contractual Services					563,985
	Total Operating Expenditures					593,790

ELECTRIC FUND

The 2019 Electric Fund Budget is presented as a balanced budget using \$61,410 from reserve for truck purchases and maintaining the increase in the tree trimming division for contract services for tree trimming. The trimming program is expected to increase reliability of services and reduce outages related to downed tree limbs. The 2018 Budget included a rate study that will be presented to the Board upon completion. There is no projected increase in electric sales revenue nor is there a proposed increase in electric rates.

Debt in the Electric Fund is nearly paid in full. There is a payment in 2019 of \$246,375 and the final payment in 2020 is \$261,250.

The 2019 proposed budget includes \$199,500 in capital equipment requests for trucks, transformers, lighting and cameras for the substations. These items were discussed during Budget Work Sessions with the Board of Aldermen and are included in the detail pages.

The table on the following page is a summary of revenue compared to expenses proposed for Fiscal Year 2019 including detail of capital expenses proposed.

ELECTRIC FUND					
Operating Revenues:					
	Charges for Services				12,624,880
	Misc. Income				144,050
	Interest				55,000
	Other Rev. Sources/Transfers				61,410
	Total Operating Revenues				12,885,340
Operating Expenditures:					
	Administration				11,417,510
	Distribution				684,990
	Debt Service				
	Meter Reading				27,695
	Tree Trimming				555,645
	Transfer to reserve				-
	Total Operating Expenditures				12,685,840
Capital Expenditures:					
	Office Rehab				3,500
	Transformers, Lighting, Cameras				46,000
	Replace F750 Truck with F550				50,000
	Bucket Truck Bed				100,000
	Capital Equipment				199,500
	Capital Projects				-
	Total Capital Expenditures				199,500
	Total Requirements				12,885,340
Revenue Over(Under) Expenses					-

COMBINED WATER SEWERAGE SYSTEM

The CWSS Fund is presented as a balanced budget. Fiscal Year 2019 has no major capital projects included. There are no changes in staff levels and no proposed increase in water or sewer rates at this time. Staff will continue to monitor expenses compared to revenue throughout the year. Over the past several years there has been a trend of less water consumption with the use of more efficient appliances and through conservation measures. The following table is a history of rates. Rates have not changed since 2016.

		2016 Rates	2017 Rates	2018 Rates	2019 Rates
Water					
Base (1st 1000 Gal)		\$13.89	\$13.89	\$13.89	\$13.89
Each Additional 1000 Gal.		\$8.71	\$8.71	\$8.71	\$8.71
Sewer					
Base (1st 1000 Gal)		\$10.45	\$10.45	\$10.45	\$10.45
Each Additional 1000 Gal.		\$6.80	\$6.80	\$6.80	\$6.80

The following table is a summary of revenue compared to expenses proposed for Fiscal Year 2019 including detail of capital expenses proposed.

COMBINED WATER SEWERAGE SYSTEM FUND					
Operating Revenues:					
	Licenses & Permits				5,500
	Charges for Services				4,681,715
	Misc. Income				61,965
	Intergovernmental				-
	Interest				132,500
	Other Rev. Sources/Transfers				-
	Total Operating Revenues				4,881,680
Operating Expenditures:					
	Administration				1,030,683
	Water Plant				749,485
	Distribution				677,290
	Debt Service				1,421,637
	Wastewater Treatment Plant				735,585
	Total Operating Expenditures				4,614,680
Capital Expenditures:					
	Capital Equipment -- pump motors				32,000
	Annual Waterline replacement				100,000
	I-49 Waterline Crossing				110,000
	Sewer Plant pump replacement				25,000
	Total Capital Projects				235,000
	Total Capital Expenditures				267,000
	Total Requirements				4,881,680
	Revenue Over(Under) Expenses				-

PARK FUND

The Park Fund continues to be a “maintenance fund” with few changes from the previous (current-2018) budget year. Some of the key points are listed below:

REVENUE

- Real Estate Taxes have increased by \$3,910 over the current budget and \$6,250 increase over the current budget in total taxes.
- Recreation Programs has decreased by approximately \$4,000. With the second year of competitive baseball, the “actual participation level” is now budgeted. Expenses were reduced as well, so the overall net is close to the same. The overall sports program numbers remain the same.
- Transfer in from General Fund revenue is necessary for operations of the Park Fund (traditionally), as well as for the purchase of a Boom Mower for \$20,000, Aquatic Weed treatment for \$25,000 and \$7,500 for a Flash Cam Crime Deterrent camera for City Park. Total transfer in from the General Fund is \$256,680. This is an increase of \$7,500 over last year.

