



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
COMMUNITY CENTER
OCTOBER 5, 2020**

6:00 PM

LOCATION CHANGE FOR COVID-19 SOCIAL DISTANCING

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
 - A. Public Power Week Proclamation and Commendation**
 - B. Fire Prevention Week Proclamation**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Sep 21, 2020 6:00 PM**
 - B. Board of Aldermen - Work Session - Sep 21, 2020 6:30 PM**
- 5. Agenda Items**
 - A. Council Bill 53: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF GINA SMITH TO THE TIF COMMISSION.**
 - B. Council Bill 54: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF DEBBIE WOOD TO THE TIF COMMISSION.**
 - C. Council Bill 55: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF KEVIN WOOD TO THE TIF COMMISSION.**
 - D. Council Bill 56: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF WILLIAM MILLS TO THE BOARD OF ZONING ADJUSTMENT.**

- E. Council Bill 57: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AUTHORIZING THE MAYOR TO APPOINT A MEMBER TO THE BOARD OF DIRECTORS OF THE TOWNE CENTER TRANSPORTATION DEVELOPMENT DISTRICT TO REPLACE ALDERMAN DAVID DICKERSON AND FILL THE SEAT VACATED BY CLINT LONG**
- F. Council Bill 58: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AMEND SECTION 397.010 OF THE HARRISONVILLE MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE DATE.**
- G. Halloween Night on Pearl Street II Event Permit**
- H. Council Bill 59: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING CITY ADMINISTRATOR TO UPDATE AUTHORIZED BANKING SIGNATURES AT COMMUNITY BANK AND COMMERCE BANK, AND ESTABLISHING AN EFFECTIVE DATE.**
- I. Council Bill 60: A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH LAUBER MUNICIPAL LAW LLC TO CONTRACT AS SPECIAL COUNSEL FOR ECONOMIC DEVELOPMENT MATTERS AND AS SPECIAL COUNSEL FOR GENERAL MUNICIPAL MATTERS, WHEN REQUESTED, AND ESTABLISHING AN EFFECTIVE DATE.**
- J. Council Bill 61: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO FIRST AMENDMENT TO DEVELOPMENT AGREEMENT WITH HARRISONVILLE VILLAS, LP AND ESTABLISHING AN EFFECTIVE DATE.**
- K. Council Bill 62: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AMEND SECTION 300 OF THE HARRISONVILLE MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE DATE.**
- L. Council Bill 63: AN ORDINANCE OF THE CITY OF HARRISONVILLE VACATING UNIMPROVED NORTH/SOUTH ALLEY RIGHT-OF-WAY APPROXIMATELY 100 FT. WEST OF NORTH KING AVENUE BETWEEN EAST PINE STREET AND EAST ELM STREET IN HARRISONVILLE, CASS COUNTY, MISSOURI, AND ESTABLISHING AN EFFECTIVE DATE**
- M. Council Bill 64: AN ORDINANCE OF THE CITY OF HARRISONVILLE AMENDING CHAPTER 700, UTILITIES, REGARDING THE CAPACITY INVESTMENT RECOVERY PLAN, WATER TAP FEES, SEWER CONNECTION FEES, AND ELECTRIC CONNECTION FEES**
- N. Council Bill 65: A RESOLUTION OF THE CITY OF HARRISONVILLE APPROVING A COMPREHENSIVE FEE SCHEDULE, DATED OCTOBER 5, 2020.**

- 6. Aldermen and Committee Reports**
- 7. Report from the City Administrator**
- 8. Questions from the Media**
- 9. Adjourn to Executive Session pursuant to RSMo 610.021 (3) Hiring, firing or discipline of employee and RSMo 610.021 (1) Legal Actions**
- 10. Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 2nd day of October, 2020.

Randall K. Jones, City Clerk

Public participation during regular meetings of the Board of Aldermen shall be limited to those who have submitted a completed agenda request form. 2 Each person wishing to address the Board during regular meetings of the Board of Aldermen on a topic not on the agenda shall submit a completed agenda request form five (5) business days prior to the meeting the person wishes to address the Board. If the agenda request concerns a complex issue requiring staff research time, the opportunity to address the Board may be moved to a future meeting instead of the meeting immediately following the submission of the agenda request form. 3. Those that have submitted a completed agenda request form shall be limited to three (3) minutes to address the Board, this time cannot be yielded to another person and this time may be extended in three (3) minutes increments only upon a majority vote of the members of the Board of Aldermen, with each additional three (3) minute increment requiring an additional majority vote of the members of the Board of Aldermen.



PROCLAMATION

Public Power Week

A PROCLAMATION RECOGNIZING PUBLIC POWER WEEK, OCTOBER 4-10: A WEEK-LONG CELEBRATION OF THE HARRISONVILLE ELECTRIC DEPARTMENT'S YEAR-ROUND SERVICE TO HARRISONVILLE, MO.

WHEREAS, the citizens of Harrisonville, place high value on local choice over community services and therefore have chosen to operate a community-owned, not-for-profit electric utility and, as customers and owners of our electric utility, have a direct say in utility operations and policies;

WHEREAS, the Harrisonville Electric Department provides homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, the Harrisonville Electric Department is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

WHEREAS, the Harrisonville Electric Department is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED: that the Harrisonville Electric Department will continue to work to bring low-cost, safe, reliable electricity to community homes and businesses just as it has since 1977, the year when the utility was created to serve all the citizens of Harrisonville; and

BE IT FURTHER RESOLVED: that the week of October 4-10, be designated Public Power Week to recognize the Harrisonville Electric Department for its contributions to the community and to educate customer-owners, policy makers, and employees on the benefits of public power;

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power, which put our residents, businesses, and the community before profits.

Judy Bowman, Mayor



2451 Crystal Drive
Suite 1000
Arlington, VA 22202-4804
202-467-2900
www.PublicPower.org

September 28, 2020

Andy Pollard
Electric Superintendent
Harrisonville Municipal Utilities
PO Box 367
Harrisonville, MO 64701

Dear Andy:

I am pleased to present an American Public Power Association Mutual Aid Commendation to Harrisonville Municipal Utilities. The Mutual Aid Commendation was established in 2018 to recognize public power utilities that have answered the call for assistance and aided another community in restoring power to its customers.

Mutual aid is at the heart of what public power does, and the public power community thanks you for stepping up to help a neighbor in need—whether they are next door or thousands of miles away.

Enclosed is a sample news release that you may wish to use in publicizing your commendation. If you have questions or would like assistance, please contact us at MutualAid@PublicPower.org.

On behalf of the more than 2,000 public power utilities we represent, please accept my thanks.

Sincerely,

Joy Ditto
President & CEO

Attachment: Harrisonville Commendation Letter 9.28.20 (Public Power Week Proclamation)

MUTUAL AID COMMENDATION

Harrisonville Municipal Utilities

In recognition of its support in electric power restoration efforts,
the American Public Power Association recognizes
Harrisonville Municipal Utilities
for providing mutual aid assistance to
City of Alexandria



Rick McKinley
Chair, Mutual Aid Working Group

August-September 2020



Joy Ditto
President & CEO

AMERICAN
**PUBLIC
POWER**
ASSOCIATION™

Powering Strong Communities



PROCLAMATION

Fire Prevention Month

Whereas, the City of Harrisonville is committed to ensuring the safety of all its residents; and

Whereas, fire is a serious public safety concern, both locally and nationally; and

Whereas, the Harrisonville Emergency Services is currently a combination of career and volunteer staff, whose services include fire suppression, hazardous materials responses, confined space rescue and numerous other rescue procedures; and

Whereas, the Harrisonville Emergency Services strives to continually educate our citizens about the hazards of fire and proper fire prevention techniques,

NOW, THEREFORE, I, Judy Bowman, Mayor of the City of Harrisonville and the Board of Aldermen designate the week of October 4-10, as

FIRE PREVENTION WEEK

and urge all citizens to use the utmost caution around fire and open flames, now and throughout the year.

Judy Bowman, Mayor



DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
COMMUNITY CENTER
SEPTEMBER 21, 2020
6:00 PM

1. Call to Order

The meeting was called to order at 6:00 PM by Mayor Judy Bowman

A. Pledge of Allegiance

Attendee Name	Organization	Title	Status	Arrived
Mike Zaring	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Remote	
Clint Miller	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

Others present were: City Attorney Steve Mauer, City Administrator Brad Ratliff, Director of Administrative Services Jeremy Smith, Police Chief John Hofer, City Planner Roger Kroh, Community & Economic Development Director Jim Clarke, HES Chief Eric Myler, Public Works Director Carl Brooks, Electric Superintendent Andy Pollard, Public Information Officer/Deputy City Clerk Daniel Barnett and City Clerk Randall Jones, Recording.

2. Ceremonial Matters

None.

3. Public Participation

None.

4. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Sep 8, 2020 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: David Dickerson, Board Member
SECONDER: Mike Zaring, Board Member
AYES: Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

B. Executive Session Minutes September 8, 2020

A motion was made by Alderman Milner to approve the minutes of the September 8, 2020 Executive session meeting with a second by Alderman Doerhoff. Motion carried with voice vote all ayes.

5. Agenda Items

A. Let Freedom Ring Event Permit

Staff report presented by Police Chief John Hofer. The applicant, Angie Bartlett, was present and presented insurance paperwork for the parade and stated that the old hospital realtor said it would not be a problem to stage parade there. Mayor Bowman asked Mrs. Bartlett if there was any connection between "Let Freedom Ring" and the Chamber and she replied no. Alderman Dickerson asked if there was any political affiliation and the answer was no. Mayor Bowman asked who comprised "Let Freedom Ring" and the reply was that it was only her, Angie Bartlett. Alderman Zaring and Alderman Miller both thought they should go ahead with the permit. Mrs. Bartlett stated that the Jones & Co. Carnival would donate a portion of their proceeds to area non-profit organizations. Alderman Turner questioned about the list of non-profit organizations and how the money will be divided. The answer was that there would be a list that organizations could get on and then apply for a portion of the funds. After discussion, Mayor Bowman said it looked like the board was in favor of the permit contingent upon permission letter from old hospital for staging event and street clean up for animals in the parade. A roll call vote was taken: Alderman Zaring aye, Alderman Doerhoff aye, Alderman Reece aye, Alderman Turner aye, Alderman Miller aye, Alderman Milner aye, Alderman Davidson aye, Alderman Dickerson aye.

RESULT: APPROVED [UNANIMOUS]
AYES: Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

B. Halloween Night on Pearl Street II

RESULT: TABLED [UNANIMOUS]
Next: 10/5/2020 6:00 PM
AYES: Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

C. Love the Square Presentation

Amanda Stites with the Love the Harrisonville Square organization gave a presentation to the Mayor and Board of Aldermen. Some of the highlights that the organization has accomplished are the following: a) started a facade grant this year b) completed two years of the Missouri Main Street program c) exploring the possibilities of a Community Improvement District with the assistance of Jim Clarke, Community & Economic Development Director d) continuation of the Christmas lights around the Square e) developing a volunteer group of leaders, business owners and residents of the

community. The Love the Harrisonville Square organization is seeking partial funding from local and county government.

- D. A Resolution by the Board of Aldermen of the City of Harrisonville, Missouri, authorizing and directing the City Administrator to enter into an agreement with Mauer Law Firm to contract as City Attorney, and establishing an effective date.**

Mayor Bowman presented her recommendation for Mauer Law Firm to be appointed as the City of Harrisonville attorney. A motion was made by Alderman Milner to accept the recommendation with a second by Alderman Zaring. Motion carried with a roll call vote: Alderman Zaring aye, Alderman Doerhoff aye, Alderman Reece aye, Alderman Turner aye, Alderman Miller nay, Alderman Milner aye, Alderman Davidson aye, Alderman Dickerson nay. Upon passage, Mayor Bowman designated it to be Resolution #2020-026.

RESULT:	APPROVED [6 TO 2]
MOVER:	Marcia Milner, Board Member
SECONDER:	Mike Zaring, Board Member
AYES:	Zaring, Doerhoff, Milner, Reece, Davidson, Turner
NAYS:	Clint Miller, David Dickerson

- E. A Resolution authorizing submission to the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (FY20 PWEAA NOFO) to the Economic Development Administration (EDA), U.S. Department of Commerce (DOC)**

Staff report presented by City Administrator Brad Ratliff. Alderman Zaring asked if COVID-19 monies could be used for this project and the answer was yes, we will submit for CARES funding. Roll call vote: Alderman Zaring aye, Alderman Doerhoff aye, Alderman Reece aye, Alderman Turner aye, Alderman Miller aye, Alderman Milner aye, Alderman Davidson aye, Alderman Dickerson aye. Upon passage, Mayor Bowman designated it to be Resolution #2020-027.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Doerhoff, Board Member
SECONDER:	Matt Turner, Board Member
AYES:	Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

- F. AN ORDINANCE OF THE CITY OF HARRISONVILLE, MISSOURI, AMENDING TITLE VI: BUSINESS AND OCCUPATIONS OF THE HARRISONVILLE CITY CODE OF ORDINANCES TO INCLUDE CHAPTER 675 REGULATING MOBILE FOOD VENDING.**

Staff report presented by City Planner Roger Kroh. Alderman Milner asked if someone purchases a permit does that allow them to set up at any time? Mr. Kroh responded that they have to state the location where they will be located at time of permit. Alderman Davidson asked about pre-planned events and said he did not believe that 100 feet was enough distance from brick and mortar establishments. Alderman Zaring asked about when does a food truck become permanent and also referred to the survey that had been sent out regarding food trucks. Alderman Doerhoff would also like to see the distance of 100 feet increased. Mayor Bowman stated that she had a couple of concerns brought to her attention regarding food trucks. Alderman Turner said that there are no regulations right now. Alderman Davidson asked if could be more restrictive at a later date and the response was yes. After discussion, Alderman Doerhoff made a motion to amend the ordinance to increase the distance required to be from brick and mortar establishments

from 100 feet to 150 feet. Alderman Turner seconded the motion. Having been read by title only twice, roll call vote: Alderman Zaring aye, Alderman Doerhoff aye, Alderman Reece aye, Alderman Turner aye, Alderman Miller aye, Alderman Milner aye, Alderman Davidson aye, Alderman Dickerson aye. Upon passage, Mayor Bowman designated it to be Ordinance #3510.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Doerhoff, Board Member
SECONDER:	Matt Turner, Board Member
AYES:	Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

G. AN ORDINANCE VACATING ALLEY RIGHT-OF-WAY BETWEEN 505 E. WALL ST. AND 601 E. WALL ST. IN HARRISONVILLE, CASS COUNTY, MISSOURI, AND ESTABLISHING AN EFFECTIVE DATE.

Staff report presented by City Planner Roger Kroh. Mr. Kroh went over the list of recommendations to the Board. Mr. Blowers was present and also addressed the Board concerning the property tax issue. No action taken. Council Bill #2020-045 died for lack of motion.

6. Aldermen and Committee Reports

Alderman Miller announced the car cruise and show to be held on Saturday, October 3rd at the Gaslight Shopping Center.

Alderman Reece extended thanks to IT Department - Jeremy Smith and William Hyde for their audio assistance.

Alderman Turner, Alderman Zaring and Mayor Bowman recently attended the virtual MML Conference.

Alderman Doerhoff thanked Alderman Reece and Alderman Milner for their hard work on the Dog Park.

7. Report from the City Administrator

City Administrator Brad Ratliff congratulated Alderman Matt Turner on his appointment to the MML Board. He announced that the USGS precipitation gauge has been installed at the Street Department. The citywide fall clean up will be held on Saturday, October 10th, the citywide brush drop off will be held on October 16th & 17th and the SGRWA Stream clean up event will be on Saturday, October 17th. Mr. Ratliff informed the board of a Public Works contract with EDI has been reinstated to maintain the diffuser basins at the sewer treatment plant. He announced that the Electric Department would be clearing out trees that are in the city easements around town. Mr. Ratliff shared that the Building & Codes Department reported that 21 of the 25 waived impact fee permits are still available. The See, Click, Fix app is up and going and being used. He shared a statement from Aldi's stating that they do still intend to locate in Harrisonville as planned. The appointments to the Enhanced Enterprise Zone Board have been completed. He reminded everyone that the carnival that will be in town on October 2nd & 3rd will be located on private property in which the city would not have special permit. Mr. Ratliff said that the Family

Video Store is closing at the corner of Commerical and Mechanic and that property would be added to the Economic Development listing for possible development.

8. Questions from the Media

Dennis Minich with the South Cass Tribune asked for clarification on Council Bill #2020-045.

Mayor Bowman extended a thank you to Mr. Minich and the South Cass Tribune for the article that was published on Police Chief John Hofer and the Harrisonville Cares Coalition and the young people who comprise the group TRACTION and gave a shout out to the young people of our community. Alderman Davidson had requested that the article be a part of the permanent record of minutes. The article can be found on the City's website.

Mayor Bowman congratulated Alderman Matt Turner for his appointment to the Missouri Municipal League Board. She also attended the MML virtual conference.

Mayor Bowman gave a presentation to the Wall Center 4-H Club.

9. Adjourn From Regular Session

A motion was made by Alderman Turner with a second by Alderman Doerhoff to adjourn. Motion carried. Meeting adjourned at 7:38 p.m.

Judy Bowman, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Sep 21, 2020 6:00 PM (Approval of Minutes)

**DRAFT****MINUTES****CITY OF HARRISONVILLE****BOARD OF ALDERMEN****WORK SESSION****COMMUNITY CENTER****SEPTEMBER 21, 2020****6:30 PM****1. Call to Order**

The meeting was called to order at 7:46 PM by Mayor Judy Bowman

2. Present

Attendee Name	Organization	Title	Status	Arrived
Mike Zaring	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Remote	
Clint Miller	Harrisonville	Board Member	Present	
David Dickerson	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, Director of Administrative Services Jeremy Smith, Community and Economic Development Director Jim Clarke, Public Works Director/City Engineer Carl Brooks, Electric Superintendent Andy Pollard, City Planner Roger Kroh, Public Information Officer/Deputy City Clerk Daniel Barnett, recording.

3. Discussion Items**A. Utility Fees for The Ranch, Glen Eagle, Burris Ridge, Katy Trails, Eastern Hills Subdivisions**

City Planner Kroh presented a staff report to the Mayor and Board of Aldermen. Kroh referenced questions asked during previous meetings with local builders and developers.

Kroh provided background information about the current fees, including collection charges for the Katy Trail Sewer Main of 1,300 per acre for single family and duplex uses and \$2,275 per acre for all other uses. Kroh said the amount is to cover construction of the Katy Trails Sanitary Sewer Main and connection thereto, to pay principal and interest on sanitary sewer bonds and for additional improvements to the Katy Trails Sanitary Sewer Main.

Kroh spoke about fee for payment costs associated with underground electrical improvements. Kroh said each building permit applicant for a residential structure shall be required to pay an additional fee in connection with each building permit issued in the amount of \$1,155 per dwelling unit.

Alderman Davidson asked if Kroh was recommending assessing fees from Katy Trails homeowners.

Kroh said he had not considered that, but was wanting to do research to find out what had already been paid. This information would be used to determine policy for charging future fees.

Alderman Dickerson said builders have complained to him about the \$1,300 fee in the past.

Mayor Bowman reiterated that this conversation is based upon recent conversations with local builders and developers.

City Administrator Ratliff clarified that the research will present a much clearer picture of the current fee situation.

B. Water and Sewer Impact Fees

Public Works Director/City Engineer Brooks approached the podium and deferred to Dave Nauman of Burns and McDonnell.

Nauman presented a slide show that was given to the Board.

Nauman explained how Burns & McDonnell develop their fees and fee structure for water and sewer systems. Nauman presented maximum fees for both water and sewer systems, based upon meter size. Nauman compared Burns & McDonnell's findings to the City's current fees. Nauman noted that some fees could decrease and that the fees that do increase would do so in phases. Nauman recommended the fee structure be updated every five years or when major infrastructure projects, related to water and sewer, have been completed. Nauman said he would not recommend going above the maximum fees that Burns & McDonnell have presented. Nauman said the overall need was to update current fees to reflect current costs.

No questions were asked by the Board of Aldermen.

C. Electric Utility Capacity Rates

Electric Superintendent Pollard presented a staff report to the Mayor and Board of Aldermen.

Pollard referenced Ordinance 3483 (2019), effective January 2021.

Pollard said currently there is no fee for upgrading an electrical service. Pollard spoke about the costs associated with several departmental services and said new fees would be strictly for recuperating costs. Pollard spoke about the needs for increased underground service fees, such as those used in the subdivisions on the outer edges of Harrisonville. Pollard spoke about a fee structure for transformers and how to assess fees for transformers larger than what the City would advise being installed.

Mayor Bowman shared that she was pleased to see the opportunity for the electric fees to go down.

Pollard said he feels the new fees would be both fair and help the department to continue their ability to successfully service Harrisonville.

Alderman Turner asked if the fees mentioned were only for new installations.

Pollard said yes. He said the only fees assessed for structures that are not new installations, would be for upgrades.

Bowman thanked Pollard and staff for their work to provide the information presented in the Work Session.

City Administrator Ratliff said that the fees mentioned by Pollard are important and were a large portion of the complaints that staff and the Mayor received during recent meetings with local builders and developers.

Alderman Zaring also thanked staff for their hard work.

Pollard thanked his staff for their dedication, attitude and flexibility since he has arrived. Pollard spoke to the success of their recent efforts and thanked the residents of Harrisonville for being willing to report trees in power lines.

A motion was made by Alderman Davidson to adjourn from the work session. The motion was seconded by Alderwoman Milner. The motion carried with a unanimous vote.

The meeting was adjourned at 8:13 p.m.

Judy Bowman, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Sep 21, 2020 6:30 PM (Approval of Minutes)



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: September 28, 2020
SUBJECT: Appoint Gina Smith to TIF Commission

Type of Item: *Approval*

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF GINA
SMITH TO THE TIF COMMISSION.**

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF GINA SMITH TO THE TIF COMMISSION.

WHEREAS, the Board of Aldermen have determined a need to fill a seat(s) on the TIF Commission; and

WHEREAS, Gina Smith fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in September of 2024; and.

WHEREAS, Mayor Judy Bowman recommends the appointment of Gina Smith to the TIF Commission upon approval of the Board of Alderman;

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

Section 1. The Board of Aldermen approves the appointment of Gina Smith to the TIF Commission.

Section 2. Effective Date. This resolution shall become effective on October 5, 2020 upon approval and passage by the Board of Aldermen.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020.

Attachment: Gina Smith TIF appointment resolution 2020 (Appoint Gina Smith to TIF Commission)



City of

Harrisonville

est.
1836

Board, Commission and Committee Appointment Application Form

Name: Gina L. Smith	Date : 9/11/20
Home Address: 2612 Ridgewood Road, Harrisonville, MO 64701	
Email Address: gina.smith1915@gmail.com	
Home Telephone: NA	Work/Cell Telephone: Cell # 816.721.7302
Occupation: PT Adjunct Professor for UCM; retired school administrator from Harrisonville School District	Best time to call: Any time am/pm
Do you own commercial property and/or operate a business in Harrisonville? No	
Work/Business Name: NA	
Work/Business Address: NA	
Length of Residency in Harrisonville: 56 years	
Are you now, or have you ever served on a board, commission or committee for the City of Harrisonville or other community? Yes ☒ No ☐ If yes, please give name of board, commission and /or committee and dates served: Industrial Development Council – 1990s??	