EXPENSE

- There is a decrease in the salaries line item because we did not replace a full time position (Gideon Lockett) and part of that salary percentage was coming out of Parks. The rest of the positions in maintenance remain the same.
- Other Contractual increased by \$20,024. There is a \$25,000 increase with the addition of the Aquatic Weed removal process. There is also an increase in the July 4th fireworks by \$1,000, but there is a decrease in sports contractual services, which is subtracted from this line item increase. Competitive Baseball numbers are lower with “actual participation level” revealed from the first year.
- Machinery & Equipment budget increased by \$27,500, which includes the replacement of the Boom Mower at \$20,000 and addition of the Flash Cam security camera for Parks at \$7,500.

Bottom line for the Park Fund is <0>.

The following table outlines the projected 2019 revenue compared to expenditures for the Park Fund including transfers in from General Fund.

PARK FUND					
Operating Revenues:					
	Property Taxes				183,800
	Charges for Services				27,045
	Recreation Programs				55,525
	Misc. Income				13,750
	Intergovernmental				-
	Interest				200
	Other Rev. Sources- Transfers Supporting Operations				239,860
		Total Operating Revenues			520,180
Operating Expenditures:					
	Park Maintenance				520,180
Capital Revenues: Transfers Supporting Capital					
	Total Operating and Capital Revenue				27,500
					547,680
Capital Expenditures:					
	New Boom Mower				20,000
	Flash Cam				7,500
	Capital Equipment				27,500
		Total Capital Expenditures			27,500
		Total Requirements			547,680
	Revenue Over(Under) Expenditures				-

AQUATIC CENTER FUND

The Aquatic Center Fund (Outdoor Pool) is also in a maintenance mode with little change on expenses. However, there is a recommended increase in the Family pass, from \$3 to \$4 dollars, which is the same fee as our Day Care Pass. Other fees remain the same as last year. Also, \$10,040 from the Park Board Directed Reserve is budgeted up front in order to balance this fund for 2019.

As previously stated to the Board of Alderman by staff, the Park Board Directed Reserve funding is getting towards the end, with approximately \$6,000 remaining for 2019. However, this amount may be less with the necessary repairs to the Outdoor Pool in 2018. The Aquatic Fund is dependent on good weather, along with no major maintenance issues, which is difficult to project with a 21 year old pool.

REVENUE

- Revenue is projected by looking at the last few years' average and taking into account the year to date actual. Total increase for the pool use fee is \$2,600 over last year.
- Miscellaneous Income was increased by \$5,225 with the growth of the AquaCats Swim Team and sponsorships.
- Transfer from Reserve is the same as last year at \$10,040. This is the Park Board Directed Reserve which has been used in the past to balance the budget at year end. It is placed in the proposed 2019 operational budget in order to produce a balanced budget

projection. The amount remaining in the Park Board Directed Reserve after the 2019 budget year is approximately \$6,000.

EXPENSE

- Part-time salaries increased by \$1,000 with “actual use” of lifeguards in 2018. Overtime was reduced to zero with the addition of lifeguard regular hours. Staff will work to use regular staff hours versus overtime pay.
- Utilities ran high in 2017 at approximately \$30,000. The actual was lower this year (estimated \$25,000 year end) but staff is budgeting the utilities at the same level as the 2017 actual to be safe.
- The remaining expenses are close to last year’s numbers.

Bottom line for the Aquatic Center Fund (Outdoor Pool) is <0>.

The table on the following page provides a summary of the revenue compared to expense projected for the Aquatic Center Fund.

AQUATIC CENTER FUND						
Operating Revenues:						
	Charges for Services					111,240
	Misc. Income					45,665
	Interest					1,100
	Other Rev. Sources: Transfers in Support of Operations					10,040
	Total Operating Revenues					168,045
Operating Expenditures:						
	Aquatic Center					168,045
	Total Operating Expenditures					168,045
	Revenue Over(Under) Expenses					-

COMMUNITY CENTER FUND

The Community Center Fund is also in “maintenance mode”. Membership has held steady in 2018. There is no fee increase budgeted for Fiscal Year 2019 and membership rates are consistent with the metro average for Community Centers.

REVENUE

- The Park Sales Tax is now distributed into the Community Center Fund. The Bond payment will come out of the Community Center Fund, which is \$839,830. This leaves \$182,145 going into operations, which is a consistent amount as compared to previous years.

- Annual Memberships are budgeted the same as last year, along with the entire Charge for Services category. This projection is based on YTD actual and year end projections.
- Summer Camp has increased in numbers this year and projecting a \$24,650 increase for 2019, based on 2018 actuals.
- Before and After School will increase by \$28,500, based on 2018 projections.
- Youth Volleyball will increase by \$3,900 based on growth in this program.
- Transfer from Other Funds was increased to \$80,000 with the recommendation of \$60,000 to repair the front entrance of the Community Center, and, \$20,000 for the purchase of a van or small school bus for Day Camp transportation.
- The Debt Service Fund Balance for 2019 is approximately \$240,000. As the Park Board is aware, the Fund Balance has been used in the past for emergency funds needed. However, the Fund Balance is mainly reserved to assist in the final bond payment for the Community Center, in 2022.

EXPENSE

- Personnel Services increased by \$18,860 with an increase in part-time staff from the Summer Day Camp and Before and After School Program growth. Revenues offset this increase. Salaries also increased from employee annual increases and benefits. In addition, an hourly increase is included for the Front Desk and Morning Lifeguard facility openers. No additional full-time positions were added.
- Computer Equipment has been added this year with an increase of \$1,250 over last year.
- Administrative Fee under Office Facilities and Service has increased by \$5,700 for 2019.
- Also under Other Charges is the Transfer to Debt Service. As stated above, the \$839,830 is the bond payment for the Community Center. The last payment will be in 2022.
- Capital Outlay under Administration shows \$20,000 for the Day Camp Van or Bus.
- Aquatic Center expenses are close to the same as last year.
- Recreation Programs Personnel Services (salaries) increase by \$9,215 with the addition increase in Day Camp and Before and After School programs.
- Equipment and Equipment Maintenance has some funding that can be used for accessible fitness equipment for the disabled. The exact kind of equipment will be determined by asking future users of this equipment.
- Buildings and Grounds Capital Projects shows \$60,000, which is for the repair and replacement of the front entrance of the Community Center.

Bottom line for the Community Center Fund is <0>.

The table on the following page provides a summary of proposed revenue compared to expenditures.

COMMUNITY CENTER FUND						
Operating Revenues:						
	Parks Sales Tax					1,021,975
	Charges for Services					818,650
	Recreation Programs					209,185
	Misc. Income					32,650
	Interest					1,500
	Transfer from Other Funds					-
	Transfers in Support of Operations from Debt Service Fund					-
	Total Operating Revenues					2,083,960
Capital Revenues						
	Transfer from General Fund - Capital Improvement					80,000
	Total Capital Revenues					80,000
	Revenues					2,163,960
Operating Expenditures:						
	Administration					421,255
	Aquatics Center					147,555
	Recreation Programs					230,875
	Debt Service					858,760
	Buildings & Grounds					425,515
	Total Operating Expenditures					2,083,960
Capital Expenditures:						
	Capital Equipment - replace SUV with 15 passenger Van					20,000
	Capital Projects - Front Entrance Improvement					60,000
	Total Capital Expenditures					80,000
	Total Requirements					2,163,960
	Revenue Over(Under) Expenditures					-

EMERGENCY SERVICES FUND

The Fiscal Year 2019 proposed budget for Emergency Services is presented as a balanced budget with revenue meeting expenditures with a transfer of operations from General Fund in the amount of \$453,180. This is just for operations and does not include any capital items. The requested capital items total \$433,000 and is presented as a transfer from General Fund to provide for these capital purchases.