(application continued on back page)

Attachment: Gina Smith for TIF (Appoint Gina Smith to TIF Commission)

BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Refer to last page for list of Boards, Commissions and Committees (Please list no more than three boards, commissions or committees in order of preference)

1)
TIF

2)

3)

Are you registered to Vote: Yes ☒ No ☐

Narrative Statement. Please provide a brief statement indicating the basis for your desire to be appointed to this board or commission including the strengths you feel you could bring to the position for which you are applying. Information may include education, professional experience and community activities pertinent to the position for which you are applying.

I am pleased to be invited to be involved in the TIF Commission for the City of Harrisonville. My community is of the utmost importance to me. As a retired school educator and a native of Harrisonville, I have dedicated a lot of time to our community through work at the Harrisonville Area Chamber of Commerce, the Harrisonville Cass RIX School District, and Cass Regional Medical Center, as well as other organizations and events.

I believe a strong community includes thriving businesses and support for those businesses, a strong school district with quality education programs, accessible parks and recreation facilities, and community members and leaders working together. In Harrisonville, we have this, and we must continue to build on the things that engage our community members and allow for community interaction and growth.

As a school educator and administrator, I taught my teachers the importance of building positive relationships – with students, parents, colleagues, business and industry, and the community. I encouraged them not to complain, but to get involved and be part of the solution, not the problem.

I would like to continue my work in the community and commitment to the community as a member of the TIF Commission. I will use my experience and knowledge to offer suggestions and advice to help Harrisonville grow and continue to be the strong community it is.

I understand that my attendance at all regularly scheduled meetings is critical even if I am an alternate member and that the Board of Aldermen may appoint a replacement for members who are chronically absent from regular meetings. I also understand that this application is considered a public record.

Applicant's Signature: **Gina L. Smith 9/11/20**

All applications are kept on file for one year. During that time, your application will be considered when there is an opening for the Board, Commission or Committee for which you have applied.

- ✓ Please notify the City Clerk's Office at 816-380-8918 if you move or no longer wish to be considered for appointment.
- ✓ Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- ✓ Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E Pearl, Harrisonville, MO 64701

* Application must be completed in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

Attachment: Gina Smith for TIF (Appoint Gina Smith to TIF Commission)



CITIZENS GUIDE TO HARRISONVILLE'S BOARD, COMMITTEES AND COMMISSIONS

Board of Zoning and Adjustment

Responsibility: Serves as a quasi-judiciary board that hears variances, appeals and ordinance interpretations relating to regulations contained in the Zoning Ordinance.

Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms

Meetings: As needed on the second Tuesday of the month

Board of Engineering and Appeals

Responsibility: Determine questions of fact as to the acceptability and adequacy of alternate materials, equipment, design and types of construction. Review decisions of the Director of Codes Administration or the Fire Chief in the interpretation of the City's Building Codes. The Board may grant modifications to the codes.

Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms

Meeting Dates: Meet as needed.

Historic Preservation Commission

Responsibility: Designating local landmarks and preservation districts. Review the design of exterior changes to locally designated structures.

Membership: Seven members appointed by the Mayor with approval from the Board of Aldermen for three-year terms

Meeting Dates: The second Wednesday of the month, as needed.

Industrial Development Authority

Responsibility: Issue industrial revenue or development bonds on behalf of the city.

Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for six-year terms.

Meeting Dates: Meet as needed.

Parks and Recreation Board

Responsibility: Oversee all aspects of the Harrisonville Parks and Recreation Department and Community Center.

Membership: Nine members appointed by the Mayor with approval from the Board of Aldermen for three-year terms.

Meeting Dates: Meet the second Tuesday of each month.

Planning & Zoning Commission

Responsibility: Oversee the development and update of the city's Comprehensive Development Plan, and to make recommendations to the Board of Aldermen concerning the adoption of zoning and subdivision regulations.

Membership: Eight members are appointed by the Mayor with approval of the Board of Aldermen for four-year terms. The remaining ninth member is the Mayor. **Meeting Dates:** The third Thursday of each month.

Tax Increment Financing Commission

Responsibility: Considers requests from developers for tax increment financing of new industrial and commercial developments in the city.

Membership: Eleven members. Six members are appointed by Board of Aldermen, 2 by the Harrisonville School District, 2 by Cass County, and 1 representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each **Meeting Dates:** Meet as needed

Gina L. Smith

2612 Ridgewood Road
Harrisonville, MO 64701
816 721 7302
gina.smith1915@gmail.com

PROFESSIONAL SUMMARY

Retired career and technical educator with 31 years of experience in education including secondary and post-secondary instruction, secondary administration, adult and community education, financial aid administration, business education, alternative education, career and technical education job placement, and CTE consulting on national level. Also have experience in the private sector prior to beginning career in education.

Areas of Strength Include:

- Development of positive school climate
- National trainer and presenter
- Professional networking
- Dedication to students
- Leadership skills
- Oversight of \$375,000 budget
- Grant writing
- Community Involvement

Southern Regional Education Board TCTW Accomplishments

Provided Curriculum and Instruction reviews to CTE centers across the country, providing input for improvement based on the SREB model

Provided professional development and training to CTE centers across the country

Developed professional development and programming with Cass Career Center and Harrisonville Middle School to begin teacher collaboration so that CCC and HMS teachers can begin working together to help students succeed

Planned first CCC/HMS combined professional development including the following presentations by CCC and HMS teachers who participated in SREB summer conferences: *PBL Design – Literacy and Numeracy Model*, *Brain Based Learning*, *Planning Lessons with Rigor and Relevance*, and *Integrated Lessons – Teachers Working Together*

Served as Cass Career Center Site Coordinator for Technology Centers that Work grant through Southern Regional Education Board

Wrote RFP and was awarded Technology Centers that Work Grant for Cass Career Center

Wrote second RFP and was awarded Technology Centers that Work grant for Cass Career Center and Harrisonville Middle School

Developed professional development activities and Building School Improvement Plan focusing on TCTW key elements of high expectations, academic studies, teacher collaboration, and student engagement

Developed program improvement tool using SREB program improvement model along with data for accountability

Received Cass Career Center Outstanding TCTW Center Award at SREB Summer Conference July, 2013

Served on advisory committee to develop pilot alternative certification program for University of Central Missouri, using SREB model

Chosen as one of first three instructors by University of Central Missouri to teach SREB curriculum in pilot CTE instructor alternative certification program

Management, Responsibilities

Wrote and administered Secondary Perkins Grant for consortium, annually

Administered Adult Perkins funding for post-secondary students

Oversaw \$375,000 budget and hire and supervise staff of 30

Organized and implemented Technical Skills Attainment assessments to meet federal Perkins accountability requirements

Reformed and managed Title IV Financial Aid program for Adult Practical Nursing program

Worked with U.S. Senators and Representatives to resolve Title IV Financial Aid conflict with U.S. Department of Education

Coordinated implementation of postsecondary accreditation of Cass Career Center through North Central Association

Served on multiple TAV teams for NCA accreditation in Missouri Schools

Served on TCTW TAV team at Lebanon Career and Technology Center; assisted in writing report

Served on district committee to develop updated Performance Based Teacher Evaluation

Wrote and presented proposal to Missouri State Board of Nursing to begin adult Practical Nursing program

Organized awards recognition program for outstanding undergraduate students and secondary program completers

Served 7 years on planning committees for Missouri Association of Career and Technical Education

Awards/Accomplishments

Inducted into the Harrisonville High School Alumni Wall of Fame, February, 2015
 Harrisonville Area Chamber of Commerce Educator of the Year award, 2013
 ABC Award of Appreciation, Harrisonville School District, 2010
 Awarded Honorary FFA Membership, 2008
 Applebee's Educator of the Month, October 2007
 State of Missouri Placement Coordinator of the Year, 1993

Presentations

Smith, G (2019, July) *Challenge Accepted: Strengthening IRCs in Shared-Time Centers*, National SREB Staff Development Conference, Orlando, FL
 Smith, G (2019, July) *Design the Best Senior Year for your Students*, National SREB Staff Development Conference, Orlando, FL
 Smith, G (2019 July) *Teaching Strategies can be Fun AND Effective!*, National SREB Staff Development Conference, Orlando, FL
 Smith, G (2019, July) *Work-based Learning is More than Internships*, National SREB Staff Development Conference, Orlando, FL
 Smith, G (2018, February) *The Next Generation of CTE Leaders*, TCTW Leadership Forum, Orlando, FL
 Smith, G (2017, February) *Work-Based Learning Deep Dive Session*, National TCTW Leadership Forum, Mobile, AL
 Smith, G (2016, June) *Beyond the Buzzwords: Teaching Strategies that Really Work!*, SC Business summit, Greenville, SC
 Headrich, N. & Smith, G (2016, July) *University of Central Missouri Alternate CTE Certification Program*, MOACTE, Springfield, MO
 Jackson, L., Payne, R., & Smith, G. (2014, February). *TCTW and Current Missouri TCTW Centers*. Panel presentation at the annual spring meeting of the Missouri Council of Career and Technical Administrators, Jefferson City, MO
 Riffle, G., Tews, N. & Smith, G. (2013, November). *Lesson Transformation: Rudimentary to Rigorous*. Conference presentation at the annual meeting of the Building Bridges state conference, Osage Beach, MO
 Root, F. & Smith, G (2012, February). *Instructional Strategies - Facilitated Discussion*. Conference facilitated discussion at the National Technology Centers That Work Leaders' Forum, Savannah, GA
 Dickerson, D., Ogden, D., & Smith, G. (2011, January). *Creating Opportunities Across Program Areas to Share Resources*. Conference presentation at the National Technology Centers That Work Leaders' Forum, Charleston, SC
 Smith, G (2011, February). *TCTW By the Numbers*. Conference presentation at the annual spring meeting of the Missouri Council of Career and Technical Administrators, Jefferson City, MO
 Spencer, J., Tews, N., & Smith, G. (2011, October). *Who Benefits from Integrating CTE and Academics?* Conference presentation at the annual meeting of the Missouri Association of Secondary School Principals and Missouri Council of Career and Technical Administrators, Columbia, MO
 Smith, G. (2010, January). *Do You Want to Have a Technology Center that WORKS?* Presentation at the annual regional meeting of the Missouri Council of Career and Technical Administrators, Kansas City, MO
 Smith, G. (2010, July). *All Aboard? How to Get Your Staff on Board With a Smile*, Conference presentation at the Annual HSTW Staff Development Conference, Louisville, KY
 Smith, G. (2010, November). *CTE and Educational Opportunities for Adults*, Presentation at a monthly meeting of the Harrisonville Rotary Club, Harrisonville, MO
 Smith, G. (2008, March). *Technical Training in CTE*. Presentation at a monthly meeting of the Harrisonville Kiwanis Club, Harrisonville, MO
 Smith, G. (2008, July) *Rigor, Relevance, and Relationships*. Presentation for the annual Missouri Council for Career Education New Teacher Institute, Springfield, MO
 Smith, G. (2008, October). *Using Data to Drive Decisions in CTE*. Conference presentation at the annual meeting of the Missouri Association of Secondary School Principals and Missouri Council of Career and Technical Administrators, Columbia, MO

Vitae of Gina L. Smith

Professional Affiliations/Involvement

Missouri DESE Committee for Industry Recognized Credentials (IRCs)
 Missouri DESE Committee to update Enhancement Grant application, process, and accountability
 Missouri Council for Career and Technical Administrators, vice president, executive committee, former regional chair
 Missouri Director's Organization, president
 Missouri ACTE, former board member, current member of Program Improvement Committee
 Missouri Placement Association, former president
 University of Central Missouri College of Education Advisory Committee, February 2014 - present
 National SkillsUSA entertainment committee 2004 - 2011
 Independence Adult Education and Literacy Program, former advisory board member
 North Central Association, certified QAR team member

Community Involvement

Cass Regional Medical Center Foundation Board of Directors, 2010 – present, president elect
 Cass RIX School District, community education teacher, 2000 – present
 Harrisonville Area Chamber of Commerce Board of Directors, former president, ambassador, 1990 – present
 Harrisonville Cass RIX School Board, 2016 - 2019
 Bright Futures, Board of Directors, 2015 - 2016
 Committee to bring Metropolitan Community Colleges to Harrisonville, 2009, 2013
 Campaign to re-elect the Mayor of Harrisonville, 2011
 City of Harrisonville Industrial Development Authority, 2000 – 2010
 Beta Sigma Phi, international women's social, cultural and service organization, former president, 1995 - 2005
 Harrisonville School Foundation, former secretary, 2000 - 2004
 Various community fundraisers

Professional Experience**University of Central Missouri, Warrensburg, Missouri**

Adjunct Instructor, Adult Education, CTE Instructor	2000 - 2008 and 2014 – present
Alternate CTE Teaching Certification Program	

Self Employed

National CTE Educational Consultant with SREB, Atlanta, GA	June 2015 – April 2019
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Cass RIX School District, Harrisonville, Missouri

Director, Cass Career Center	July 2011 – June 2015
Assistant Director, Cass Career Center	July 2000 - June 2011
Adult and Community Education Coordinator	July 1993 - June 2000
Job Placement Coordinator	July 1991 - June 1993
Basic Skills Instructor, At-risk/Alternative Program	July 1989 - June 1991

Saradan and Associates, Leawood, Kansas

Professional Recruiter	1988 - 1989
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Cumberland County School District, Fayetteville, North Carolina

Business Teacher, Alternative Program	1985 - 1986
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National Career Institute, Independence, Missouri

Registrar, Business Instructor	1984 - 1985
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Education and Certifications

Master of Science, Industrial Vocational Technical Education
Central Missouri State University, Warrensburg, Missouri

Bachelor of Science, Business Education
Central Missouri State University, Warrensburg, Missouri

Graduated 1997

Graduated 1984

Professional Certifications

Career Education Director, Career Admin

Adult Education Supervisor, Career SS

Secondary Business Education, Lifetime

Expiration: 8/2105

Expiration: 8/2105

Expiration: Lifetime

Attachment: Gina Smith for TIF (Appoint Gina Smith to TIF Commission)



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: September 28, 2020
SUBJECT: Appoint Debbie Wood to TIF Commission

Type of Item: *Approval*

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF
DEBBIE WOOD TO THE TIF COMMISSION.**

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF DEBBIE WOOD TO THE TIF COMMISSION.

WHEREAS, the Board of Aldermen have determined a need to fill a seat(s) on the TIF Commission; and

WHEREAS, Debbie Wood fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in September of 2024; and.

WHEREAS, Mayor Judy Bowman recommends the appointment of Debbie Wood to the TIF Commission upon approval of the Board of Alderman;

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

Section 1. The Board of Aldermen approves the appointment of Debbie Wood to the TIF Commission.

Section 2. Effective Date. This resolution shall become effective on October 5, 2020 upon approval and passage by the Board of Aldermen.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020.

Attachment: Debbie Wood TIF appointment resolution 2020 (Appoint Debbie Wood to TIF Commission)



**Board, Commission and Committee Appointment
Application Form**

Name: Debbie Wood	Date : 9/14/20
Home Address: 2611 Ridgewood Road, Harrisonville, MO 64701	
Email Address: dwood@paynejones.com woodmd83@outlook.com	
Home Telephone: NA	Work/Cell Telephone: Cell # 816-519-6434 Work # 913-378-9364
Occupation: Legal Assistant	Best time to call: 8:30 am to 4:30 pm am/pm
Do you own commercial property and/or operate a business in Harrisonville? No	
Work/Business Name: Payne & Jones, Chartered	
Work/Business Address: P.O. Box 25625, Overland Park, KS 66225-5625	
Length of Residency in Harrisonville: 31 years	
Are you now, or have you ever served on a board, commission or committee for the City of Harrisonville or other community? Yes ☐ No ☒ If yes, please give name of board, commission and /or committee and dates served:	

(application continued on back page)

Attachment: Debbie Wood for TIF (Appoint Debbie Wood to TIF Commission)

BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Refer to last page for list of Boards, Commissions and Committees (Please list no more than three boards, commissions or committees in order of preference)

1) TIF Commission	2)	3)
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Are you registered to Vote: Yes ☒ No ☐

Narrative Statement. Please provide a brief statement indicating the basis for your desire to be appointed to this board or commission including the strengths you feel you could bring to the position for which you are applying. Information may include education, professional experience and community activities pertinent to the position for which you are applying.

Living in Harrisonville the majority of my adult life, my husband and I have raised our family here and continue to live in this community. I desire, in some small way, to give back to the community that has given our family so much for 31 years.

My three children have all been involved in the school district in their elementary through high school years and I have been involved in their activities as well. Now we are beginning to attend activities for our grandchildren who also live here. Throughout the years, we have attended many city activities and taken advantage of the many things Harrisonville has to offer – including school events, festivals, parades, activities on the Historic Harrisonville Square, the beautiful parks, the many businesses, and the services offered in our town.

I have worked many years in my professional position and have knowledge and experience that I feel will be valuable to this commission. I am looking forward to giving back and being part of a great community of people who call this their home.

I understand that my attendance at all regularly scheduled meetings is critical even if I am an alternate member and that the Board of Aldermen may appoint a replacement for members who are chronically absent from regular meetings. I also understand that this application is considered a public record.

Applicant's Signature: **Deborah Wood** 9/14/20

All applications are kept on file for one year. During that time, your application will be considered when there is an opening for the Board, Commission or Committee for which you have applied.

- ✓ Please notify the City Clerk's Office at 816-380-8918 if you move or no longer wish to be considered for appointment.
- ✓ Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- ✓ Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E Pearl, Harrisonville, MO 64701

* Application must be completed in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

Attachment: Debbie Wood for TIF (Appoint Debbie Wood to TIF Commission)



CITIZENS GUIDE TO HARRISONVILLE'S BOARD, COMMITTEES AND COMMISSIONS

Board of Zoning and Adjustment

Responsibility: Serves as a quasi-judiciary board that hears variances, appeals and ordinance interpretations relating to regulations contained in the Zoning Ordinance.

Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms

Meetings: As needed on the second Tuesday of the month

Board of Engineering and Appeals

Responsibility: Determine questions of fact as to the acceptability and adequacy of alternate materials, equipment, design and types of construction. Review decisions of the Director of Codes Administration or the Fire Chief in the interpretation of the City's Building Codes. The Board may grant modifications to the codes.

Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms

Meeting Dates: Meet as needed.

Historic Preservation Commission

Responsibility: Designating local landmarks and preservation districts. Review the design of exterior changes to locally designated structures.

Membership: Seven members appointed by the Mayor with approval from the Board of Aldermen for three-year terms

Meeting Dates: The second Wednesday of the month, as needed.

Industrial Development Authority

Responsibility: Issue industrial revenue or development bonds on behalf of the city.

Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for six-year terms.

Meeting Dates: Meet as needed.

Parks and Recreation Board

Responsibility: Oversee all aspects of the Harrisonville Parks and Recreation Department and Community Center.

Membership: Nine members appointed by the Mayor with approval from the Board of Aldermen for three-year terms.

Meeting Dates: Meet the second Tuesday of each month.

Planning & Zoning Commission

Responsibility: Oversee the development and update of the city's Comprehensive Development Plan, and to make recommendations to the Board of Aldermen concerning the adoption of zoning and subdivision regulations.

Membership: Eight members are appointed by the Mayor with approval of the Board of Aldermen for four-year terms. The remaining ninth member is the Mayor. **Meeting Dates:** The third Thursday of each month.

Tax Increment Financing Commission

Responsibility: Considers requests from developers for tax increment financing of new industrial and commercial developments in the city.

Membership: Eleven members. Six members are appointed by Board of Aldermen, 2 by the Harrisonville School District, 2 by Cass County, and 1 representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each **Meeting Dates:** Meet as needed



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: September 28, 2020
SUBJECT: Appoint Kevin Wood to TIF Commission

Type of Item: *Approval*

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF KEVIN
WOOD TO THE TIF COMMISSION.**

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF KEVIN WOOD TO THE TIF COMMISSION.

WHEREAS, the Board of Aldermen have determined a need to fill a seat(s) on the TIF Commission; and

WHEREAS, Kevin Wood fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in September of 2024; and.

WHEREAS, Mayor Judy Bowman recommends the appointment of Kevin Wood to the TIF Commission upon approval of the Board of Alderman;

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

Section 1. The Board of Aldermen approves the appointment of Kevin Wood to the TIF Commission.

Section 2. Effective Date. This resolution shall become effective on October 5, 2020 upon approval and passage by the Board of Aldermen.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020.

Attachment: Kevin Wood TIF appointment resolution 2020 (Appoint Kevin Wood to TIF Commission)



City of

Harrisonville

est.
1836

Board, Commission and Committee Appointment Application to Serve

Name: <u>Kevin Wood</u>		Date: <u>09/09/2020</u>
Home Address: <u>715 Ann Ave</u> <u>Harrisonville MO 64701</u>		
Email Address: <u>kwood@wradvisors.com</u>		
Cell Phone: <u>86-806-3549</u>	Home Phone: <u>—</u>	Work Telephone: <u>86-548-4113</u>
Occupation: <u>Financial Advisor</u>		Best Time to Call: <u>Any</u> am/pm
Do you own commercial property and/or operate a business in Harrisonville? If yes, please describe. <u>No</u>		
Work/Business Name: <u>Life Goals Strategies Group</u> <u>174 NE Douglas St Suite 100 Lees Summit</u>		
Work/Business Address: <u>MO 64083</u>		
Length of Residency in Harrisonville: <u>30 years?</u>		Are you registered to vote? <u>Yes</u>
Are you now serving, or have you ever served, on a board, commission or committee for the City of Harrisonville or any other community? ☒ Yes ☐ No If yes, please give name of board, commission and/or committee and dates served: <u>Alderman & Mayor</u>		
BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Please list no more than three boards, commissions or committees in order of preference.		
1. <u>TIF Commission</u>	2. <u></u>	3. <u></u>

(Application continued on reverse)

Attachment: Kevin Wood for TIF (Appoint Kevin Wood to TIF Commission)

NARRATIVE STATEMENT: Please provide a brief statement indicating why you wish to be appointed to this board or commission, including the strengths you feel you could bring to the position for which you are applying. Information may include education, professional experience and community activities pertinent to the position for which you are applying.

I have a knowledge of the job & plan to help Harrisonville anyway I can

I understand that my attendance at all regularly scheduled meetings is critical, even if I am an alternate member, and that the Board of Aldermen may appoint a replacement for members who are chronically absent from regular meetings. I also understand that this application is considered a public record.

Applicant's Signature: _____

All applications are kept on file for one year. During that time, your application will be considered when there is an opening for the Board, Commission, or Committee for which you have applied.

- Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- Please notify the City Clerk at 816-380-8916 if you move or no longer wish to be considered for appointment.
- Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E. Pearl, P. O. Box 367, Harrisonville, MO 67401 or email rjones@ci.harrisonville.mo.us

* Applications must be completely filled out in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

Attachment: Kevin Wood for TIF (Appoint Kevin Wood to TIF Commission)



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: September 28, 2020
SUBJECT: Appoint William Mills to the Board of Zoning Adjustment

Type of Item: *Approval*

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF
WILLIAM MILLS TO THE BOARD OF ZONING ADJUSTMENT.**

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF WILLIAM MILLS TO THE BOARD OF ZONING ADJUSTMENT.

WHEREAS, the Board of Aldermen have determined a need to fill a seat(s) on the Board of Zoning Adjustment; and

WHEREAS, William Mills fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in October of 2025; and.

WHEREAS, Mayor Judy Bowman recommends the appointment of William Mills to the Board of Zoning Adjustment upon approval of the Board of Alderman;

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

Section 1. The Board of Aldermen approves the appointment of William Mills to the Board of Zoning Adjustment.

Section 2. Effective Date. This resolution shall become effective on October 5, 2020 upon approval and passage by the Board of Aldermen.

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020.

Attachment: William Mills to BZA 2020 (Appoint William Mills to the Board of Zoning Adjustment)



Board, Commission and Committee Appointment Application to Serve

Name: <u>William Mills</u>		Date: <u>7-12-20</u>	
Home Address: <u>401 Brush College Rd, Harrisonville</u>			
Email Address: <u>womum@familycenter.us</u>			
Cell Phone: <u>816-803-7755</u>	Home Phone:	Work Telephone: <u>816 380-7282 x304</u>	
Occupation: <u>Entrepreneur</u>		Best Time to Call: <u>am</u> /pm	
Do you own commercial property and/or operate a business in Harrisonville? If yes, please describe. <u>Yes, FamilyCenter + Mill-Walk Mall</u>			
Work/Business Name: <u>FamilyCenter Farm + Home</u>			
Work/Business Address: <u>2601 Carthell Rd</u>			
Length of Residency in Harrisonville: <u>50 yrs</u>		Are you registered to vote? <u>Yes</u>	
Are you now serving, or have you ever served, on a board, commission or committee for the City of Harrisonville or any other community? ☒ Yes ☐ No If yes, please give name of board, commission and/or committee and dates served: <u>Planning + Zoning 23 yrs</u>			
BOARD, COMMISSION OR COMMITTEE PREFERENCE(S): Please list no more than three boards, commissions or committees in order of preference.			
1	<u>BZA</u>	2	
		3	

(Application continued on reverse)

Attachment: William Mills application for BZA (Appoint William Mills to the Board of Zoning Adjustment)

NARRATIVE STATEMENT: Please provide a brief statement indicating why you wish to be appointed to this board or commission, including the strengths you feel you could bring to the position for which you are applying. Information may include education, professional experience and community activities pertinent to the position for which you are applying.

I understand that my attendance at all regularly scheduled meetings is critical, even if I am an alternate member, and that the Board of Aldermen may appoint a replacement for members who are chronically absent from regular meetings. I also understand that this application is considered a public record.

Applicant's Signature: _____



All applications are kept on file for one year. During that time, your application will be considered when there is an opening for the Board, Commission, or Committee for which you have applied.

- Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- Please notify the City Clerk at 816-380-8916 if you move or no longer wish to be considered for appointment.
- Mail or deliver your completed application to: City of Harrisonville, City Clerk's Office, 300 E. Pearl, P. O. Box 367, Harrisonville, MO 67401 or email rjones@ci.harrisonville.mo.us

* Applications must be completely filled out in order to be considered *

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

Attachment: William Mills application for BZA (Appoint William Mills to the Board of Zoning Adjustment)



TO: Board of Aldermen
FROM: Kim Hubbard, Finance Manager
DATE: September 29, 2020
SUBJECT: TOWNE CENTER TDD BOARD APPOINTMENTS

Type of Item: *Approval*

GENERAL INFORMATION

To: Mayor and Board of Aldermen
From: Kim Hubbard
Subject: Appointment to Towne Center TDD Board of Commissioners
Date: October 5, 2020

PROPOSAL

Mayor Bowman has announced her intention to appoint Jim Clarke, Economic Director and Alderman David Doerhoff.

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI AUTHORIZING THE MAYOR TO APPOINT A
MEMBER TO THE BOARD OF DIRECTORS OF THE TOWNE CENTER
TRANSPORTATION DEVELOPMENT DISTRICT TO REPLACE ALDERMAN
DAVID DICKERSON AND FILL THE SEAT VACATED BY CLINT LONG**

WHEREAS, the Towne Center Transportation Development District requires directors that are elected or appointed officials of the City of Harrisonville; and,

WHEREAS, the Mayor has appointed Alderman David Doerhoff and Economic Development Director, Jim Clarke to serve on the Towne Center Transportation Development District Board of Directors and the City Board of Aldermen now desires to approve such appointment; and,

WHEREAS, Alderman David Doerhoff's term will expire in 2023 and Jim Clarke's term will expire in 2022;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, as follows:

SECTION 1. The Mayor hereby appoints, and the City Board of Aldermen hereby approves the appointments of, David Doerhoff and Jim Clarke to replace David Dickerson and fill the vacated seat previously held by Clint Long, respectively.

SECTION 2. This Resolution shall be in full force and effect immediately upon its passage and approval.

PASSED AND APPROVED by the Board of Aldermen of the City of Harrisonville, Missouri, and APPROVED by the Mayor of said City this 5th day of October, 2020.

Mayor Judy Bowman

ATTEST:

Daniel Barnett, Deputy City Clerk



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: October 2, 2020
SUBJECT: Ordinance to Define Block Parties in Harrisonville

Type of Item: *Approval*

Council Bill No.

Ordinance No.

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE TO AMEND SECTION 397.010 OF THE HARRISONVILLE
MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE DATE.**

Council Bill No.

Ordinance No.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AMEND SECTION 397.010 OF THE HARRISONVILLE MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE DATE.

Section 1: Section 397.010 of the Harrisonville Municipal Code is hereby amended to read as follows:

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them:

Event: A period cultural or entertainment occasion or festival which brings together the community for the purpose of entertainment, celebration and/or education.

Event Permit: A permit as required by the provisions of this Article.

Parade: Any parade, march, ceremony, show, exhibition, pageant or procession of any kind or any similar display in or upon any street, park or other public place in the City.

Parade Permit: A permit as required by the provisions of this Article.

Block Party: A gathering of people upon not more than four blocks of Harrisonville city streets, blocked off from traffic, for no more than eight hours, and with a limited number of people in attendance for the purpose of celebrating an occasion or for neighborhood camaraderie and merriment.

Block Party Permit: A permit as required by the provisions of this Article.

Section 2: Section 397.170 “Block Party” of the Harrisonville Municipal Code is hereby established to read as follows:

- A. Any resident of Harrisonville seeking to host a block party shall complete and sign a “Block Party Application & Packet” and shall file the same with the City Clerk not less than seven days prior to a meeting of the Board of Aldermen and such Board of Alderman meeting shall be at least twenty days prior to the proposed date of the block party.
 1. Fifty-one percent (51%) of those affected by the block party by being adjacent to the street closure are required to sign the “Block Party Application & Packet”.
 2. The “Block Party Application & Packet” must include each address which would be blocked and must give the date and opening and closing times of the block party, and include a space for each householder to show his or her consent or dissent for the party to be held.

- B. An applicant for a block party permit must be a resident of the area to be blocked off.
- C. Any resident seeking to host a block party shall send written notice of the Board of Aldermen meeting where the request will be heard, as well as send written notice of the date and time the block party, if approved, is to be held to all residents affected by the proposed block party.
- D. At the Board of Aldermen meeting where a Block Party Application and Packet is reviewed, the applicant heard, and any resident wishing to speak on the matter is heard, the Board of Aldermen, in their discretion, may issue a block party permit when they find that:
 - 1. The conduct of the block party will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location;
 - 2. The conduct of the block party will not require the diversion of so great a number of Police Officers of the City as to prevent normal Police protection to the City;
 - 3. The concentration of persons, animals and vehicles at the block party will not unduly interfere with proper fire and Police protection of, or ambulance and emergency services to, areas contiguous to the block party;
 - 4. The conduct of the block party is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
 - 5. The block party is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.
- E. The applicant must only block off the street portion specified in the application during the hours requested.
- F. A completed "Block Party Application & Packet" does not guarantee approval.
- G. The applicant for a block party permit shall be responsible for clean-up of the block party, including but not limited to removal of trash from the street, sidewalks and public property.
- H. An applicant for a block party permit shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- I. The City shall have the authority to revoke any block party permit issued pursuant to this Article upon its determination that the block party does not conform with the block party permit.
- J. Proof of liability insurance is not required by those seeking a block party permit.

Read for the first time by title only on the 5th day of October, 2020. Read for the second time by title only on the 5th day of October, 2020.

AYE:

NAY:

ABSENT:

ABSTAIN:

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE,
MISSOURI, AND APPROVED BY THE MAYOR THIS 5TH DAY OF OCTOBER 2020.

[SEAL]

Judy Bowman, 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 October 2020

Attachment: Block Party Ordinance (Ordinance to Define Block Parties in Harrisonville)



City of

Harrisonville^{est. 1836}

5.F.b

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

To: Board of Aldermen
From: Brad Ratliff, City Administrator
Date: 10/02/20

Re: Block Party Ordinance

GENERAL INFORMATION

Applicant: City Staff
Requested Actions: Approval of the Ordinance
Date of Application: 10/05/20

PROPOSAL

It has come to light that there are some permit needs that are not addressed in the code. Some of these items would be typical block parties where a neighborhood or street block wanted to do a celebration or get together of some type. This is much different than a sponsored public event which is currently covered in the code. The Chief feels this would give him more parameters and guidelines to address these types of events with a clear directive.

PREVIOUS ACTIONS

We have found that there was a similar “block party” application that was done in 2017. However, staff has searched the ordinances and servers; we do not find this application nor ordinance in our current code.

KEY ISSUES

- This would give citizens on a street or block clear directives to have this type of event.
- This would give staff a clear directive to follow for these types of events.

STAFF COMMENTS AND SUGGESTIONS

We feel that this would aid staff to make sure there is no confusion with a citizen requesting to block off a street block, to have a neighborhood party of some type.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

- Ordinance

STAFF CONTACT: Brad Ratliff or John Hofer



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: September 15, 2020
SUBJECT: Halloween Night on Pearl Street II 2020

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: Vanessa Zaroor

Requested Actions: Closure of Pearl Street on Halloween Night for Safe Trick-or-Treating.

Date of Application: September 14, 2020

PROPOSAL

The applicant, Vanessa Zaroor, has submitted an event permit application to close a portion of Pearl Street on Halloween night (Oct. 31st) for safe trick or treating purposes. The request is to close Pearl Street from Price Street to Wirt Street for a safe, free of vehicular traffic Halloween night environment. The requested closure is for Saturday October 31, 2020 from 5:00 pm through 9:00 pm.

PREVIOUS ACTIONS

This is the second year for the event and the event appeared to be a success last year with just a few staff concerns shown below.

KEY ISSUES

Covid-19 – This is obviously a concern this year. The applicant will need to follow guidelines as laid out by the Cass County Health Department. Should the covid-19 situation worsen, or guidelines change, the applicant will need to adapt and adhere to the new guidelines or cancel the event accordingly.

Road Closures – while attending this event last year I observed vehicular traffic mixed with the many children participating. It was discovered that road closure barricades were moved by some local residents trying to get home and maybe not put back in place. I would recommend that an adult be placed at each barricade for the duration of the event to ensure that the barricades remain in place.

Insurance – according to the city clerk the required insurance naming the city as additionally

insure was not submitted for last year's event.

Extending to Price Street – Street Superintendent Rodney Jacobs has concerns in extending this event from Halsey to Price Street as it makes the closure of Halsey Street more difficult as there is no place to turn off or around on Halsey so the road closure barricade will need to be at Mechanic Street.

Hayride – Ms. Hargrave's email (recap from 2019) to Mayor Bowman and I dated January 22, 2020 expresses an interest in adding a hayride to the 2020 event. Although the hayride is not requested in any of the 2020 event permit application documents from the applicant, I would still like to state that I am opposed to any type of trailer ride during this event. Whether it is inside or outside the requested event area I think it goes against the theory of making it safer for the trick or treat participants.

STAFF COMMENTS AND SUGGESTIONS

In speaking with the applicant there are no requested City services other than the required street blockage equipment. The Street Dept. will have staff on hand to set up and tear down the necessary barricades. The estimated cost for staff to complete this task is \$295 for this event.

STAFF RECOMMENDATION

Staff recommends approval for this closure of Pearl Street from Price Street to Wirt Street and will provide barricades for these 15 different road blockages. Staff recommends that the applicant provide an adult to monitor each roadblock to ensure that the barricades remain in place.

ATTACHMENTS

Event Permit Application

Event Map

2019 Event Recap submitted by the applicant

2020 Email submitted by the applicant with the event permit application

STAFF CONTACT:

John J. Hofer
Chief of Police
jhofer@harrisonville.com

G. Action Item (ID # 3615)

Halloween Night on Pearl Street II

History:

09/21/20 Board of Aldermen TABLED Next: 10/05/20

Attachments:

Pearl Street Halloween Closure Request Application (PDF)

Pearl Street Halloween Closure Request Map - 2020(JPG)

Halloween on Pearl Street Email 2020 (PDF)

(A Late) Halloween Recap (14.6 KB) (MSG)

SPECIAL EVENTS APPLICATION

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

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

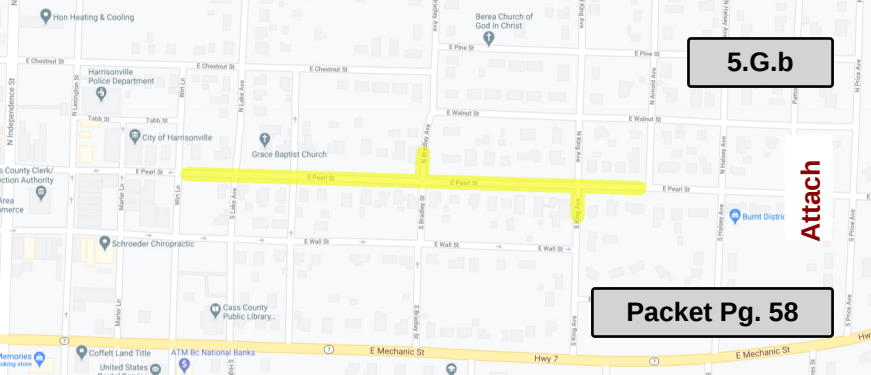
1. Organization: Pearl Street Homeowners
2. Name of Applicant: Vanessa Hargrave + Pearl Street Residents
Address: 904 E. Pearl, Hville
Phone: 816.591.2950 Cell: (same)
3. Purpose of Event: To keep our children safe on Halloween while Trick or Treat
4. Proposed date(s) and time(s) of Event: 10.31.20 5-9 pm
5. Location(s) where event will be held: Pearl Street, from Wia Ln to Price Street, as well as two small areas connected to Pearl on Bradley + King streets.
6. Anticipated crowd size: standard Trick or Treating crowd
7. City services requested: (Please check all that apply) Provide detailed letter for these requests.
☐ Electricity ☐ Police Protection ☐ Traffic Control ☐ Ambulance Standby
☐ Cones ☒ Barricades ☐ Street or parking lot clean up
8. Any additional information: The residents of Pearl Street, being one of the City's most popular Trick-or-treat areas, would like to once again ask for our street to be closed to traffic to provide a safe spot for the youth of our town to Trick or treat.

APPROVED this _____ day of _____, 20 ____.

Chief of Police

City Clerk

Attachment: Pearl Street Halloween Closure Request Application (Halloween Night on Pearl Street II 2020)



5.G.b

Attach

Packet Pg. 58

jhofer@ci.harrisonville.mo.us

From: Vanessa Hargrave <Vanessa@pressurepro.us>
Sent: Monday, September 14, 2020 10:14 AM
To: 'Brad Ratliff'; Judy Bowman; mzaring@harrisonville.com; ddoerhoff@harrisonville.com; Judy Reece; mmilner@ci.harrisonville.mo.us; cmiller@harrisonville.com; mturner@ci.harrisonville.mo.us; gdavidson@harrisonville.com; jhofer@ci.harrisonville.mo.us; streetsup@ci.harrisonville.mo.us
Cc: shannon.hiser@gmail.com; ashley.bollinger@outlook.com
Subject: Pearl Street Closure Request for Halloween
Attachments: Pearl Street Halloween Closure Request Application.pdf; Pearl Street Halloween Closure Request Map - 2020.jpg; (A Late) Halloween Recap (14.6 KB)

Good morning all! Since we're only 47 days out, I've gone ahead and copied the entire City of Harrisonville team here, including our amazing Street Department whose shoulders this request fall upon.

First, a brief rundown on the history of this request. As most of you know, I moved to Pearl Street last April. After moving in, and meeting many of our neighbors, I quickly realized how neat the neighborhood was, and we created a street page, where we could communicate with one another. One of the first topics on our page (and in our in-person talks) was about Halloween. Most know that Pearl is one of the most trick-or-treated streets in town, but despite the popularity of the street, many homeowners had opted out of being 'open' for our little ghouls and boys on Halloween. I inquired why this was, and one of the reasons most given, was "because the traffic gets too out of control, and we're worried a child is going to get hurt". I posed the question, "what if we could work with the city to shut down the street to thru traffic, to create a safe space for our youth?", to which the response was "then we'd gladly participate".

This brings us to the recap from last year, which I sent to the entire board and Chief Hofer (and is attached for your review). A quick recap, with (most of) the street barricaded, we had an amazing response from not just our neighborhood, but community. We welcomed just over 1000 trick or treaters. Businesses and individuals pitched in to help with candy budgets for any homeowners on fixed budgets. Parents were able to enjoy watching their children go from house to house, in a safe area where they didn't have to worry about traffic, and the crowds were able to space out (which will be particularly important this Halloween). Most, we went from *maybe* half of the houses on the street open, to over 90%. The feedback we received (from postings on Harrisonville related social media pages – again, some of which were provided to the Board and Chief last year on our recap) to parents approaching homeowners and thanking us for the effort for the 'event', was resoundingly positive and a highlight for our community.

The only negative feedback from the event, was the fact that the street closure didn't extend all the way east to Price, as it cut off four homes, who have always participated. More, it creased more traffic in their area, with people cutting in from Price, and up Patton Street and Halsey Avenue trying to find parking (or trying to get to Pearl since you couldn't see the street closure from Price). As, such, this year, we'd like to ask again for the street to be closed, all the way from Wirt to Price, from 5pm to 9pm. Our intent, as homeowners, is to let the community know that the street will only be 'open' for trick-or-treaters, from 5:30 to 8:30pm, helping us control our schedules a bit (since Halloween is on a Saturday) and giving people a bit of time to filter out before barricades are removed.

More, you will notice on the attached Closure Request Map, that we also have included small 'wings' off of Pearl, on both King and Bradley. We'd love to include that space, for local food providers, including Branding Iron, to be able to park their food trucks. This would allow people wanting to utilize their service, to veer off the main path and avoid any large congregation of lines (something at the forefront of our minds this year).

If anyone has any questions, please don't hesitate to reach out. Myself, and the other homeowners, are happy to be available, and appreciate your support in helping us ensure another safe Halloween for our youth!

Attachment: Halloween on Pearl Street Email 2020 (Halloween Night on Pearl Street II 2020)



Vanessa Zaroor Hargrave

COO at Advantage PressurePro, LLC

Direct 816.925.0282 **Main** 816.887.3505

205 W. Wall Street, Harrisonville, MO 64701



Daniel Barnett

From: Vanessa Hargrave <Vanessa@pressurepro.us>
Sent: Monday, January 20, 2020 5:15 PM
To: Judy Bowman; 'John Hofer'
Subject: (A Late) Halloween Recap

Forgive me for my (extreme) tardiness on sending a recap of Halloween. I meant to do this months ago, and – well – life (it's my busy – well, even more busy – volunteer/charity season). Regardless, I was talking to one of my fellow Pearl Street residents this weekend and it reminded me to reach out to both of you with a recap.

The 'Trick or Treat on Pearl Street' event seemed to go over extremely well with the public. The response we received from the public, as homeowners, was that the citizens of Harrisonville loved having an area that was blocked off and safe for their kids to be able to relax and trick or treat. Here are some of our 'stats':

- Nearly 90% of the homeowners on Pearl participated, even those of houses not currently inhabited (were being remodeled, etc), which was a drastic change from the years prior, when participation had fallen to about 50%. On a deeper note, I had two homeowners let me know that they had stopped not just for personal reasons (including the cost of candy taken on personally), but also because the street was typically so crowded with vehicles, that it made them nervous for the kids, so they had quit 'lighting up' as a stop. Having the street blocked was their reason for jumping back in again, as they knew the children would be safe.
- Homeowners passed out candy to just over 1,000 children (even with the cold weather).
- Several local businesses jumped in to cover homes, either taking up spots and bringing candy to pass out on their own, or donating candy to residents to help with the cost. These included ShowMe Auto Mall, JKB Auto, American Family Insurance (Cameron Chenoweth), Amanda Davis Realtor, Cheryl Bush Realtor, Shelter Insurance (Brad Seiner) and more. More, numerous citizens jumped in on their own to help provide funds, or candy, to residents that needed help stocking their stash of candy.
- Over 58 citizens commented, and over 300 'liked' my personal post about the event, providing feedback that both they, and their children, loved the street being shut down and thanking homeowners and the City for their work and support of this. More, I saw that the City had numerous posts from citizens, talking about how this event was a big win for the City, more citizens posted on the local Rants and Raves pages, and hundreds of citizens were talking about the shut down in the days after.

Other information and feedback:

Street Closing: We had one negative comment from a fellow homeowner, due to the street being shut down earlier than we had been told (and I had relayed to the in our private page). She was immediately appeased when we let her know she could move the barrier, get into her drive, and place it back. (She was just worried she would get in trouble for doing so.) Both her, and all of the rest of Pearl, was very happy with how things flowed, and were so appreciative of the Street Department's efforts. Also, we loved having a few of the street workers show up for trick or treating, allowing us to thank them in person!

Parking: I personally surveyed the parents of several trick or treaters, asking them about parking (as that was one of my biggest concerns, asking parents to walk from the library and public parking lots near the square). The response was that it went smooth, and that they didn't mind the walk in exchange for having a safe (and fun) spot to go with so many stops.

Length of road closure: We had two homeowners, to the East of the street closure ending (Sue Komer and Shannon Hiser), who experienced dropped numbers of trick or treaters, due to the road closure not extending all the way to Price. Both have asked that the City extend the closure for next year. I let both of them know that we had requested the

Attachment: (A Late) Halloween Recap (14.6 KB) (Halloween Night on Pearl Street II 2020)

full closure, but being the first year, there was only so much I could do. I've encouraged both of them to provide feedback and to come with me to the meetings when we submit the application for road closure for 2020.

Looking to Halloween 2020:

It will be my intent to help lead this 'event' again for Halloween 2020. This year, Halloween is on a Saturday, and we'd like to get to work on the event early, and advertise it for only certain hours (most likely 5-8 or 6-9). Due to the feedback of my fellow homeowners, we would also like to ask for the extension of the closing to go all the way to Price. More, we'd love to have a showing of presence from both the City and the HPD. We could easily set up a spot in an intersection to have a cop car (or a dare vehicle) and use the truck as a trick or treating spot (or just have an officer on the street, possibly in your utility vehicle) just to have interactions with the kiddos. We'd also like to add the ability to add a hay ride element, to help get parents and children from the public parking lots, and drop them at the 'start' of the street, which would be the very Eastern entrance. That way parents and kiddos could start furthest away, and walk back toward the square area. Being that it will be a big day, with it hitting on a Saturday, I plan to also work with the 'Love the Square' organizers, to see if we can't incorporate some of their elements into the evening.

Vanessa Hargrave
COO/CMO
Advantage PressurePro, LLC
Direct line: 816-925-0282 | Office: 816-887-3505
www.pressurepro.us

Attachment: (A Late) Halloween Recap (14.6 KB) (Halloween Night on Pearl Street II 2020)



STAFF REPORT

TO: Board of Aldermen
FROM: Kim Hubbard, Finance Manager
DATE: September 30, 2020
SUBJECT: UPDATE AUTHORIZED BANK SIGNATURES

Type of Item: *Approval*

GENERAL INFORMATION

TO: Mayor and Board of Aldermen
FROM: Kim Hubbard, Finance Manager
DATE: October 5, 2020
SUBJECT: Update Authorized Bank Signatures

APPROVAL ITEM

This memo is to update the bank authorized signatures due to staff changes. City Clerk, Randy Jones, will be leaving the City in December and Cyndora Gauthreaux joined the Finance Department in August and Amanda Williams moved from the Finance Department to the Electric Department.

DISCUSSION

The bank contract includes authorized signatures and with staff changes the signatures need to be updated and authorized. Recommendation to approve the following staff with position titles for bank signatures is:

Judy Bowman, Mayor
 Jeremy Smith, Director of Administrative Services
 Daniel Barnett, Deputy City Clerk/PIO
 Kim Hubbard, Finance Manager
 Cyndora Gauthreaux, Accounting Specialist

Current bank accounts are held at Community Bank and Commerce Bank. Commerce has two accounts, the Court Bond account and Operating account. The Community Bank account is still collecting the credit card transactions from Parks until the software upgrade is complete. The target date to transition the Parks credit card transactions to Commerce is

STAFF RECOMMENDATION

Staff recommends the Board of Aldermen approve these staff members as signatories for the banking institutions.

H. Action Item (ID # 3633)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING CITY ADMINISTRATOR TO UPDATE AUTHORIZED BANKING SIGNATURES AT COMMUNITY BANK AND COMMERCE BANK, AND ESTABLISHING AN EFFECTIVE DATE.

Attachments:

Updated banking signatures resolution (DOCX)

Council Bill 2020-

Resolution 2020-

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE
AUTHORIZING CITY ADMINISTRATOR TO UPDATE AUTHORIZED BANKING
SIGNATURES AT COMMUNITY BANK AND COMMERCE BANK, AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, the City of Harrisonville ("City") wishes to update authorized banking signatures at both Community Bank and Commerce Bank, due to staffing changes; and

WHEREAS, the Board of Aldermen have reviewed following changes and believe it to be in the best interests of the city to approve the following recommendations:

Judy Bowman, Mayor
Jeremy Smith, Director of Administrative Services
Daniel Barnett, Deputy City Clerk/PIO
Kim Hubbard, Finance Manager
Cyndora Gauthreaux, Accounting Specialist

**NOW THEREFORE BE IT RESOLVED BY THE HARRISONVILLE BOARD OF
ALDERMEN THAT:**

Section 1: The City Administrator is hereby authorized and directed to update authorized banking signatures at both Community Bank and Commerce Bank.

Section 2: That this resolution shall become effective immediately 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 5th day of October 2020.

Judy Bowman, Mayor & Ex Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk
WITNESS my hand and seal this 5th day of October, 2020.

Attachment: Updated banking signatures resolution (UPDATE AUTHORIZED BANK SIGNATURES)



STAFF REPORT

TO: Board of Aldermen
FROM: Brad Ratliff, City Administrator
DATE: October 1, 2020
SUBJECT: Approval of Lauber Municipal Law Special Counsel for ED Matters

Type of Item: *Agreement*

GENERAL INFORMATION

Applicant: Brad Ratliff, City Administrator

Requested Actions: Approval of Legal ED Agreement

Date of Application: 10/05/20

PROPOSAL

As a continuation of legal representation of the City. Attached is an agreement with Joseph Lauber, Lauber Municipal Law, to provide legal counsel for the City's economic development needs. This diversifies our legal representation.

PREVIOUS ACTIONS

The City of Harrisonville has used Mr. Lauber in more recent needs to clean up some past incentive areas of the City.

KEY ISSUES

- Mr. Lauber well known in many Cities and of good reputation.
- He done more recent work for the City on ED issues.
- Diversifies the City representation

STAFF COMMENTS AND SUGGESTIONS

Staff is happy to have Mr. Mauer as City Attorney and Mr. Lauber for economic development needs.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

- Agreement
- Resolution

STAFF CONTACT: Brad Ratliff, City Administrator, bratliff@harrisonvill.com

I. Action Item (ID # 3640)

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH LAUBER MUNICIPAL LAW LLC TO CONTRACT AS SPECIAL COUNSEL FOR ECONOMIC DEVELOPMENT MATTERS AND AS SPECIAL COUNSEL FOR GENERAL MUNICIPAL MATTERS, WHEN REQUESTED, AND ESTABLISHING AN EFFECTIVE DATE.

Attachments:

Lauber Engagement letter- special counsel matters 10-1-20 (PDF)

Attorney Agreement for Lauber Municipal Law 2020 (DOCX)



LAUBER MUNICIPAL LAW, LLC
Serving those who serve the public

October 1, 2020

Mr. Brad Ratliff, City Administrator
 City of Harrisonville
 300 East Pearl Street
 Harrisonville, Missouri 64701

Re: Provision of Special Counsel Legal Services for Economic Development and
 General Municipal Matters

Dear Mr. Ratliff:

We have been serving the City of Harrisonville ("City") as special counsel in various roles since 2015. This letter is to update the current engagement between the City and Lauber Municipal Law, LLC (the "Firm") regarding our representation as special counsel for economic development matters and as special counsel for general municipal matters as requested from time to time by you, the Mayor, or the Board of Aldermen's authorized designee (the "Matters"). I am submitting this letter to you to serve as the written agreement for this Firm's engagement to provide legal services concerning the Matters. We look forward to continuing to serve as special counsel for this engagement.

The City will be our client for this engagement. I will be primarily responsible for the engagement on behalf of the Firm. The scope of this engagement will be limited to the provision of legal services for the Matters described above unless otherwise directed by you.

Our fees for this engagement will be based upon and billed at an hourly rate, at one-tenth hour increments, for purposes of this engagement for the time devoted to it. Our hourly rates for economic development matters for this engagement are \$275 for work paid or reimbursed in accordance with a funding agreement between the City and a developer, or paid or reimbursed through a funding mechanism requested by a developer or other applicant, whether or not at the City's request or whether or not the subject of a redevelopment agreement or cooperative agreement. Alternatively, the hourly rates for (1) special counsel general municipal matters; and (2) economic development matters that are not paid or reimbursed in accordance with a funding agreement between the City and a developer, or paid or reimbursed through a funding mechanism requested by a developer or other applicant, whether or not at the City's request or whether or not the subject of a redevelopment agreement or cooperative agreement are \$215 per hour. For any type of work being done for the City by our paralegal or law clerk (non-attorney) will be billed at \$75 per hour. The Firm reserves the right to charge an hourly rate less than those indicated in this agreement at its sole discretion. We will not charge for the drive time to and from City Hall for City business.

If you have any questions concerning the terms of this engagement, or if you ever have a question about our charges, or their reasonableness, please contact me at your convenience to

discuss the matter. Our engagement for the City will continue upon our receipt of a signed copy of this agreement (by fax, mail or hand delivery). Thank you for choosing Lauber Municipal Law, LLC, to provide these important legal services to the City. We look forward to a continued good and productive relationship.

Kindest Regards,

LAUBER MUNICIPAL LAW, LLC



Joseph G. Lauber

Enclosure

ACCEPTED AND AGREED:

CITY OF HARRISONVILLE, MISSOURI

By: _____
Brad Ratliff, City Administrator



LAUBER MUNICIPAL LAW, LLC
Serving those who serve the public

Additional Terms of Engagement

Lauber Municipal Law, LLC (the “Firm”), appreciates the opportunity to serve you. Our goal is to provide legal services that address your legal needs effectively and efficiently through our offices in Lee’s Summit and Jefferson City. The following information explains the client service practices and billing procedures that apply to our representation of your interests (unless you have reached a different written understanding with me). We encourage you to discuss these practices with us whenever you have questions during the course of this engagement.

Provision of Legal Services. This engagement is for provision of professional legal services, and not for the provision of business, personal, accounting, technical, or other advice not constituting legal services. It is agreed that the client is not relying upon counsel in this engagement for advice in areas other than professional legal services, even if such matters should be discussed in connection with the engagement.

Entire Agreement. The accompanying engagement letter together with these Additional Terms of Engagement shall constitute the entire agreement between us concerning the engagement, and shall not be modified or supplemented, except in a subsequent writing signed by the parties. These documents are intended to supersede all prior documents related to the same matter.

Expectations. Upon hiring the Firm you have put at your disposal the resources of multiple attorneys who practice municipal law exclusively; in essence, you have hired a full law department. In order to serve the needs of all of our municipal clients quickly and efficiently, it is our business practice to attempt to acknowledge all calls and e-mails within one business day of when they were received. We prefer that you contact us via e-mail or calls to our office at (816) 525-7881. Text messages or calls to our cell phones are not as easy to track and should be limited to emergency matters or other matters requiring immediate attention. Text messages or calls to our cell phones should not be used to communicate general requests for work to be completed. Messages received after 5:30 p.m. will be treated as though received on the following business day. We will make every effort to complete assignments communicated to us using appropriate channels within five business days. If a situation exists that requires a more immediate response or completion date, be sure to communicate this at the time you contact us regarding the matter. Please be sure to allow our attorneys adequate time to review documents and provide solutions prior to your meeting packet deadlines.

Subcontractors. From time-to-time, it may be necessary for us to engage subcontractors to assist in the provision of services to you. It is agreed that we are not authorized to engage any such subcontractors without the prior approval of the Board of Aldermen.

Periodic Billings for Legal Services. It is our policy to render periodic statements for legal services on a monthly basis. We will base these periodic statements on the hourly rates set forth in the attached Engagement Letter. Statements will be due upon presentation, and are to be paid no later than 30 days following the invoice date. If any statement amount remains unpaid 60 days after the invoice date, the Firm reserves the right at its sole discretion to elect to charge a reasonable late fee or to terminate its services, or both, consistent with applicable Rules of Professional Conduct.

Annual Rate Adjustment. All hourly rates for legal services provided by the Firm are subject to annual adjustment, or less frequently at the sole discretion of the Firm, with written notice of at least thirty days.

Client Disbursements. Some matters require, from time to time, certain monetary advances to be made on your behalf by the Firm. Some “client disbursements” represent out-of-pocket charges that the Firm advances, while others represent internal costs (including costs such as fees for service of process, court filing fees, deliveries, etc.). It is understood that while acting as your attorney, we have the authority to use our best judgment in making such expenditures on your behalf. Unless we have made prior arrangements with you, we will send you monthly billings for client disbursements incurred during the preceding month. Substantial individual items in excess of \$250, such as expert witness fees, the costs of deposition transcripts, etc., may be billed directly to you by the vendor of such services.

File Retention. After Lauber Municipal Law, LLC’s services conclude, we will, upon your request, deliver the file for this engagement to you. If you do not request the file, we will retain it for a period of six years after the matter is closed. If you do not request delivery of the file before the end of the six year period the Firm will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to you. At any point during the six year period, you may request delivery of the file.

Disbursements and Other Charges. We may charge the City for certain expense items listed below that we provide in connection with the legal services:

Photocopying. We will not charge the City for in-house photocopies which do not exceed 100 copies in a month. If in-house photocopies exceed 100 in a month, then we reserve the right to charge \$0.12 per page (or the Firm’s cost, whichever is less) but only for each page over 100 in number. If the need for an outside copying job (e.g., Kinko’s) arises, we only bill the actual cost incurred for photocopying without markup.

Computer Research. We do not charge for the Firm’s service agreement with Lexis or other electronic provider of legal research resources.

Telecommunications. We do not charge for local or long-distance phone calls or facsimiles.

Mail/Messengers. We do not charge for regular mail; however, bulk mailings, packages and special postal services may be charged at the Firm’s actual cost. Messengers are used as appropriate to assure expedited delivery. The actual cost of such messenger services is charged without markup.

Travel. We will not charge the City for travel for the first half hour from our office to City Hall and back for City business.

Internet Usage. We regularly use the Internet as a means for communicating about matters concerning your representation. Any such communication could be randomly intercepted and otherwise used or disclosed by anyone, including someone specifically interested in your matter or business. This could cause you to lose your confidentiality and attorney/client privilege protections. However, to facilitate your representation, you approve the use of Internet communications during your representation by us unless we are instructed otherwise.

Termination of Services. You may terminate the services of Lauber Municipal Law, LLC, at your discretion by giving us 30 days written notice of termination. We retain the right to cease performing legal services and to terminate our legal representation for any reason consistent with ethical rules, including conflicts of interest or the failure to pay legal fees and expenses when due. Termination by us will be effective upon 30 days written notice delivered to you. Our termination or your termination of services does not affect your obligation to pay legal fees and expenses incurred prior to the effective date of such termination.

Questions. One of our goals is to ensure that legal services are delivered effectively and efficiently, and that all billings are accurate and understandable. Please direct any questions about services, billing, or payment status of your account to me.

Council Bill No.

Resolution No.

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH LAUBER MUNICIPAL LAW LLC TO CONTRACT AS SPECIAL COUNSEL FOR ECONOMIC DEVELOPMENT MATTERS AND AS SPECIAL COUNSEL FOR GENERAL MUNICIPAL MATTERS, WHEN REQUESTED, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Harrisonville (“City”) is, from time to time, in need of a special counsel for economic development matters and special counsel for general municipal matters, to assist the Mayor, Board and staff with issues that will arise; and

WHEREAS, Joe Lauber and Lauber Municipal Law LLC. (“Lauber”) has previously served the City as special counsel in various roles since 2015; and

WHEREAS, the City values a robust and diverse legal representation; and

WHEREAS, Lauber Municipal Law LLC. holds a strong reputation as both an upstanding firm and as a leader in the region’s economic development landscape; and

WHEREAS, City staff has reviewed and recommend approving the agreement; and

WHEREAS, the Board of Aldermen have reviewed the recommendation and believe it to be in the best interests of the City to approve the contract with Lauber Municipal Law LLC. as special counsel for economic development matters and special counsel for general municipal matters;

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

Section 1: That the City Administrator of the City of Harrisonville, Missouri is hereby authorized and directed by the Board of Aldermen to enter into the proposed Agreement attached hereto with Lauber Municipal Law LLC. as special counsel for economic development matters and special counsel for general municipal matters.

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

PASSED AND RESOLVED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR OF THE CITY OF HARRISONVILLE, MISSOURI ON THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020.



TO: Board of Aldermen
FROM: Randy Jones, City Clerk
DATE: October 1, 2020
SUBJECT: Harrisonville Villas 1st Amendment to Agreement Resolution

Type of Item: *Approval*

Council Bill No.

Resolution No.

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER
INTO FIRST AMENDMENT TO DEVELOPMENT AGREEMENT WITH
HARRISONVILLE VILLAS, LP AND ESTABLISHING AN EFFECTIVE DATE.**

Mauer Law Firm PC

Memorandum

To: Mayor Judy Bowman, Board of Alderman
From: Steve Mauer
Date: 10/2/2020
Re: Timber Drive Extension

On Monday, October 5th you will the opportunity to review and consider a modified Development Agreement with Harrisonville Villas. As you will see, this Agreement requires completion of Timber Drive on the property of Harrisonville Villas. Also, Harrisonville Villas has agreed to provide a letter of credit to guarantee the construction. A copy of the letter of credit and Amended Development Agreement will be in your packet for Monday evening. I believe this Agreement and letter of credit are consistent with our prior discussion and achieve our City's goals of completion of Timber Drive, while at the same time accommodating the Developer to complete the road in a more timely fashion.

If you have any questions or comments, please feel free to contact me. Thank you for your time and attention.

Steven E. Mauer

Attachment: Memo - Timber Drive 10.2.20 (Harrisonville Villas 1st Amendment to Agreement Resolution)

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT, dated effective as of October __, 2020, among **CITY OF HARRISONVILLE, MISSOURI** (the “**City**”) and **HARRISONVILLE VILLAS, LP**, a Missouri limited partnership (the “**Developer**”) (collectively, the City and Developer referred to herein as the “**Parties**”), constitutes an amendment (the “**Amendment**”) to the Development Agreement as described below:

RECITALS

WHEREAS, the City and Developer entered into a Development Agreement dated July 6, 2016 (the “**Agreement**”) affecting the real property set forth on the attached **Exhibit A**.

WHEREAS, the Developer has completed construction of an affordable housing project known as the Harrisonville Villas located in Harrisonville, Missouri as contemplated by the Agreement (the “**Project**”);

WHEREAS, certain issues have arisen with respect to the extension of a public roadway located adjacent to the Project commonly known as Timber Drive (the “**Timber Drive Extension**”);

WHEREAS, the Developer has agreed to complete the construction of the Timber Drive Extension in accordance with the March 9, 2016 public road improvement plan (the “**Public Road Improvement Plan**”);

WHEREAS, the Parties desire to amend the Agreement to reflect their agreement with respect to the Timber Drive Extension upon the terms and conditions as set forth herein;

NOW, THEREFORE, it is agreed to by the Parties that:

1. The Timber Drive Extension shall be constructed by Developer as set forth in the Public Road Improvement Plan. A true and accurate copy of the Public Road Improvement Plan is attached here and incorporated as Exhibit B.
2. The Developer shall be responsible for the cost of the Timber Drive Extension.
3. The Developer shall cause the Timber Drive Extension to be completed upon the earlier of either:
 - a. August 31, 2022; or,
 - b. Within six (6) months from the sale of the abutting western property to a third-party, such that the land owner needs to utilize the Timber Drive Extension to access said property.
4. The Developer shall provide an irrevocable standby letter of credit in the amount of \$75,000 to be issued naming the City a “beneficiary.” The letter of credit shall be issued by Legacy Bank and Trust, and shall remain outstanding until satisfaction of Developer’s obligations set forth herein. In the event Developer defaults, the City shall be authorized to draw upon the letter of credit and Developer agrees to reimburse City of all expenses

incurred to complete construction of the Timber Drive Extension in accordance with the Public Road Improvement Plan, even if such expenses exceed the amount of the letter of credit.

5. Upon the completion of the Timber Drive Extension, the Developer shall dedicate the Timber Drive Extension to the City. Upon dedication and acceptance by the City, the Developer shall have no further obligations, responsibility, or liability with respect to the Timber Drive Extension. Upon acceptance, the City shall be responsible for all maintenance, upkeep, repairs, damage, or any further construction obligations relating to the Timber Drive Extension.
6. The City shall refrain from any enforcement action(s) against the Developer unless the Timber Drive Extension is not completed in accordance with the terms herein.
7. Each Party shall bear its own costs incurred in connection with this Amendment and the Timber Drive Extension.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned do hereby set their hand and seal effective as of October ___, 2020.

CITY OF HARRISONVILLE

By: _____
Brad Ratliff, City Administrator

HARRISONVILLE VILLAS, LP

By: Harrisonville Villas Management,
LLC, a Missouri limited liability
company

By: _____
Becky Selle, Authorized Member

STATE OF MISSOURI)
) ss.
COUNTY OF GREENE)

On this ___ day of October, 2020, before me the undersigned Notary Public, personally appeared Becky Selle, as the authorized member of Harrisonville Villas Management, LLC, the general partner of Harrisonville Villas LP, a Missouri limited partnership, and duly acknowledged the execution of this instrument as a duly authorized officer of, and as the free act and deed of, Harrisonville Villas LP.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, the day and year last above written.

By: _____
Notary Public

My commission expires:

IRREVOCABLE LETTER OF CREDIT

Borrower: Harrisonville Villas Management, LLC
1525 E. Republic Rd., Suite B100
Springfield, MO 65804

Lender: LEGACY BANK AND TRUST
SPRINGFIELD
4108 S NATIONAL AVE
SPRINGFIELD, MO 65807

Beneficiary: City of Harrisonville
300 E. Pearl St.
Harrisonville, MO 64701

NO.: 70009436

EXPIRATION DATE. This letter of credit shall expire upon the earlier of the close of business on 02-28-2023 and all drafts and accompanying statements or documents must be presented to Lender on or before that time, or the day that Lender honors a draw under which the full amount of this Letter of Credit has been drawn (the "Expiration Date").

AMOUNT OF CREDIT. Lender hereby establishes at the request and for the account of Borrower, an Irrevocable Letter of Credit in favor of Beneficiary for a sum of Seventy-five Thousand & 00/100 Dollars (\$75,000.00) (the "Letter of Credit"). These funds shall be made available to Beneficiary upon Lender's receipt from Beneficiary of sight drafts drawn on Lender at Lender's address indicated above (or other such address that Lender may provide Beneficiary in writing) during regular business hours and accompanied by the signed written statements or documents indicated below.

WARNING TO BENEFICIARY: PLEASE EXAMINE THIS LETTER OF CREDIT AT ONCE. IF YOU FEEL UNABLE TO MEET ANY OF ITS REQUIREMENTS, EITHER SINGLY OR TOGETHER, YOU SHOULD CONTACT BORROWER IMMEDIATELY TO SEE IF THE LETTER OF CREDIT CAN BE AMENDED. OTHERWISE, YOU WILL RISK LOSING PAYMENT UNDER THIS LETTER OF CREDIT FOR FAILURE TO COMPLY STRICTLY WITH ITS TERMS AS WRITTEN.

DRAFT TERMS AND CONDITIONS. Lender shall honor drafts submitted by Beneficiary under the following terms and conditions:

Upon Lender's honor of such drafts, Lender shall be fully discharged of Lender's obligations under this Letter of Credit and shall not be obligated to make any further payments under this Letter of Credit once the full amount of credit available under this Letter of Credit has been drawn.