Revenue is generated through the public safety sales tax, charges for services, and some miscellaneous income for sales of surplus equipment and educational classes offered. Expenditures are operational costs including personnel, supplies, and maintenance just to name a few.

Capital Outlay: \$433,000 is requested for capital that includes an ambulance, a lease payment on a fire truck and several other items listed in the detail pages and in the table below.

The following table provides a summary of proposed revenue compared to expenses

EMERGENCY SERVICE FUND				
Operating Revenues:				
	Sales Taxes			\$ 505,000
	Charges for Services			2,691,240
	Misc. Income			40,820
	Interest			-
	Transfer In (General Fund Operating Support)			453,180
	Total Operating Revenues			3,690,240
	Capital Revenues: Transfers Supporting Capital			433,000
	Total Operating and Capital Revenue			4,123,240
Operating Expenditures:				
	Fire and Ambulance			3,690,240
	Total Operating Expenditures			3,690,240
Capital Expenditures:				
	Type 1 Ambulance Replace M2			230,000
	Fire Truck Replace E20 (Lease Payment)			55,000
	LP15 Replace LP12			27,000
	Replace HVAC Unit (Admin Area)			35,000
	New 3" & 4" Fire Hose			10,000
	Lucus Chest Compression Device			28,000
	Bunker Gear (7) @ \$5,000 ea			35,000
	Copier (Billing Area)			8,000
	Security Cameras			5,000
	Total Capital Equipment			433,000
	Total Requirements			4,123,240
	Revenue Over(Under) Expenditures			-

DEBT SERVICE FUND

The Fiscal Year 2019 budget proposed for the Debt Service Fund is presented as a balanced budget. The Debt Service Fund currently reflects only the debt associated with the Community Center certificates of participation issued in 2012. The Community Center Fund collects the Park Sales Tax that is transferred into this fund for the annual debt payment. The following table outlines the transfers and debt payments.

DEBT SERVICE FUND					
Operating Revenues:					
	Transfer from Park Sales Tax				839,830
	Interest				1,910
	Other Rev. Sources/Transfers				-
	Total Operating Revenues				841,740
Operating Expenditures:					
	Transfer out to Community Center Fund				-
	Debt Service				841,740
	Total Operating Expenditures				841,740

ACTION REQUESTED/RECOMMENDATION

In conclusion, I thank each department director for their diligence in putting together this document. Each has presented their division and/or fund to the Board of Aldermen in order to provide a good foundation of operational responsibilities and the need for capital purchases.

At this time, the proposed budget is recommended for approval by the Board of Alderman.



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: October 31, 2018
SUBJECT: City Admin Rpt 11-5-18

Type of Item: Report

November 5, 2018

1. Twenty-two days until the Town Hall meeting for Love the Harrisonville Square and Missouri Main St. Connection. All residents are invited to come and give input as to the future of the Courthouse Square in Harrisonville. The meeting starts at 6p at the Beck Event Space. There will be general discussion to start off then breaking out into group. There will be snacks and soda pop.
2. Our attorneys & I will be meeting with the ACLU and Federal Judge Brian Fenimore Monday, November 5, 2018 to mediate the sign injunction brought by the ACLU.
3. City Offices will be closed Monday, November 12, for the Veteran's Day holiday observance. Don't forget about the Veteran's Day tribute and dedication Sunday, November 11, 2018 at 10:30a starting at the Beck Event Space.
4. The Street Dept. is working on some major repairs out on Anaconda Dr. by Clearwater Dr. They are repairing sections of the road that have been showing alligator type cracking and getting it done before winter weather.
5. We have submitted an application to Missouri Department of Natural Resources Brownfield/Voluntary Cleanup Program for the old electric/water plant on North Independence St. I've requested a Phase I & II inspection to determine to what extent there might be hazardous materials and what would need to be done to remediate the site. I do not have a timeline yet from the state on what the timing for this investigation will be. These assessments are at no cost to the city.
6. I have received paperwork from the Mid-America Regional Council for the Household Hazardous Waste Program. We will continue to participate in the program with the cost for 2019 to be \$10,810.21. We may host again this year if Pleasant Hill decides not to join in. There were so many people last year that they had to shut down early because they ran out of space for the hazardous material.

A. Action Item (ID # 3046)

City Admin Rpt 11-5-18