Beneficiary shall have no recourse against Lender for any amount paid under this Letter of Credit once Lender has honored any draft or other document which complies strictly with this Letter of Credit, and which on its face appears otherwise in order but which is signed, issued, or presented by a party or under the name of a party purporting to act for Beneficiary, purporting to claim through Beneficiary, or posing as Beneficiary without Beneficiary's authorization. By paying an amount demanded in accordance with this Letter of Credit, Lender makes no representation as to the correctness of the amount demanded and Lender shall not be liable to Beneficiary, or any other person, for any amount paid or disbursed for any reason whatsoever, including, without limitation, any nonapplication or misapplication by Beneficiary of the proceeds of such payment. By presenting upon Lender or a confirming bank, Beneficiary certifies that Beneficiary has not and will not present upon the other, unless and until Beneficiary meets with dishonor. Beneficiary promises to return to Lender any funds received by Beneficiary in excess of the Letter of Credit's maximum drawing amount.

USE RESTRICTIONS. All drafts must be marked "DRAWN UNDER LEGACY BANK AND TRUST IRREVOCABLE LETTER OF CREDIT NO. 70009436 DATED 09-04-2020," and the amount of each draft shall be marked on the draft. Only Beneficiary may complete a draft and accompanying statements or documents required by this Letter of Credit and make a draw under this Letter of Credit. This original Letter of Credit must accompany any draft drawn hereunder.

Partial draws are permitted under this Letter of Credit. Lender's honor of a partial draw shall correspondingly reduce the amount of credit available under this Letter of Credit. Following a partial draw, Lender shall return this original Letter of Credit to Beneficiary with the partial draw noted herein; in the alternative, and in its sole discretion, Lender may issue a substitute Letter of Credit to Beneficiary in the amount shown above, less any partial draw(s).

PERMITTED TRANSFEREES. The right to draw under this Letter of Credit shall be nontransferable, except for:

- A. A transfer (in its entirety, but not in part) by direct operation of law to the administrator, executor, bankruptcy trustee, receiver, liquidator, successor, or other representative at law of the original Beneficiary; and
- B. The first immediate transfer (in its entirety, but not in part) by such legal representative to a third party after express approval of a governmental body (judicial, administrative, or executive).

TRANSFEREES REQUIRED DOCUMENTS. When the presenter is a permitted transferee (i) by operation of law or (ii) a third party receiving transfer from a legal representative, as described above, the documents required for a draw shall include a certified copy of the one or more documents which show the presenter's authority to claim through or to act with authority for the original Beneficiary.

COMPLIANCE BURDEN. Lender is not responsible for any impossibility or other difficulty in achieving strict compliance with the requirements of this Letter of Credit precisely as written. Beneficiary understands and acknowledges: (i) that unless and until the present wording of this Letter of Credit is amended with Lender's prior written consent, the burden of complying strictly with such wording remains solely upon Beneficiary, and (ii) that Lender is relying upon the lack of such amendment as constituting Beneficiary's initial and continued approval of such wording.

NON-SEVERABILITY. If any aspect of this Letter of Credit is ever declared unenforceable for any reason by any court or governmental body having jurisdiction, Lender's entire engagement under this Letter of Credit shall be deemed null and void ab initio, and both Lender and Beneficiary shall be restored to the position each would have occupied with all rights available as though this Letter of Credit had never occurred. This non-severability provision shall override all other provisions in this Letter of Credit, no matter where such provision appears within this Letter of Credit.

GOVERNING LAW: This Agreement will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Missouri without regard to its conflicts of law provisions, and except to the extent such laws are inconsistent with the 2007 Revision of the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce, ICC Publication No. 600. This Agreement has been accepted by Lender in the State of Missouri.

EXPIRATION. Lender hereby agrees with Beneficiary that drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented to Lender on or before the Expiration Date unless otherwise provided for above.

Dated: September 4, 2020

LENDER:

LEGACY BANK AND TRUST

By: Brett Magers, Chief Lending Officer

ENDORSEMENT OF DRAFTS DRAWN:

Date	Negotiated By	Amount In Words	Amount In Figures

Council Bill 2020-

Resolution 2020-

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE
AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO FIRST AMENDMENT
TO DEVELOPMENT AGREEMENT WITH HARRISONVILLE VILLAS, LP AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Harrisonville ("City") wishes to make the first amendment to the development agreement with Harrisonville Villas, LP:

WHEREAS, the Board of Aldermen have reviewed the first amendment to the development agreement with Harrisonville Villas, LP, and believe it to be in the best interests of the city to approve the amendment as presented:

**NOW THEREFORE BE IT RESOLVED BY THE HARRISONVILLE BOARD OF
ALDERMEN THAT:**

Section 1: The City Administrator is hereby authorized and directed to enter into first amendment to development agreement on behalf of the Board of Aldermen with Harrisonville Villas, LP.

Section 2: That this resolution shall become effective immediately 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 5th day of October 2020.

Judy Bowman, Mayor & Ex Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk
WITNESS my hand and seal this 5th day of October, 2020.



STAFF REPORT

TO: Board of Aldermen
FROM: John Hofer, Director
DATE: September 23, 2020
SUBJECT: ATV/UTV Ordinance Amendment

Type of Item: *Amendment*

GENERAL INFORMATION

Applicant: John J. Hofer, Chief of Police

Requested Actions: Amend the current ordinance to prohibit the use of UTVs on City Streets.

Date of Application: 09/23/2020

PROPOSAL

The City of Harrisonville currently has an ordinance prohibiting the use of ATVs on city street unless you have a permit. We propose to modify this ordinance to include UTVs and remove the portion about a permit as there is no permit.

PREVIOUS ACTIONS

In March of 2015 the City of Harrisonville passed an ordinance allowing UTVs to operate on city streets once they purchased a city permit. In 2015 only one UTV permit was purchased and issued so in December of 2015 the City of Harrisonville Board of Alderman rescinded the ordinance allowing for the use of UTVs with a city permit.

KEY ISSUES

Recently the Cass County Sheriff's Office started selling permits to operate UTVs on County roads. This action has caused some confusion for the UTV operators and we have recently experienced a large influx of UTVs operating within city limits.

With three fatality crashes within city limits in 2019 the police department adamantly apposes the operation of a non-licensable motor vehicle, such as a UTV, on city streets. Missouri State law, states that municipalities may by resolution or ordinance allow utility vehicle operation on streets or highways under the governing body's jurisdiction. Any person operating a utility vehicle pursuant to a municipal resolution or ordinance shall maintain proof of financial responsibility in accordance with section 303.160 or maintain any other insurance policy

providing equivalent liability coverage for a utility vehicle.

STAFF COMMENTS AND SUGGESTIONS

Staff has worked with City Attorney Mauer's Office on amending this ordinance to prohibit the use of non-licensed vehicles within the City of Harrisonville.

STAFF RECOMMENDATION

Staff recommend approval of the proposed amended ordinance so that the police department staff can start enforcing the ordinance to make driving safer for both residents and visitors within Harrisonville's corporate city limits.

ATTACHMENTS

Proposed Ordinance
Cass County UTV Brochure

STAFF CONTACT:

John J. Hofer, Chief of Police
jhofer@harrisonville.com

K. Action Item (ID # 3625)

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AMEND SECTION 300 OF THE HARRISONVILLE MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE DATE.

Attachments:

O. Prohibiting ATV-UTV 2020 (DOCX)

Cass County ATV-UTV (PDF)

Council Bill No. _____

Ordinance No. _____

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AMEND SECTION 300 OF THE HARRISONVILLE MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE DATE.

Section 1: Section 300.010 of the Harrisonville Municipal Code is hereby amended to read as follows:

The following words and phrases, when used in this Title, mean:

ALL-TERRAIN VEHICLE

Any motorized vehicle manufactured and used exclusively for off-highway use which is fifty (50) inches or less in width, with an unladen dry weight of six hundred (600) pounds or less, traveling on three (3), four (4) or more low pressure tires, with a seat designed to be straddled by the operator and handlebars for steering control.

ALLEY OR ALLEYWAY

Any street with a roadway of less than twenty (20) feet in width.

AUTHORIZED EMERGENCY VEHICLE

A vehicle publicly owned and operated as an ambulance, or a vehicle publicly owned and operated by the State Highway Patrol, Police or Fire Department, Sheriff, Constable or Deputy Sheriff, traffic officer, or any privately owned vehicle operated as an ambulance when responding to emergency calls.

BUSINESS DISTRICT

The territory contiguous to and including a highway when within any six hundred (600) feet along the highway there are buildings in use for business or industrial purposes including, but not limited to, hotels, banks or office buildings, railroad stations and public buildings which occupy at least three hundred (300) feet of frontage on one (1) side or three hundred (300) feet collectively on both sides of the highway.

CENTRAL BUSINESS (OR TRAFFIC) DISTRICT

All streets and portions of streets within the area described by City ordinance as such.

COMMERCIAL VEHICLE

Every vehicle designed, maintained or used primarily for the transportation of property.

CONTROLLED ACCESS HIGHWAY

Every highway, street or roadway in respect to which owners or occupants of abutting lands and other persons have no legal right of access to or from the same except at such points only and in such manner as may be determined by the public authority having jurisdiction over the highway, street or roadway.

CROSSWALK**1.**

That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway.

2.

Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

CURB LOADING ZONE

A space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

DRIVER

Every person who drives or is in actual physical control of a vehicle.

FREIGHT CURB LOADING ZONE

A space adjacent to a curb for the exclusive use of vehicles during the loading or unloading of freight (or passengers).

HIGHWAY

The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

INTERSECTION**1.**

The area embraced within the prolongation or connection of the lateral curb lines or, if none, then the lateral boundary lines of the roadways of two (2) highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict; or

2.

Where a highway includes two (2) roadways thirty (30) feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes two (2) roadways thirty (30) feet or more apart, then every crossing of two (2) roadways of such highways shall be regarded as a separate intersection.

LANED ROADWAY

A roadway which is divided into two (2) or more clearly marked lanes for vehicular traffic.

MOTOR VEHICLE

Any self-propelled vehicle not operated exclusively upon tracks, except farm tractors and motorized bicycles.

MOTORCYCLE

Every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three (3) wheels in contact with the ground, but excluding a tractor.

MOTORIZED BICYCLE

Any two-wheeled or three-wheeled device having an automatic transmission and a motor with a cylinder capacity of not more than fifty (50) cubic centimeters which produces less than three (3) gross brake horsepower and is capable of propelling the device at a maximum speed of not more than thirty (30) miles per hour on level ground.

MOTORIZED PLAY VEHICLE

Includes mini-motorcycles, pocket bikes, and any other vehicle that is capable of transporting a person or persons at a speed in excess of five (5) miles per hour; that is self propelled by a motor or engine and that is not otherwise defined by Missouri Statutes or the Harrisonville City Code as a motor vehicle, motorcycle, bicycle, or motorized bicycle.

OFFICIAL TIME STANDARD

Whenever certain hours are named herein, they shall mean standard time or daylight-saving time as may be in current use in the City.

OFFICIAL TRAFFIC CONTROL DEVICES

All signs, signals, markings and devices not inconsistent with this Title placed or erected by authority of a public body or official having jurisdiction for the purpose of regulating, warning or guiding traffic.

PARK OR PARKING

The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

PASSENGER CURB LOADING ZONE

A place adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

PEDESTRIAN

Any person afoot.

PERSON

Every natural person, firm, co-partnership, association or corporation.

POLICE OFFICER

Every officer of the municipal Police Department or any officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.

PRIVATE ROAD OR DRIVEWAY

Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner but not by other persons.

RAILROAD

A carrier of persons or property upon cars operated upon stationary rails.

RAILROAD TRAIN

A steam engine, electric or other motor, with or without cars coupled thereto, operated upon rails.

RECREATIONAL OFF-HIGHWAY VEHICLE

Any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty (50) inches but no more than sixty-seven (67) inches in width, with an unladen dry weight of two thousand pounds (2,000) or less, traveling on four (4) or more non highway tires and which may have access to ATV trails.

RESIDENCE DISTRICT

The territory contiguous to and including a highway not comprising a business district when the property on such highway for a distance of three hundred (300) feet or more is in the main improved with residences or residences and buildings in use for business.

RIGHT-OF-WAY

The right of one (1) vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed and proximity as to give rise to danger of collision unless one grants precedence to the other.

ROADWAY

That portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the berm or shoulder. In the event a highway includes two (2) or more separate roadways, the term "*roadway*", as used herein, shall refer to any such roadway separately but not to all such roadways collectively.

SAFETY ZONE

The area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is so marked or indicated by adequate signs as to be plainly visible at all times while set apart as a safety zone.

SIDEWALK

That portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for use of pedestrians.

STAND OR STANDING

The halting of a vehicle, whether occupied or not, otherwise than for the purpose of and while actually engaged in receiving or discharging passengers.

STOP

When required, complete cessation from movement.

STOP OR STOPPING

When prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a Police Officer or traffic control sign or signal.

STREET OR HIGHWAY

The entire width between the lines of every way publicly maintained when any part thereof is open to the uses of the public for purposes of vehicular travel. "*State highway*", a highway maintained by the State of Missouri as a part of the State highway system.

THROUGH HIGHWAY

Every highway or portion thereof on which vehicular traffic is given preferential right-of-way, and at the entrances to which vehicular traffic from intersecting highways is required by law to yield right-of-way to vehicles on such through highway in obedience to either a stop sign or a yield sign when such signs are erected as provided in this Title.

TRAFFIC

Pedestrians, ridden or herded animals, vehicles and other conveyances either singly or together while using any highway for purposes of travel.

TRAFFIC CONTROL SIGNAL

Any device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and to proceed.

UTILITY VEHICLE

Any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty inches (50) but no more than eighty inches (80) in width, measured from outside of tire rim to outside of tire rim, with an unladen dry weight of three thousand five hundred pounds (3,500) or less, traveling on four (4) or six wheels (6), to be used primarily for landscaping, lawn care, or maintenance purposes.

VEHICLE

Any mechanical device on wheels designed primarily for use or used on highways, except motorized bicycles, motorized scooters, motorized play vehicles, vehicles propelled or drawn by horses or human power, or vehicles used exclusively on fixed rails or tracks, cotton trailers, or motorized wheelchairs operated by handicapped persons.

Section 2: Section 340.110 of the Harrisonville Municipal Code is hereby amended to read as follows:

A.

No person shall operate an all-terrain vehicle, recreational off-highway vehicle or utility vehicle, as defined in Harrisonville Municipal Code Section 300.010, upon the streets and highways of this City, except as follows:

1.

All-terrain vehicles, recreational off-highway vehicles and utility vehicles owned and

operated by a governmental entity for official use;

2.

All-terrain vehicles, recreational off-highway vehicles and utility vehicles operated for agricultural purposes or industrial on-premises purposes between the official sunrise and sunset on the day of operation; or

B.

No person shall operate an all-terrain vehicle, recreational off-highway vehicle, or utility vehicle, as defined in Harrisonville Municipal Code Section 300.010, within any stream or river in this City, except that these vehicles may be operated within waterways which flow within the boundaries of land which a vehicle operator owns, or for agricultural purposes within the boundaries of land which a vehicle operator owns or has permission to be upon, or for the purpose of fording such stream or river of this State at such road crossings as are customary or part of the highway system. All Law Enforcement Officials or Peace Officers of this State and its political subdivisions shall enforce the provisions of this Subsection within the geographic area of their jurisdiction.

C.

A person operating an all-terrain vehicle, recreational off-highway vehicle, or utility vehicle on a street or highway pursuant to an exception covered in this Section shall have a valid license issued by a State authorizing such person to operate a motor vehicle but shall not be required to have passed an examination for the operation of a motorcycle, and the vehicle shall be operated at speeds of less than thirty (30) miles per hour. When operated on a street or highway, an all-terrain, recreational off-highway, or utility vehicle shall have a bicycle safety flag, which extends not less than seven (7) feet above the ground, attached to the rear of the vehicle. The bicycle safety flag shall be triangular in shape with an area of not less than thirty (30) square inches and shall be dayglow in color.

D.

No person shall operate an all-terrain vehicle:

1.

In any careless way so as to endanger the person or property of another;

2.

While under the influence of alcohol or any controlled substance; or

3.

Without a securely fastened safety helmet on the head of an individual who operates an all-terrain vehicle or who is being towed or otherwise propelled by an all-terrain vehicle, unless the individual is at least eighteen (18) years of age.

E.

No operator of an all-terrain vehicle shall carry a passenger, except for agricultural purposes.

F.

A violation of this Section shall be an ordinance violation.

Read for the first time by title only on the 21st day of September, 2020. Read for the second time by title only on the 21st day of September, 2020.

Judy Bowman, Mayor

ATTEST:

Randy Jones, City Clerk

APPROVED by the Mayor this 21st day of September, 2020

Safety First!

No person shall operate an ATV / UTV, as defined in Section 304.001, RSMo., within any stream or river in this County, except that off-road vehicles may be operated within waterways which flow within the boundaries of land which an off-road vehicle operator owns, or for agricultural purposes within the boundaries of land which an off-road vehicle operator owns or has permission to be upon, or for the purpose of fording such stream or river of this State at such road crossings as are customary or part of the highway system. All Law Enforcement Officials or Peace Officers of this State and its political subdivisions shall enforce the provisions of this Subsection within the geographic area of their jurisdiction.



Please be advised that areas within any municipality may have ordinances that restrict ATV / UTV usage within their incorporated city limits. Contact your local Police Department to inquire on their restrictions.



Sheriff Weber would like to remind everyone to be safe and not ride under the influence of alcohol or any controlled substance.



Published by:
The Cass County Sheriff's Office
2501 W. Mechanic (Suite 100)
Harrisonville, MO 64701
(816) 380-8320
www.cassmosheriff.org

For additional information, see
Cass County Missouri Ordinance:

ATV & UTV Permits



Safety & Rules

Licensed drivers MUST obtain a permit from the Cass County Sheriff's Office prior to driving ATV / UTV vehicles on County roads.



The applicant must provide the following information prior to issuance of the permit:

- A current valid operator or chauffeur's license.
- Proof of Missouri State minimum liability insurance coverage.
- The make, model and serial number of the all-terrain vehicle.
- The cost of the permit shall be fifteen dollars (\$15.00).
- The permit shall be valid for one (1) year from the date of issuance.
- Any person violating any provision of this Section is guilty of a misdemeanor and upon conviction shall be fined not more than three hundred dollars (\$300.00) and/or sentenced to a term in the County Jail not to exceed fifteen (15) days.

APPLICATIONS ACCEPTED:

MONDAY - FRIDAY
(COUNTY APPROVED HOLIDAYS EXCLUDED)

8:00 AM - 4:30 PM

\$15.00 EXACT CHANGE ONLY

Definitions:

ALL -TERRAIN VEHICLE:

Any motorized vehicle manufactured and used exclusively for off-highway use which is fifty (50) inches or less in width, with an unladen dry weight of six hundred (600) pounds or less, traveling on three (3), four (4) or more low pressure tires, with a seat designed to be straddled by the operator and handlebars for steering control.

UTILITY VEHICLE:

Any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty (50) inches but no more than sixty-seven (67) inches in width, with an unladen dry weight of two thousand pounds (2,000) or less, traveling on four (4) or six (6) wheels, to be used primarily for landscaping, lawn care, or maintenance purposes.

RECREATIONAL OFF-HIGHWAY VEHICLE:

Any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty (50) inches but no more than sixty-seven (67) inches in width, with an unladen dry weight of two thousand pounds (2,000) or less, traveling on four (4) or more non highway tires and which may have access to ATV trails.

PRIVATE ROAD OR DRIVEWAY:

Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner but not by other persons.

Things To Remember:

No person shall operate an ATV / UTV:

- In any careless way so as to endanger the person or property of another;
- While under the influence of alcohol or any controlled substance; or
- Without a securely fastened safety helmet on the head of an individual who operates an all-terrain vehicle or who is being towed or otherwise propelled by an all-terrain vehicle, unless the individual is at least eighteen (18) years of age.
- While carrying a passenger, except for agricultural purposes. This subsection shall not apply to any utility vehicle in which the seat of such vehicle is designed to carry more than one person.



When operated on a street or highway, an all-terrain vehicle shall have a bicycle safety flag, which extends not less than seven (7) feet above the ground, attached to the rear of the vehicle. The bicycle safety flag shall be triangular in shape with an area of not less than thirty (30) square inches and shall be dayglow in color.

The vehicle shall be operated at speeds of less than thirty (30) miles per hour

SPEED
LIMIT

30

5.K.b



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 1, 2020
SUBJECT: Vacation of Unimproved Alley 100 ft. West of N. King Ave. Between East Pine St. and East Elm St.

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: Karen A. and Wilson J. Ausmer
Requested Actions: Vacation of Unimproved Alley 100 ft. west of N. King Ave. from East Pine St. to East Elm St.

Date of Application: October 5, 2021

PROPOSAL

The City of Harrisonville has received an application/petition from Karen A. and Wilson J. Ausmer, owners of property at 806 E. Pine St, to vacate a 20-ft wide platted but unimproved alley located 100 ft. west of N. King Avenue and running north/south between East Pine St. and East Elm St. If approved, the west 10-ft of the alley would be added to the vacant Ausmer tract at 806 E. Pine and the east 10-ft. of the alley would be added to the properties at 302 N. King Ave., 304 N. King Ave., and 907 E. Elm St. The Ausmers wish to subdivide and build homes on their property. The Ausmers removed an abandoned church from the property approximately 12 months ago.

PREVIOUS ACTIONS

None

STAFF COMMENTS AND SUGGESTIONS

Staff has reviewed the request and has no objections to vacating the unimproved alley subject to retaining a utility easement. Staff has also talked to two of the three residents on the opposite side of the alley from the Ausmers and they have no objection to the vacation.



STAFF RECOMMENDATION

Approval of ordinance vacating alley subject to retaining a utility easement.

ATTACHMENTS

Ordinance
Property Map

STAFF CONTACT: Roger Kroh

L. Action Item (ID # 3637)

AN ORDINANCE OF THE CITY OF HARRISONVILLE VACATING UNIMPROVED NORTH/SOUTH ALLEY RIGHT-OF-WAY APPROXIMATELY 100 FT. WEST OF NORTH KING AVENUE BETWEEN EAST PINE STREET AND EAST ELM STREET IN HARRISONVILLE, CASS COUNTY, MISSOURI, AND ESTABLISHING AN EFFECTIVE DATE

Attachments:

Ordinance (DOCX)

Exhibit I Tract Sketch of Alley (PDF)

**AN ORDINANCE OF THE CITY OF HARRISONVILLE VACATING
UNIMPROVED NORTH/SOUTH ALLEY RIGHT-OF-WAY APPROXIMATELY
100 FT. WEST OF NORTH KING AVENUE BETWEEN EAST PINE STREET
AND EAST ELM STREET IN HARRISONVILLE, CASS COUNTY, MISSOURI,
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, Karen A. and Wilson J. Ausmer, owners of property at 806 E. Pine St, have submitted a petition to vacate a 20-ft wide platted but unimproved alley located approximately 100 ft. west of N. King Avenue and running north/south between East Pine St. and East Elm St.; and

WHEREAS, in accordance with the provision of Chapter 89 RSMo, and Section 515.020 of the Code of Ordinances of the City of Harrisonville, Missouri, thirty (30) days' notice of said petition for vacation has been provided in three (3) of the most prominent and public places in the district, twenty (20) days' notice has been given by certified mail to all persons who own land on the same block as the portion of alley to be vacated, and notice has been given to the Chairman of the Planning and Zoning Commission, and

WHEREAS, no objection from property owners abutting the portion of the alley right-of-way for which vacation is requested has been received by the City which would delay consideration of the petition for an additional thirty (30) days; and

WHEREAS, RSMo. Section 88.673 states that vacated right of way reverts to adjoining property owners; and

WHEREAS, the Board of Aldermen, after careful and due deliberation, find that vacating the 20-ft wide platted but unimproved alley located approximately 100 ft. west of N. King Avenue and running north/south between East Pine St. and East Elm St. is in the best interest of the City of Harrisonville and its residents, and that the vacated property be deeded to the adjoining property owners subject to the City retaining a utility easement;

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

Section 1. The Board of Aldermen of Harrisonville, Missouri, hereby declares it necessary, reasonable, proper in the best interest of the City of Harrisonville and its residents to discontinue as right-of-way and forever vacate the 20-ft wide platted but unimproved alley located approximately 100 ft. west of N. King Avenue and running north/south between East Pine St. and East Elm St. and that the vacated property be deeded to the adjoining property owners subject to the City retaining a utility easement, subject to the following reservation of the existing easements and as depicted in Exhibit I and described herein.

Legal Description

ALL THAT PART OF THE PLATTED 20 FT. ALLEY THAT RUNS NORTH
AND SOUTH BETWEEN ELM STREET AND PINE STREET LYING WEST
OF LOTS 1 THRU 4 AND EAST OF LOTS 5 THRU 8 IN BLOCK 17,
CUMMIN'S AND SIMS ADDITION IN THE TOWN OF HARRISONVILLE,
CASS COUNTY, MISSOURI, AS PREVIOUSLY PLATTED AND
RECORDED

Section 2. All that portion of the above vacated property is hereby retained as a perpetual utility easement for the construction, maintenance, repair, relocation and operation of

all public utility facilities and surface water drainage. No permanent buildings or structures shall be located within or upon said easement.

Section 3. The statutory right of reversion in the owners of the abutting property is hereby confirmed, subject to the easement expressly reserved in Sections 2 of this ordinance, as is provided by the laws of the State of Missouri, the Mayor and the City Clerk are hereby authorized to execute all necessary instruments required to confirm the reversionary rights of the owners of property abutting on the area vacated, as described in this ordinance.

Section 4. Severability. The sections, paragraphs, sentences, clauses and phrases of this ordinance shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this ordinance are valid, unless the court finds the valid portions of this ordinance are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 5. Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 6. Effective Date. That ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 5TH DAY OF OCTOBER 2020 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 5TH DAY OF OCTOBER 2020 AND PASSED BY THE BOARD OF ALDERMEN THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020

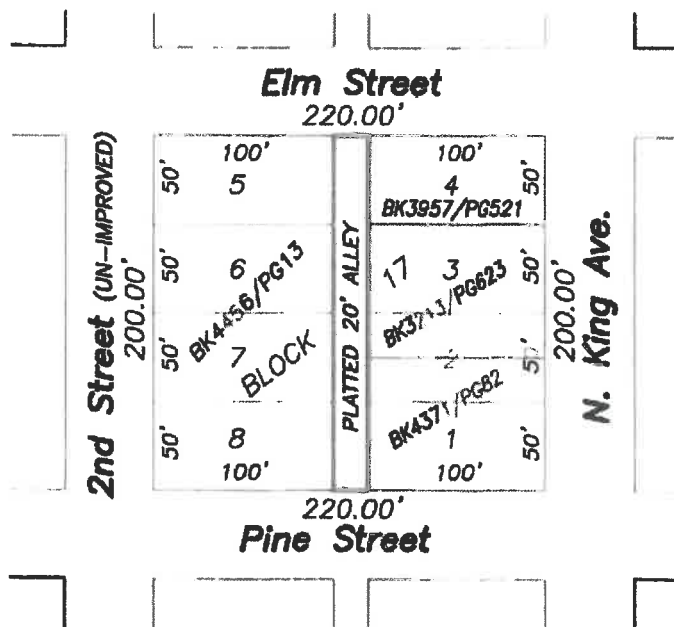
Attached: Exhibit I Tract Sketch of Alley

Tract Sketch

DESCRIPTION: ALL THAT PART OF THE PLATTED 20' ALLEY THAT RUNS NORTH AND SOUTH BETWEEN ELM STREET AND PINE STREET LYING WEST OF LOTS 1 THRU 4 AND EAST OF LOTS 5 THRU 8 IN BLOCK 17, CUMMIN'S AND SIMS ADDITION IN THE TOWN OF HARRISONVILLE, CASS COUNTY, MISSOURI, AS PREVIOUSLY PLATTED AND RECORDED.



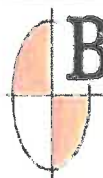
0' 100' 200'
SCALE IN FEET
SCALE: 1" = 100'



NOTE: THIS DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY, THIS SKETCH IS FOR PLANNING & ZONING PURPOSES ONLY.

FOR: MR. WILSON AUSMER

505 E PEARL ST, HARRISONVILLE, MO 64701



Bowers Land Survey Co. LLC

P.O. BOX 541
1000 W. MECHANIC STREET
HARRISONVILLE, MISSOURI 64701
TELEPHONE: 816.225.0160
WEBSITE: BOWERSSURVEY.COM

SITE ADDRESS: PINE ST, HARRISONVILLE, MO 64701

SECTION	TOWNSHIP	RANGE	COUNTY	STATE	DATE	JOB NO.
4	44	31	CASS	MISSOURI	8/25/20	21649-20
DRAWING NO. 21649SK.DWG			DRAWN BY: TSB		CHECKED BY: TSB	
BOWERS LAND SURVEY CO. LLC, LAND SURVEYING, MISSOURI STATE CERTIFICATE OF AUTHORITY NO. LS-2020010824						

Attachment: Exhibit I Tract Sketch of Alley (Vacation of Unimproved Alley 100 ft. West of N. King Ave. Between East Pine St. and East Elm St.)



STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 1, 2020
SUBJECT: Ordinance Amending Water, Sewer, and Electric Connection Fees

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: City Staff

Requested Actions: Approve Ordinance Amending Water and Sewer Tap Fees and Electric Capacity Fees

Date of Application: October 5, 2021

PROPOSAL

Ordinance approving new water and sewer tap fees and electric capacity fees.

PREVIOUS ACTIONS

At the September 21, 2018 Board of Aldermen Worksession, the Board considered the Burns and McDonnell study of water and capacity fees and a study of the electric capacity fees by staff.

KEY ISSUES

Water and Sewer Tap Fees – See handouts from September 2020 Worksession
Electric Capacity Fees – See handout from September 21, 2020 Worksession

STAFF COMMENTS AND SUGGESTIONS

STAFF RECOMMENDATION

Approval

ATTACHMENTS

Ordinance

Handouts form September 1, 2020 Worksession

STAFF CONTACT: Roger Kroh

M. Action Item (ID # 3638)

AN ORDINANCE OF THE CITY OF HARRISONVILLE AMENDING CHAPTER 700, UTILITIES, REGARDING THE CAPACITY INVESTMENT RECOVERY PLAN, WATER TAP FEES, SEWER CONNECTION FEES, AND ELECTRIC CONNECTION FEES

Attachments:

Ordinance (DOCX)

Electric Capacity Rates - 092120 Staff Report (PDF)

Water Sewer Tap Fees - 091620 Staff Report (PDF)

WaterSewer Tap Fees - 092120 Staff Report (PDF)

Burns McDonnell Report (PDF)

**AN ORDINANCE OF THE CITY OF HARRISONVILLE AMENDING CHAPTER 700,
UTILITIES, REGARDING THE CAPACITY INVESTMENT RECOVERY PLAN,
WATER TAP FEES, SEWER CONNECTION FEES, AND ELECTRIC CONNECTION
FEES**

WHEREAS, the City of Harrisonville, Missouri (the "City") desires to establish, amend and update various sections of the municipal code regarding utilities; and

WHEREAS, a review of water tap fees, sewer connection fees, and electric connection fees way undertaken by the City and its consultant, Burns and McDonnell; and

WHEREAS, the City wishes to make changes in its water tap fees, sewer connection fees, and electric connection fees so as to better serve the citizens, businesses, and property owners of the citizens of Harrisonville; and

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

Section 1: The following code sections are hereby reserved, removed, and amended and/or created to read as follows:

Section 700.800 Water Tap Fees (A) (3)

Calculation of the water tap fee. The City shall calculate the water tap fee due for a new application for service by determining the capacity multiplier of the size and type meter to be used for the new connection, relative to a five-eighths (5/8) inch by three-fourth (3/4) inch residential-displacement-type meter. The water tap fee by meter size shall be as follows:

Meter Size

5/8 x 3/4 inch residential	\$440.00
3/4 inch commercial min	\$660.00
1 inch	\$1,100.00
1 1/2 inch	\$2,210.00
2 inch	\$3,530.00
3 inch	\$6,600.00
4 inch	\$11,000.00

Over 4 inches shall be determined by the Public Works Director

Section 700.810 Sewer Connection Fees (3) (b)

b. Sewer connection fees will be charged as follows:

Meter Size

5/8 inch residential	\$510.00
3/4 inch commercial min	\$760.00
1 inch	\$1,260.00
1 1/2 inch	\$2,530.00
2 inch	\$4,040.00
3 inch	\$7,600.00
4 inch	\$12,600.00

Over 4 inches shall be determined by the Public Works Director

- (1) The applicant will be required to provide the City with a listing of industrial wastes proposed to be discharged into the City's sewer system prior to applying for a building permit.

Section 700.820 Electric Connection Fees

A. The connection fees to be charged by the City of Harrisonville for electrical connections to the Harrisonville electrical system shall be as follows:

Electric Installation Fee for standard 200-amp service):

Residential -

Upgrade Electric Service	\$75.00 per meter
Overhead Installation (first 125')	\$250.00
Overhead Additional Footage	\$1.25/ft
Service pole (new – for service longer than 125')	\$150.00

Commercial -

Commercial Electric Service	\$1,000.00 per meter
Overhead Installation (first 125')	\$1,500.00
Overhead Additional Footage	\$4.50/ft
Service pole (new – for service longer than 125')	\$250.00

Residential –

Underground installation (first 125')	\$400.00 per meter
Underground Additional Footage	\$10.00/ft
Secondary Pedestal (new – for service longer than 125')	\$300.00

Commercial –

Underground installation (first 125')	\$1,000.00
Underground Additional Footage	\$15.00/ft

- B. Commercial customers shall pay ½ of the cost of the pad mount transformer per load data. If customer requires a larger than City of Harrisonville suggested size of transformer, the customer shall pay ½ of the cost of the suggested size plus 100% of additional cost difference for the required.
- C. All underground primary and secondary conduits shall be installed by customers. Customers are required to supply the secondary wire to the transformer from the meter cabinet. All conduit shall be installed according to NEC Rules with a minimum depth of 24”.
- D. For electric services greater than 200 Amp, customer shall supply their own meter cabinet and pay 100% of the difference in cost of service wire, metering equipment and/or transformer upgrade.
- E. Electric Connection Fee Redetermination and Credits.
 - 1. Redetermination of electric connection fee occurs when the existing transformer for a site is replaced by a larger transformer or additional transformers are set adding additional electrical consumption capacity to the site. This will result in an increased connection fee. The parcel owner will be billed for the difference between the initial connection fee and the increased connection fee. If not paid within sixty (60) days from billing, the additional fee shall accrue late charges at the rate of one and one-half percent (1.5%) per month and, if not paid by the time of certification of total connection fee by the Administrator, shall be levied against the parcel on the next regular November tax bill and shall be subject to all other collection actions authorized by law.
 - 2. If a smaller capacity transformer is set replacing a larger capacity existing transformer, no refund of the connection fee will be made. A connection fee credit will be issued to the owner of the land when these circumstances arise. Such credit shall be limited to that specific site. If a subsequent change in development of the parcel (for which electrical connection fee credits have been issued) results in larger capacity transformers being set, the credit will apply to calculation of the new connection fee.
- F. Appeals.

1. Applicants for permits may appeal electrical connection fee determination for their parcel or building, only under the provisions of this Section. The applicant must file written notice of appeal with the City within seven (7) calendar days following the determination of electrical connection fees by the City. Upon payment of the connection fee under protest, the City shall issue the permit. If any portion of the connection fee is paid before a notice of appeal is filed under this Section, the right to appeal is waived.
2. The City Administrator shall consider appeals of electrical connection fees within thirty (30) days of receipt of request unless this period is extended by agreement of the appealing party.

G. Payment of Connection Fees.

1. Electric connection fees shall be paid in full at the time a building or electrical permit is issued to an applicant.
2. Payment exception. If the electric connection fee exceeds ten thousand dollars (\$10,000.00), the applicant may elect to pay the fee in equal monthly installments over a period not to exceed five (5) years, the unpaid balance shall not be subject to interest expense so long as payments do not become delinquent. Delinquent monthly installment payments of the connection fee shall accrue late charges at the rate of one and one-half percent (1.5%) per month and, if payments remain in arrears as of September fifteenth (15th), the City, shall levy the total unpaid connection fee balance including accumulated interest against the parcel on the next regular tax bill and shall be subject to all other collection actions authorized by law.

Section 2. Severability. The sections, paragraphs, sentences, clauses and phrases of this ordinance shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this ordinance are valid, unless the court finds the valid portions of this ordinance are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 3. Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri, Cass County, and the City of Harrisonville and administrative regulations regarding Medical Marijuana established by the Missouri Department of Health and Senior Services.

Section 4. Effective Date. This ordinance shall be in full force and effect on January 1, 2021 and after its passage by the Board of Aldermen and approval by the Mayor.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 5TH DAY OF OCTOBER, 2020 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 5TH DAY OF OCTOBER 2020 AND PASSED BY THE BOARD OF ALDERMEN THIS 5TH DAY OF OCTOBER 2020.

Judy Bowman, 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 October 2020



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: September 17, 2020
SUBJECT: Electric Utility Capacity Rate Discussion

Type of Item: *Discussion*

Staff Report

To: Board of Aldermen
From: Carl M. Brooks, Director of Public Works
Date: September 21, 2020
Re: Discussion of Electric Capacity Fees

GENERAL INFORMATION

Applicant: City of Harrisonville

Requested Actions: Discussion of Electric Capacity Fees

Date of Application: September 17, 2020

PROPOSAL

This discussion would be to introduce the changing of the current electric capacity fee to a new electric capacity fee.

PREVIOUS ACTIONS

City staff have reviewed the current electric capacity fees and have determined that new updated electric capacity fees need to be updated. Last year Toth & Associates

was hired to conduct an electric cost of service study but did not provide us a recommendation for the electric capacity fees.

KEY ISSUES

Attached is a first draft of the electric capacity fees for electrical service.

STAFF COMMENTS AND SUGGESTIONS

Staff recommends the new Construction Electric Fee Schedule as a point of discussion beginning

STAFF RECOMMENDATION

See above.

ATTACHMENTS

Existing Electric Connection fees
New Construction Electric Fee Schedule
Macon, Every and Independence, Capacity fee information

STAFF CONTACT:

Andy Pollard, Electric Superintendent
816-380-8962

C. Discussion Item (ID # 3621)

Electric Utility Capacity Rates

Attachments:

Exisitng Electric Capacity Fees (PDF)
New Construction Electric Fees Schedule (DOCX)
Copy of Other Citys fees (XLSX)

City of Harrisonville, MO
Thursday, September 17, 2020

Chapter 700. Utilities

ARTICLE IV. Capacity Investment Recovery Plan

Division 2. Electric Utility

Section 700.820. Electric Connection Fees.

[Ord. No. 3132 §1, 5-17-2010]

A. Connection Fee Use And Basis Of Calculation.

1. The Board of Aldermen, in preparing the budget for each year, will determine how best to employ the accumulated connection fee resources. Electric connections fees shall only be used to benefit the electric utility.
2. Connection fees based on transformer capacity (Volts, Phases & KVA) will be calculated by the procedures in this Section and collected from persons desiring to make new connections or increased use of the Harrisonville electrical system before the issuance of an electrical permit.

B. Computation And Approval Of Connection Fee. Electric fees shall be approved by the Board of Aldermen.

[Ord. No. 3357 §1, 3-21-2016]

1. *Three-phase electrical service.* The connection fee for a three-phase site shall be calculated by multiplying the KVA capacity of the transformer requested for the site by the current value of a KVA multiplied by twenty-five percent (25%). The City of Harrisonville has elected to waive seventy-five percent (75%) of the electric connection fee for three-phase customers. The waiver is considered the City's investment in promoting economic development. Fees for larger three-phase customers will be evaluated on an individual basis. If a large customer would have a positive impact on the City of Harrisonville rate structure, a recommendation may be presented to the Mayor and Board of Aldermen for consideration of a special electric rate.
2. *Single-phase electrical service.* The connection fee for a single-phase site shall be calculated by multiplying the KVA capacity of the transformer requested for the site by the current value of a KVA multiplied by twenty-five percent (25%) of the electric connection fee for single-phase customers. The waiver is considered the City's investment in promoting economic development.
3. Electric supply capacity fee calculation is below:
[Ord. No. 3405 § 1, 5-15-2017]

Electric Supply Capacity Fee Calculation

Last Updated:

1/26/2016

Item	Cost in 2016 Dollars
Cost of construction for a new 20MVA substation with 4 circuit capacity 69/12.47KV	\$2,000,000.00
A Total 2016 price for the new substation	\$2,000,000.00
B Additional available electric supply capacity	10,000 KVA
C Value of a KVA in three phase	\$200.00 = A/B
D Value of a KVA in single phase	\$66.67 = A/B/3

Schedule of Capacity Fees			Electric Impact Fee	25% of Fee	Monthly Payment Based on a 5-Year Amortization
Transformer Capacity and Type					
Volts	Phases	KVA			
277/480*	3	2,500	\$500,000	\$125,000	\$2,083
120/208*	3	2,500	\$500,000	\$125,000	\$2,083
277/480*	3	2,000	\$400,000	\$100,000	\$1,667
277/480*	3	1,500	\$300,000	\$75,000	\$1,250
120/208*	3	1,500	\$300,000	\$75,000	\$1,250
277/480*	3	1,000	\$200,000	\$50,000	\$833
120/208*	3	1,000	\$200,000	\$50,000	\$833
277/480*	3	750	\$150,000	\$37,500	\$625
120/208*	3	750	\$150,000	\$37,500	\$625
277/480*	3	500	\$100,000	\$25,000	\$417
120/208*	3	500	\$100,000	\$25,000	\$417
277/480*	3	300	\$60,000	\$15,000	\$250

Schedule of Capacity Fees			Electric Impact Fee	25% of Fee	Monthly Payment Based on a 5-Year Amortization
Transformer Capacity and Type					
Volts	Phases	KVA			
120/208*	3	300	\$60,000	\$15,000	\$250
120/208 overhead bank	3	150	\$30,000	\$7,500	\$125
120/208 overhead bank	3	112.5	\$22,500	\$5,625	\$94
120/208 overhead bank	3	75.0	\$15,000	\$3,750	\$63
120/240	1	100	\$6,667	\$1,667	
120/240	1	75	\$5,000	\$1,250	
120/240	1	50	\$3,333	\$833	
120/240	1	25	\$1,667	\$417	
120/240 4 homes	1	50	\$833	See below	
120/240 3 homes	1	25	\$556	See below	

Average single-family home

\$694

\$173.50

* Impact fees for this size of electrical customer and larger will be evaluated on an individual basis, 24/5 or 24/7 hours of operation could have a positive impact on the City of Harrisonville's rate structure with the current power provider. Recommendations may be presented to the Mayor and Board of Aldermen for consideration of special rates.

C. Electric Connection Fee Redetermination And Credits.

- Redetermination of electric connection fee occurs when the existing transformer for a site is replaced by a larger transformer or additional transformers are set adding additional electrical consumption capacity to the site. This will result in an increased connection fee. The parcel owner will be billed for the difference between the initial connection fee and the increased connection fee. If not paid within sixty (60) days from billing, the additional fee shall accrue late charges at the rate of one and one-half percent (1.5%) per month and, if not paid by the time of certification of total connection fee by the Administrator, shall be levied against the parcel on the next regular November tax bill and shall be subject to all other collection actions authorized by law.
- If a smaller capacity transformer is set replacing a larger capacity existing transformer, no refund of the connection fee will be made. A connection fee credit will be issued to the owner of the land when these circumstances arise. Such credit shall be limited to that specific site. If a subsequent change in development of the parcel (for which electrical connection fee credits have been issued) results in larger capacity transformers being set, the credit will apply to calculation of the new connection fee.

D. Appeals.

- Applicants for permits may appeal electrical connection fee determination for their parcel or building, only under the provisions of this Section. The applicant must file written notice of appeal with the City within seven (7) calendar days following the determination of electrical connection fees by the City. Upon payment of the connection fee under protest, the City shall issue the permit. If any portion of the connection fee is paid before a notice of appeal is filed under this Section, the right to appeal is waived.
- The City Administrator shall consider appeals of electrical connection fees within thirty (30) days of receipt of request, unless this period is extended by agreement of the appealing party.

E. Schedule Of Transformers And Related KVA Capacity.

Volts	Phases	KVA
277/480	3	2,500
120/208	3	2,500
277/480	3	2,000
120/208	3	2,000
277/480	3	1,500
120/208	3	1,500
277/480	3	1,000
120/208	3	1,000
277/480	3	750
120/208	3	750
277/480	3	500
120/208	3	500
277/480	3	300
120/208	3	300
120/240	1	100
120/240	1	75

Volts	Phases	KVA
120/240	1	50
120/240	1	50
4 HOMES		
120/240	1	25
3 HOMES		
120/240	1	15
2 HOMES		

F. Payment Of Connection Fees.

1. Electric connection fees shall be paid in full at the time a building or electrical permit is issued to an applicant.
2. *Payment exception.* If the electric connection fee exceeds ten thousand dollars (\$10,000.00), the applicant may elect to pay the fee in equal monthly installments over a period not to exceed five (5) years, the unpaid balance shall not be subject to interest expense so long as payments do not become delinquent. Delinquent monthly installment payments of the connection fee shall accrue late charges at the rate of one and one-half percent (1.5%) per month and, if payments remain in arrears as of September fifteenth (15th), the City, shall levy the total unpaid connection fee balance including accumulated interest against the parcel on the next regular tax bill and shall be subject to all other collection actions authorized by law.



City of

Harrisonville

est.
1836

300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701
Electric Department - 2108 Royal, Harrisonville Missouri 64701 816-380-8968

New Construction Electric Fees Schedule

Fees must be paid before any permits may be issued

Electric Installation Fee (standard 200-amp service):

Residential -

Upgrade Electric Service	\$75.00 per meter
Overhead Installation (first 125')	\$250.00
Overhead Additional Footage	\$1.25/ft
Service pole (new – for service longer than 125')	\$150.00

Commercial -

Commercial Electric Service	\$1,000.00 per meter
Overhead Installation (first 125')	\$1,500.00
Overhead Additional Footage	\$4.50/ft
Service pole (new – for service longer than 125')	\$250.00

Residential –

Underground installation (first 125')	\$400.00 per meter
Underground Additional Footage	\$10.00/ft
Secondary Pedestal (new – for service longer than 125')	\$300.00

Commercial –

Underground installation (first 125')	\$1,000.00
Underground Additional Footage	\$15.00/ft

Customer to pay ½ of the cost of the padmount transformer per load data. If customer requires a larger than City of Harrisonville suggested size of transformer the customer to pay ½ of the cost of the suggested size plus 100% of additional cost difference for the required.

All underground primary and secondary conduits shall be installed by customers. Customers are required to supply the secondary wire to the transformer from the meter cabinet. All conduit shall be installed according to NEC Rules with a minimum depth of 24".

Electric Services greater than 200 Amp:

Customer shall supply their own meter cabinet
Customer shall pay 100% of the difference in cost of service wire, metering equipment and/or transformer upgrade

City of Macon Fees

Upgrade Electric Box
Overhead Installation
Underground Installation
Additional Units (Meter Pack)
Overhead Additional Footage
Underground Additional Footage
Additional Utility Pole
Greater than 200 amp service
Commercial/Industrial Service

Evergy

New Customer (per lot to be paid by developer)
Additional fees are based on materials cost.

City of Independence

Currently working on establishing fees for new customers

\$50.00
\$150 (first 100ft)
\$300 (first 100ft)
\$50 per meter
\$0.75 per foot
\$2.50 per foot
\$150.00
Materials
\$1,200.00

\$950 per lot (with potential of refund)

Contemplating charging \$400 per lot

Attachment: Conv of Other Citvs fees (Electric Utility Capacity Rate Discussion)
Attachment: Electric Capacity Rates - 092120 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Board of Aldermen
FROM: Carl Brooks,
DATE: September 16, 2020
SUBJECT: Water and Sewer Impact Fees

Type of Item: *Discussion*

To: Board of Aldermen

From: Carl M. Brooks, Director of Public Works

Date: September 21, 2020

Re: Discussion of Water and Sewer Tap Fees

GENERAL INFORMATION

Applicant: City of Harrisonville

Requested Actions: Discussion of Water and Sewer Tap Fees

Date of Application: September 16, 2020

PROPOSAL

This discussion would be to introduce the changing of the current water and sewer tap fees to a new water and sewer tap fee.

PREVIOUS ACTIONS

Burns & McDonnell was hired to conduct a water and sewer impact fee (tap fee or connection fee) study .

KEY ISSUES

Attached is a first draft of the connection fee analysis for water and sewer.

- Tables 1-4 value existing assets using Engineering News Record's Construction Cost Index to take original cost into today's value.
- Costs to be recovered in connection fees are generally limited to backbone infrastructure - think treatment plants and large pipes primarily. On Tables 3 and 4, we use miles of main for water or feedback from the City for sewer to identify the assets falling into the "large pipe" category
- Table 5 summarizes the valuation and then develops a maximum potential fee on rows 10-16. This fee represents the high end of the recommended charges.
- Table 6 shows three options for potential connection fee adjustments
 - o Option 1 shows the max fee
 - o Option 2 shows the fee at 45% of max, which I believe is consistent with past practice
 - o Option 3 is simply a 5% increase over existing fee. If you follow option 3, you could conceivably apply 5% per year for several years.

STAFF COMMENTS AND SUGGESTIONS

Typically, the engineer recommends a phase-in approach to connection fees, to mitigate rate shock. Option 3 represents a step in that direction.

STAFF RECOMMENDATION

As this is a work session no staff recommendation currently.

ATTACHMENTS

Connection Fee Analysis

Cass County Water and Sewer Tap Fees, Cities of Harrisonville, Garden City, Peculiar, Raymore, Belton and Pleasant Hill, bar chart

Cass County Water and Sewer Tap Fees, Cities of Harrisonville, Garden City, Peculiar, Raymore, Belton and Pleasant Hill, water and sewer tap fees for residential and commercial customers

STAFF CONTACT:

Carl M. Brooks, Director of Public Works
816-380-8913

B. Discussion Item (ID # 3616)

Water and Sewer Impact Fees

Attachments:

Connection Fee Analysis 8.7.2020 (003) (PDF)

Water and Sewer Staff Report (DOC)

Cass County Water and Sewer Tap Fees bar chart SKM_C25820091615350 (PDF)

Water Sewer Tap Fees for Surrounding Cities 9-15-2020 (cmb) (DOCX)

Connection Fee Analysis Presentation (PDF)

Table 1

City of Harrisonville, MO - Connection Fee Analysis

Buildings Asset Valuation

Line		In-Service	Original	Original Cost	2019	Replacement	Replacement	Water	Sewer
No.	Description	Date	Cost	Less Depr	Trend	Cost	Cost Less	Portion	Portion
					Factor		Depreciation		
1	NEW WALLS & INSULATI 08	12/31/2008	37,937	11,743	1.37	52,127	16,135	-	-
2	OLD ELECTRIC/WATER B 08	1/1/2018	32,715	27,263	1.03	33,707	28,089	28,089	-
3	CLEARWELL CONSTRUCTI 08	10/4/2000	354,472	167,463	1.81	642,791	303,674	303,674	-
4	WATER PLANT	3/31/1983	906,908	56,968	2.73	2,479,386	155,745	155,745	-
5	WATERPLANT STORAGE B 08	4/18/2002	44,000	25,242	1.72	75,689	43,422	43,422	-
6	SRF PUMP STATION	12/31/2003	806,141	564,297	1.69	1,361,657	953,156	-	953,156
7	CIP-SRF/EFHB	12/31/2003	640,682	412,670	1.69	1,082,179	697,044	-	697,044
8	SRF PUMP STATION	6/15/2004	576,010	407,606	1.63	938,158	663,876	-	663,876
9	SRF EFHB	6/15/2004	640,836	453,474	1.63	1,043,741	738,582	-	738,582
10	WASTE WATER PLANT	2/28/1989	3,813,620	965,696	2.41	9,185,743	2,326,041	-	2,326,041
11	WASTE WATER PLANT	9/11/1989	82,195	19,662	2.41	197,980	47,360	-	47,360
12	WASTE WATER PLANT	4/11/1990	53,000	11,842	2.38	125,886	28,127	-	28,127
13	SRF PUMP STATION	6/15/2005	16,864	12,313	1.52	25,690	18,758	-	18,758
14	SRF PUMP STATION	9/7/2006	762,475	573,853	1.45	1,106,485	832,762	-	832,762
15	SEWER PLANT DRIVE	11/7/2006	90,615	53,999	1.45	131,498	78,362	-	78,362
16	SEWER PLATN FACILITY	6/15/2010	29,472	24,464	1.28	37,830	31,402	-	31,402
17	SIEMENS ENERGY PROJECT	11/16/2012	580,720	332,029	1.22	710,934	406,480	-	406,480
18	WATER TOWER PAINTING 08	9/7/2012	293,983	105,451	1.22	359,902	129,097	129,097	-
19	GARAGE DOORS - WATER	9/27/2017	6,752	5,857	1.07	7,231	6,273	6,273	-
20	Building Subtotal		9,769,397	4,231,895		19,598,616	7,504,384	666,300	6,821,949

Attachment: Connection Fee Analysis 8.7.2020 (003) (Water and Sewer Impact Fees)
Attachment: Water Sewer Tap Fees - 091620 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Table 2

City of Harrisonville, MO - Connection Fee Analysis

Improvements Asset Valuation

Line No.	Description	In-Service Date	Original Cost	Original Cost Less Depr	Trend Factor	Replacement Cost	Replacement Cost Less Depreciation	Water Portion	Sewer Portion
1	CLEAR WELL DESIGN	12/31/1999	27,625	10,125	1.85	51,180	18,758	18,758	-
2	CLEARWATER WATER LIN 08	2/21/2006	8,514	6,325	1.45	12,356	9,179	9,179	-
3	SRF EFHB	2/3/2006	65,546	48,670	1.45	95,118	70,628	-	70,628
4	WWTP UPGRADES	7/30/2012	6,973,215	6,067,208	1.22	8,536,812	7,427,652	-	7,427,652
5	WATER MASTER PLAN	12/31/2014	45,518	41,877	1.16	52,971	48,734	48,734	-
6	WATER MASTER PLAN	12/31/2015	72,884	68,336	1.13	82,377	77,237	77,237	-
7	HIGHWAY 7 UTILITY RE 08	1/1/2016	284,227	267,855	1.11	314,782	296,650	296,650	-
8	WATER MASTER PLAN	11/3/2016	7,744	7,415	1.11	8,576	8,212	8,212	-
9	WATER PLANT FILTER	7/20/2016	218,336	166,291	1.11	241,807	184,167	184,167	-
10	DIGESTER REPAIRS	12/7/2016	805,658	737,500	1.11	892,268	816,782	-	816,782
11	WATER PLANT FILTER	7/20/2016	102,583	78,130	1.11	113,611	86,529	86,529	-
12	WATER FILTER REHAB	7/20/2016	25,595	19,494	1.11	28,346	21,589	21,589	-
13	WATER FILTER REHAB C 08	7/20/2016	84,531	64,381	1.11	93,619	71,303	71,303	-
14	SURGE PROTECTOR	10/3/2011	60,510	38,938	1.24	75,254	48,427	-	48,427
15	EMERGENCY GENERATOR	1/25/2012	116,150	85,758	1.22	142,194	104,988	-	104,988
16	Improvements Subtotal		8,721,975	7,583,607		10,523,823	9,137,422	822,359	8,315,063

Attachment: Connection Fee Analysis 8.7.2020 (003) (Water and Sewer Impact Fees)

Attachment: Water Sewer Tap Fees - 091620 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Table 3

City of Harrisonville, MO - Connection Fee Analysis

Water Asset Valuation

Line		In-Service	Original	Original Cost	Trend	Replacement	Replacement	Water	Sewer
No.	Description	Date	Cost	Less Depr	Factor	Cost	Cost Less Depreciation	Portion	Portion
1	ANACONDA RD WTR	6/15/2005	22,779	16,624	1.52	34,701	25,325	25,325	-
2	N PARK WATER LINE	9/18/2000	12,008	4,621	1.81	21,775	8,380	8,380	-
3	WATER LINE	1/10/1995	185,749	97,462	2.04	379,347	199,042	199,042	-
4	WATER MAIN SURVEY	3/31/1994	10,100	5,287	2.08	21,040	11,014	11,014	-
5	W/S MAINS PRECISION	1/10/1995	35,445	18,596	2.04	72,388	37,978	37,978	-
6	WTR SYSTEM IMPROVEME 08	3/24/1995	44,586	23,401	2.04	91,055	47,790	47,790	-
7	WATER MAINS	3/31/1983	1,142,506	293,586	2.73	3,123,486	802,631	802,631	-
8	WATER MAINS	3/1/1984	239,913	88,286	2.68	643,239	236,707	236,707	-
9	WATER MAINS	3/1/1985	97,373	37,474	2.65	258,021	99,300	99,300	-
10	WATER MAIN	3/1/1986	62,491	25,272	2.59	161,735	65,407	65,407	-
11	WATER MAINS	8/31/1988	39,450	15,574	2.46	97,040	38,309	38,309	-
12	WATER MAINS	10/31/1988	19,143	7,562	2.46	47,089	18,601	18,601	-
13	MAINS	3/26/1990	13,370	4,873	2.38	31,758	11,574	11,574	-
14	WATER MAINS	3/31/1991	84,997	37,818	2.33	197,787	88,002	88,002	-
15	METERS	3/31/1985	7,794	269	2.65	20,654	713	713	-
16	WATER METERS	6/28/1988	8,198	1,096	2.46	20,165	2,697	2,697	-
17	HYDRANTS	3/1/1984	5,284	1,606	2.68	14,166	4,306	4,306	-
18	FIR HYDRANTS	3/27/1989	14,690	5,812	2.41	35,384	14,000	14,000	-
19	WATER MAINS	3/31/1983	1,056,336	167,975	2.73	2,887,908	459,226	459,226	-
20	WATER MAIN EXTENSION 08	10/1/1984	46,162	17,418	2.68	123,768	46,699	46,699	-
21	WATER MAINS	3/31/1992	55,499	25,804	2.27	126,214	58,681	58,681	-
22	WATER MAINS	3/31/1993	55,279	26,800	2.19	121,175	58,749	58,749	-
23	WATER MAINS	3/31/1994	125,464	61,030	2.08	261,368	127,138	127,138	-
24	LADD/OUTER ROAD WATE 08	12/31/1997	402,948	120,849	1.93	776,959	233,019	233,019	-
25	S COMMERCIAL WATER E 08	4/1/1999	29,615	10,344	1.85	54,867	19,163	19,163	-
26	TWIN OAKS WATER	2/21/2002	18,761	10,646	1.72	32,273	18,313	18,313	-
27	WATERS ROAD EXT	12/31/1999	31,736	11,633	1.85	58,796	21,551	21,551	-
28	291 WATER LINES	8/21/2003	125,622	48,399	1.69	212,189	81,751	81,751	-
29	ELM/MECHANIC WATER L 08	10/16/2003	22,120	8,729	1.69	37,363	14,744	14,744	-
30	ELM/MECHANIC WATER L	6/15/2004	380,818	277,595	1.63	620,245	452,124	452,124	-
31	CLEARWATER WATER	6/15/2004	48,511	34,330	1.63	79,010	55,914	55,914	-
32	ADDITIONS	9/1/1985	7,269	352	2.65	19,262	931	931	-
33	VARIOUS	3/31/1983	37,302	3,775	2.73	101,979	10,320	10,320	-
34	EXTENSIONS	9/30/1987	11,600	4,349	2.52	29,265	10,972	10,972	-
35	RECLASS RECONSTRUCTI 08	9/1/1986	15,065	6,228	2.59	38,991	16,118	16,118	-
36	MECH/ELM WTR LINE	6/15/2005	253,422	185,003	1.52	386,055	281,827	281,827	-
37	CLRWTR WTR LINE	6/15/2005	148,627	108,493	1.52	226,413	165,275	165,275	-
38	HILLCREST WATER LINE 08	6/15/2010	436,791	361,497	1.28	560,667	464,018	464,018	-
39	CIPCK WATER LINE	12/31/2009	432,080	379,023	1.30	561,820	492,832	492,832	-
40	E WASHINGTON/ S LEXI 08	12/31/2012	98,824	86,967	1.22	120,983	106,467	106,467	-
41	ANNUAL WATER LINE	2/19/2015	17,543	16,310	1.13	19,828	18,435	18,435	-
42	ANACONDA WATER LINE	6/15/2010	139,454	115,424	1.28	179,003	148,159	148,159	-
43	BECKERDITE WATER	12/7/2011	322,269	276,383	1.24	400,799	343,732	343,732	-
44	WATERLINE REPLACEMENT 08	12/29/2016	37,143	35,568	1.11	41,136	39,392	39,392	-
45	Water Subtotal		6,402,137	3,086,141		13,349,166	5,457,326	5,457,326	-
46	Subtotal Water Transmission [1]							1,747,632	
47	Diameter (in)	Length (ft)	Length (mi)	Inch-Mile	Weighted Distribution				
48	4"	29,726	5.6	22.5	3.7%				
49	6"	56,780	10.8	64.5	10.7%				
50	8"	169,981	32.2	257.5	42.6%				
51	10"	35,044	6.6	66.4	11.0%				
52	12"	33,057	13.3	159.6	26.4%				
53	16"	10,981	2.1	33.3	5.5%				
54	24"	160	0.0	0.7	0.1%				
55		335,729	70.6	605	100.0%				
56				Distribution	68.0%				
57				Transmission	32.0%				
					100.0%				

[1] Reflect transmission-only allocation based on Inch-Mile Analysis shown on lines 47 through 57

Attachment: Connection Fee Analysis 8.7.2020 (003) (Water and Sewer Impact Fees)
Attachment: Water Sewer Tap Fees - 091620 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Table 4

City of Harrisonville, MO - Connection Fee Analysis

Sewer Asset Valuation

Line No.	Description	In-Service Date	Original Cost	Original Cost Less Depr	Trend Factor	Replacement Cost	Replacement Cost Less Depreciation	Water Portion	Sewer Portion	Sewer Portion - Asset Categories [1]		
										Local Collection	Interceptor	Treatment Plant
1	N LEXINGTON SEWER	12/28/2000	105,055	40,518	1.81	190,503	73,475	-	73,475	73,475	-	-
2	SEWER IMPROVEMENTS	11/8/2000	101,267	39,015	1.81	183,635	70,749	-	70,749	-	70,749	-
3	CEDAR STREET SANITARY	3/3/2000	11,025	5,188	1.81	19,992	9,408	-	9,408	9,408	-	-
4	MECHANIC STREET SANITARY	10/17/2000	22,104	8,506	1.81	40,083	15,425	-	15,425	15,425	-	-
5	SANITARY SEWER LINE	3/24/1995	9,530	4,996	2.04	19,463	10,204	-	10,204	10,204	-	-
6	SWR LINES I & I STUD	1/25/1995	80,000	41,976	2.04	163,380	85,726	-	85,726	85,726	-	-
7	SWR LINE EXT PRECISI	11/16/1994	15,050	7,893	2.08	31,352	16,443	-	16,443	16,443	-	-
8	SEWER LINES	5/12/1995	40,164	21,180	2.04	82,025	43,256	-	43,256	43,256	-	-
9	SEWER LINE ENGINEERI O8	7/19/1995	5,889	3,123	2.04	12,027	6,378	-	6,378	6,378	-	-
10	SEWER LINES	11/1/1995	97,315	52,226	2.04	198,741	106,659	-	106,659	106,659	-	-
11	SEWER LINE ENGINEERI O8	12/21/1995	11,732	6,323	2.04	23,960	12,913	-	12,913	12,913	-	-
12	MANHOLE REHAB	12/8/1995	35,810	19,295	2.04	73,132	39,406	-	39,406	39,406	-	-
13	SEWER MANHOLE REHAB	1/1/1995	54,080	28,115	2.04	110,444	57,418	-	57,418	57,418	-	-
14	SEWER LINE	7/9/1987	11,329	3,364	2.52	28,581	8,486	-	8,486	8,486	-	-
15	SEWER MAINS	3/31/1992	61,182	28,441	2.27	139,138	64,679	-	64,679	64,679	-	-
16	SEWER LINES	3/31/1993	168,497	81,709	2.19	369,357	179,112	-	179,112	179,112	-	-
17	SEWER LINES	8/1/1993	82,178	38,365	2.19	180,139	84,100	-	84,100	84,100	-	-
18	SOUTH INTERCEPTOR 99 O8	12/31/1999	250,290	91,753	1.85	463,704	169,988	-	169,988	-	169,988	-
19	PARK AREA SEWER EXT	12/21/1999	458,991	168,265	1.85	850,357	311,739	-	311,739	-	311,739	-
20	WALMART SEWER	12/31/2001	433,501	244,545	1.77	767,203	432,791	-	432,791	432,791	-	-
21	N LEXINGTON PHASE I	12/31/2001	140,007	58,646	1.77	247,781	103,791	-	103,791	103,791	-	-
22	N LEXINGTON PHASE II	12/31/2001	11,739	6,622	1.77	20,776	11,720	-	11,720	11,720	-	-
23	SEWER CONSTRUCTION CI	12/31/2001	414,510	233,832	1.77	733,592	413,832	-	413,832	-	413,832	-
24	KATY TRAILS SEWER	6/17/2002	262,408	150,623	1.72	451,398	259,103	-	259,103	259,103	-	-
25	SEWER IMPROVEMENT PL	6/15/2003	415,227	156,072	1.69	701,362	263,622	-	263,622	-	-	263,622
26	N LEXINGTON SEWER	5/8/2002	32,250	18,504	1.72	55,477	31,831	-	31,831	31,831	-	-
27	LATERAL MAINS	3/31/1983	148,086	6,067	2.73	404,852	16,587	-	16,587	16,587	-	-
28	SRF PLAN	12/31/2003	99,213	72,267	1.69	167,581	122,067	-	122,067	-	-	122,067
29	N LEXINGTON SEWER DE O8	12/8/2003	7,138	2,820	1.69	12,057	4,763	-	4,763	4,763	-	-
30	S INTERCEPTOR PRELIM O8	12/31/2003	9,456	6,888	1.69	15,972	11,635	-	11,635	-	11,635	-
31	SRF S INTERCEPTOR	12/31/2003	31,199	22,724	1.69	52,698	38,384	-	38,384	-	38,384	-
32	SRF INTERCEPTOR	12/31/2003	13,649	9,942	1.69	23,055	16,793	-	16,793	-	16,793	-
33	N LEXINGTON SANITARY O8	6/15/2004	258,161	182,685	1.63	420,471	297,543	-	297,543	297,543	-	-
34	MAVERICK TRAIL SEWER	6/15/2004	30,314	21,455	1.63	49,373	34,943	-	34,943	34,943	-	-
35	SRF SEWER IMPROVEMEN	6/15/2004	43,314	22,217	1.63	70,546	36,185	-	36,185	36,185	-	-
36	SRF S INTERCEPTOR	6/15/2004	1,098,578	800,785	1.63	1,789,273	1,304,253	-	1,304,253	-	1,304,253	-
37	SRF N INTERCEPTOR	6/15/2004	857,419	625,005	1.63	1,396,493	1,017,957	-	1,017,957	-	1,017,957	-
38	SRF N RELIEF PUMP	6/15/2004	137,315	103,021	1.63	223,647	167,792	-	167,792	167,792	-	-
39	SRF COLLECT PROJECT	6/15/2004	17,128	12,481	1.63	27,897	20,328	-	20,328	20,328	-	-
40	DEVELOPMENT UPGRADE	6/15/2004	73,770	53,856	1.63	120,151	87,716	-	87,716	87,716	-	-
41	S INTERCEPTOR PREL	6/15/2005	12,622	9,219	1.52	19,228	14,044	-	14,044	14,044	-	-
42	CHAPEL DR SEWER I	6/15/2005	10,493	7,658	1.52	15,985	11,667	-	11,667	11,667	-	-
43	SRF S INTERCEPTOR	6/15/2005	254,388	185,701	1.52	387,526	282,890	-	282,890	-	282,890	-
44	SRF N INTERCEPTOR	6/15/2005	245,528	179,231	1.52	374,029	273,035	-	273,035	-	273,035	-
45	N RELIEF SEWER	6/15/2005	375,161	280,983	1.52	571,508	428,040	-	428,040	-	428,040	-
46	SRF COLLECTION PR	6/15/2005	545,768	398,414	1.52	831,405	606,931	-	606,931	606,931	-	-
47	SEWER LINE	8/31/1995	8,165	4,358	2.04	16,676	8,901	-	8,901	8,901	-	-
48	SEWER MANHOLE REHAB	5/19/1995	9,233	4,867	2.04	18,857	9,939	-	9,939	9,939	-	-
49	CHAPEL DRIVE SEWER	8/23/2006	12,497	9,404	1.45	18,135	13,647	-	13,647	13,647	-	-
50	SRF COLLECTION PR	6/14/2007	1,471,957	1,133,408	1.41	2,076,431	1,598,853	-	1,598,853	1,598,853	-	-
51	PHEASANT SEWER IMPRO	6/15/2010	6,162	5,101	1.28	7,910	6,548	-	6,548	6,548	-	-
52	SRF COLLECTION PR	6/14/2007	36,307	27,957	1.41	51,216	39,439	-	39,439	39,439	-	-
53	ANN STREET SANITARY	12/31/2013	12,300	9,616	1.19	14,664	11,465	-	11,465	11,465	-	-
54	PHEASANTS SEWER IMPR O8	1/1/2012	51,769	43,320	1.22	63,377	53,034	-	53,034	53,034	-	-
55	WATER PLANT SEWER	3/15/2012	102,685	75,886	1.22	125,709	92,902	-	92,902	92,902	-	-
56	ANN ST SANITARY	12/31/2014	65,346	60,118	1.16	76,046	69,962	-	69,962	69,962	-	-
57	Sewer Subtotal		9,376,248	5,936,555		15,600,370	9,580,495	-	9,580,495	4,855,510	4,339,296	385,689
58	Sewer Assets											9,580,495
59	Less Local Collection											(4,855,510)
60	Net Sewer Assets [2]											4,724,985

[1] Assignment to functions determined in collaboration with City

[2] Valuation for Interceptor and Treatment Plant only

Attachment: Connection Fee Analysis 8.7.2020 (003) (Water and Sewer Impact Fees)
Attachment: Water Sewer Tap Fees - 091620 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Table 5

City of Harrisonville, MO - Connection Fee Analysis

Valuation Summary and Maximum Fee Calculation

Line No.	Description	Original		Original Cost		Replacement		Replacement Cost Less Depreciation	
		Cost		Less Depr		Cost		Water	Sewer
1	Building Subtotal	\$ 9,769,397	\$	4,231,895	\$	19,598,616	\$	666,300	\$ 6,821,949
2	Improvements Subtotal	\$ 8,721,975	\$	7,583,607	\$	10,523,823	\$	822,359	\$ 8,315,063
3	Sewer Subtotal	\$ 9,376,248	\$	5,936,555	\$	15,600,370	\$	-	\$ 4,724,985
4	Water Subtotal	\$ 6,402,137	\$	3,086,141	\$	13,349,166	\$	1,747,632	\$ -
5	Total Assets						\$	3,236,291	\$ 19,861,997
6	Less: Outstanding Principal						\$	-	\$ (5,137,700)
7	Net Value						\$	3,236,291	\$ 14,724,297
8	Equivalent Meters							4,624	4,624
9	Cost per Equivalent Meter						\$	700	\$ 3,200
	Maximum Fee Development					EDU			
10	5/8"					1	\$	700	\$ 3,200
11	3/4"					1.5	\$	1,050	\$ 4,800
12	1"					2.5	\$	1,750	\$ 8,000
13	1-1/2"					5	\$	3,500	\$ 16,000
14	2"					8	\$	5,600	\$ 25,600
15	3"					15	\$	10,500	\$ 48,000
16	4"					25	\$	17,500	\$ 80,000

Attachment: Connection Fee Analysis 8.7.2020 (003) (Water and Sewer Impact Fees)
Attachment: Water Sewer Tap Fees - 091620 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Table 6

City of Harrisonville, MO - Connection Fee Analysis

Existing and Proposed Fees

Line No.	Meter Size	Existing	Proposed		
			Option 1 Maximum Water	Option 2 45% Fee	Option 3 5% Increase
				45%	5%
1	5/8"	\$ 420	\$ 700	\$ 320	\$ 440
2	3/4"	\$ 630	\$ 1,050	\$ 470	\$ 660
3	1"	\$ 1,050	\$ 1,750	\$ 790	\$ 1,100
4	1-1/2"	\$ 2,100	\$ 3,500	\$ 1,580	\$ 2,210
5	2"	\$ 3,360	\$ 5,600	\$ 2,520	\$ 3,530
6	3"	\$ 6,300	\$ 10,500	\$ 4,700	\$ 6,600
7	4"	\$ 10,500	\$ 17,500	\$ 7,900	\$ 11,000
			Sewer		
				45%	5%
8	5/8"	\$ 481	\$ 3,200	\$ 1,440	\$ 510
9	3/4"	\$ 721	\$ 4,800	\$ 2,160	\$ 760
10	1"	\$ 1,202	\$ 8,000	\$ 3,600	\$ 1,260
11	1-1/2"	\$ 2,405	\$ 16,000	\$ 7,200	\$ 2,530
12	2"	\$ 3,848	\$ 25,600	\$ 11,520	\$ 4,040
13	3"	\$ 7,215	\$ 48,000	\$ 21,600	\$ 7,600
14	4"	\$ 12,025	\$ 80,000	\$ 36,000	\$ 12,600



City of

Harrisonville^{est. 1836}

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

5.M.d

3.B.b

To: Board of Aldermen
From: Carl M. Brooks, Director of Public Works
Date: September 21, 2020
Re: Discussion of Water and Sewer Tap Fees

GENERAL INFORMATION

Applicant: City of Harrisonville
Requested Actions: Discussion of Water and Sewer Tap Fees
Date of Application: September 16, 2020

PROPOSAL

This discussion would be to introduce the changing of the current water and sewer tap fees to a new water and sewer tap fee.

PREVIOUS ACTIONS

Burns & McDonnell was hired to conduct a water and sewer impact fee (tap fee or connection fee) study.

KEY ISSUES

Attached is a first draft of the connection fee analysis for water and sewer.

- Tables 1-4 value existing assets using Engineering News Record's Construction Cost Index to take original cost into today's value.
- Costs to be recovered in connection fees are generally limited to backbone infrastructure – think treatment plants and large pipes primarily. On Tables 3 and 4, we use miles of main for water or feedback from the City for sewer to identify the assets falling into the “large pipe” category
- Table 5 summarizes the valuation and then develops a maximum potential fee on rows 10-16. This fee represents the high end of the recommended charges.
- Table 6 shows three options for potential connection fee adjustments
 - o Option 1 shows the max fee
 - o Option 2 shows the fee at 45% of max, which I believe is consistent with past practice
 - o Option 3 is simply a 5% increase over existing fee. If you follow option 3, you could conceivably apply 5% per year for several years.

STAFF COMMENTS AND SUGGESTIONS

Typically, the engineer recommends a phase-in approach to connection fees, to mitigate rate shock. Option 3 represents a step in that direction.

Attachment: Water and Sewer Staff Report (Water and Sewer Impact Fees)
Attachment: WaterSewer Tap Fees - 092120 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

STAFF RECOMMENDATION

As this is a work session no staff recommendation currently.

ATTACHMENTS

Connection Fee Analysis

Cass County Water and Sewer Tap Fees, Cities of Harrisonville, Garden City, Peculiar, Raymore, Belton and Pleasant Hill, bar chart

Cass County Water and Sewer Tap Fees, Cities of Harrisonville, Garden City, Peculiar, Raymore, Belton and Pleasant Hill, water and sewer tap fees for residential and commercial customers

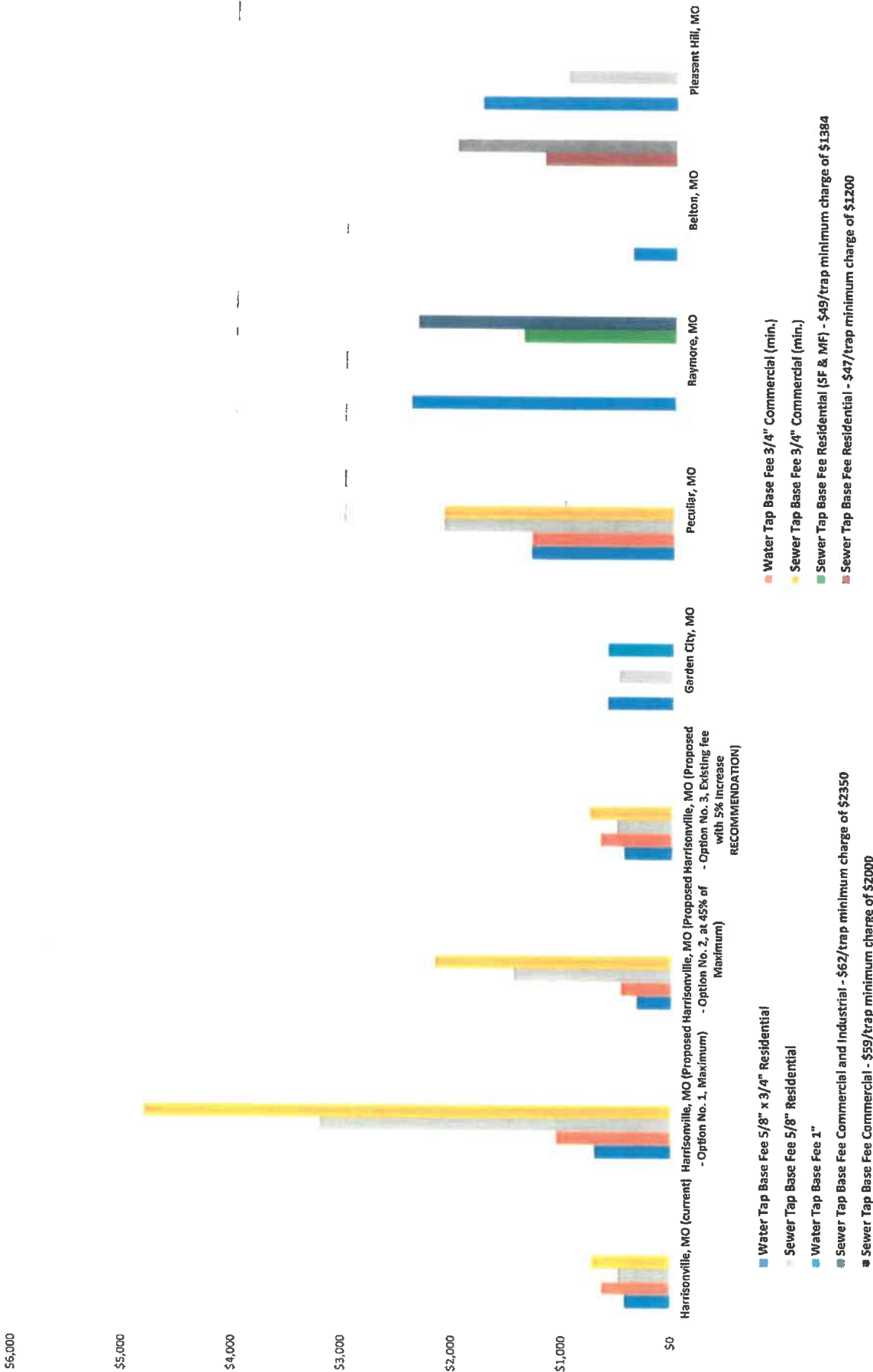
STAFF CONTACT:

Carl M. Brooks, Director of Public Works

816-380-8913

Attachment: Water and Sewer Staff Report (Water and Sewer Impact Fees)
Attachment: WaterSewer Tap Fees - 092120 Staff Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Water and Sewer Tap Fees



**Harrisonville Water & Sewer Tap Fees, and
Water & Sewer Tap Fees from Surrounding Cities (information received as of
9/15/2020):**

1. Water tap base fee 5/8" x 3/4" residential
2. Sewer tap base fee 3/4" commercial (min.)

Existing

City of Harrisonville:

1. Water tap base fee 5/8" x 3/4" residential - \$420
2. Water tap base fee 3/4" commercial (min.) - \$630
3. Sewer tap base fee 5/8" residential - \$481
4. Sewer tap base fee 3/4" commercial (min.) - \$721

Proposed – Option No. 1, Maximum

City of Harrisonville:

1. Water tap base fee 5/8" x 3/4" residential - \$700
2. Water tap base fee 3/4" commercial (min.) - \$1,050
3. Sewer tap base fee 5/8" residential - \$3,200
4. Sewer tap base fee 3/4" commercial (min.) - \$4,800

Proposed – Option No. 2, at 45% of Maximum

City of Harrisonville:

1. Water tap base fee 5/8" x 3/4" residential - \$320
2. Water tap base fee 3/4" commercial (min.) - \$470
3. Sewer tap base fee 5/8" residential - \$1,440
4. Sewer tap base fee 3/4" commercial (min.) - \$2,160

Proposed – Option No. 3, Existing fee with 5% Increase RECOMMENDATION

City of Harrisonville:

1. Water tap base fee 5/8" x 3/4" residential - \$440
2. Water tap base fee 3/4" commercial (min.) - \$660
3. Sewer tap base fee 5/8" residential - \$510
4. Sewer tap base fee 3/4" commercial (min.) - \$760

City of Garden City:

1. Water tap base fee 3/4" - \$600
2. Water tap base fee 1" - \$600
3. Sewer tap base fee - \$500

City of Peculiar:

1. Water tap base fee 5/8" - \$1,300
2. Water tap base fee 3/4" - \$1,300
3. Sewer tap base fee 5/8" - \$2,107
4. Sewer tap base fee 3/4" - \$2,107

City of Raymore:

1. Water tap base fee 3/4" - \$2,407
2. Sewer tap base fee residential (single family and multiple family) - \$49/trap minimum charge of \$1,384
3. Sewer tap base fee commercial and industrial - \$62/trap minimum charge of \$2,350

City of Belton:

1. Water tap base fee 3/4" residential - \$400
2. Sewer tap base fee residential - \$47/trap minimum charge of \$1,200
3. Sewer tap base fee commercial - \$59/trap minimum charge of \$2,000

City of Pleasant Hill:

1. Water tap base fee 3/4" - \$1,770
2. Sewer tap base fee - \$990

Water and Sewer Rate Study

City of Harrisonville, Missouri

Water and Sewer Rate Study
Project No. 117917



Final Draft Report
08/12/2020

Attachment: Burns McDonnell Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

Water and Sewer Rate Study

prepared for

City of Harrisonville, Missouri
Water and Sewer Rate Study
Harrisonville, Missouri

Project No. 117917

Final Draft Report
08/12/2020

prepared by

Burns & McDonnell Engineering Company, Inc.

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LIST OF ABBREVIATIONS

<u>Abbreviation</u>	<u>Term/Phrase/Name</u>
AWWA	American Water Works Association
BOD	Biochemical oxygen demand
CIP	Capital Improvement Program
COP	Certificates of Participation
CPI	Consumer Price Index
FY	Fiscal year
Kgal	Thousand gallons of water
O&M	Operation & Maintenance Expense
SS	Suspended solids
The City	The City of Harrisonville, Missouri
WEF	Water Environment Federation

1.0 EXECUTIVE SUMMARY

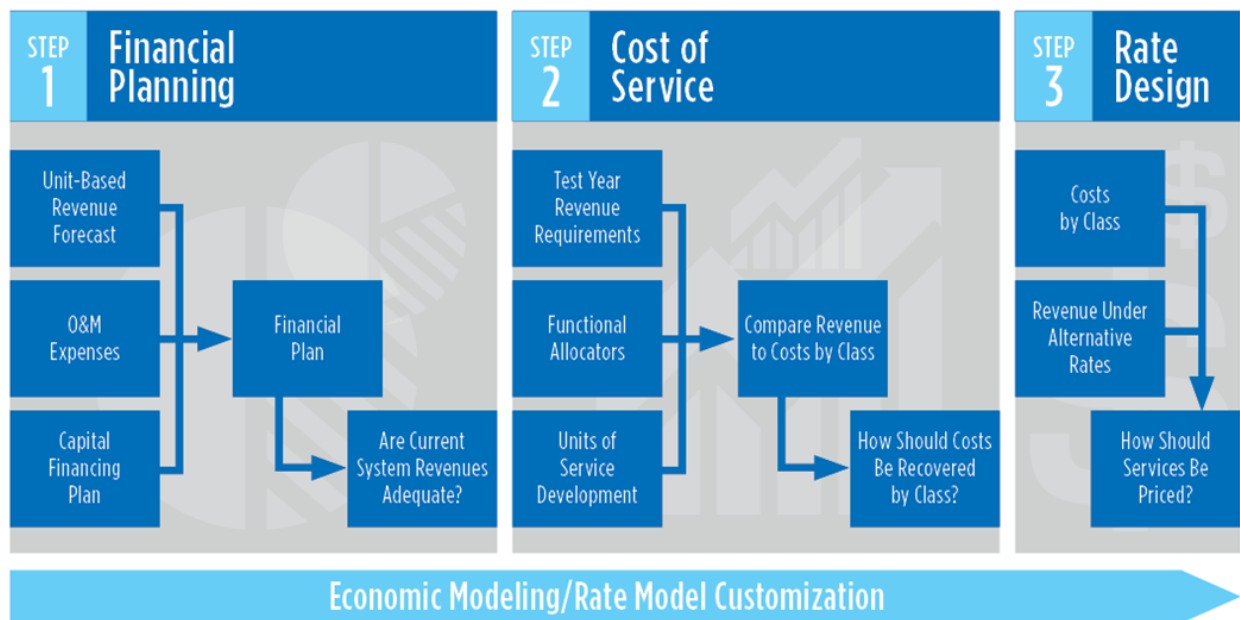
1.1 Project Background

Burns & McDonnell was engaged by the City of Harrisonville (the City) to develop a water and sewer rate study (Study) that (i) evaluates the financial planning implications of future operating costs and anticipated capital improvements, and (ii) proposes rates to adequately and equitably recover costs for the water and sewer utilities. During this process, connection fees were also evaluated. This Report presents the major findings of the Study.

1.2 Project Approach

Burns & McDonnell conducted the rate study in a three-step approach. This approach, depicted in Figure 1-1, is grounded in the principles established by the American Water Works Association (AWWA) *M1 Rate Manual* and the Water Environment Federation (WEF) *Financing and Charges for Wastewater Systems*.

Figure 1-1: Study Methodology



Step 1: Financial Planning provides an indication of the adequacy of the revenue generated by current rates. The results of the financial forecast analysis answer the questions "Are the existing rates adequate?" and "If not, what level of overall revenue increase is needed?" The Financial Planning Analysis is presented in Section 2.0 of our report.

Step 2: Cost of Service focuses on assigning cost responsibility to customer classes. Each customer class is allocated an appropriate share of the overall system costs based on the level of service provided. The net revenue requirements (costs to be recovered from rates) identified in Step 1 are allocated to customers in accordance with industry standards and principles and system specifics. The Cost of Service Analysis is detailed in Section 3.0 of this report.

Step 3: Rate Design provides for the required revenue recovery. Once the overall level of revenue required is identified and customer class responsibility for that level of revenue is determined, schedules of rates for each rate class are developed that will generate revenues accordingly. The Rate Design Analysis is detailed in Section 4.0 of this report.

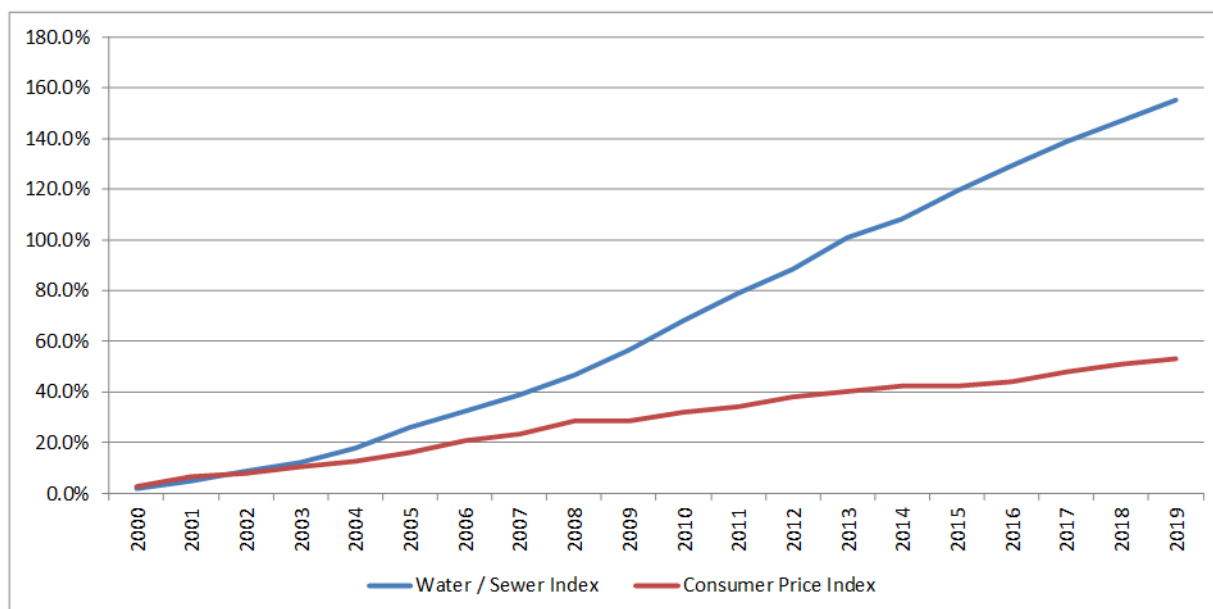
1.3 Consideration of the Impact of COVID-19

It should be noted that the forecasts prepared in this report do not reflect the potential disruption that COVID-19 may cause. The potential scale and duration of disruptions due to COVID-19 is currently unknown. At this time, it is impossible to foresee or to predict the full impact of COVID-19 and, therefore, forecasts do not include a contingency specifically for COVID-19.

1.4 Industry Trends in Water and Sewer Rates

Nationally, several factors are contributing to rising water and sewer rates. Replacement of aging infrastructure is one of several dynamics impacting water and sewer utility rates. Other dynamics typically include regulatory requirements, inflation on operating and capital costs, and a general trend in declining consumption most often associated with more efficient fixtures and appliances and greater awareness of water conservation.

Each utility is different, and the relative importance of these dynamics will vary by utility. However, there is no doubt that water and sewer rate increases have substantially outpaced general inflation in the United States. The United States Bureau of Labor Statistics (BLS) tracks many facets of inflation. The most commonly referenced measure is the Consumer Price Index for all Urban Consumers (CPI-U) which measures inflation at the consumer level. The BLS also tracks a combined inflation index for consumer water and sewer costs. Figure 1-1 compares changes in the consumer price index to changes in the water and sewer cost index.

Figure 1-2: Changes in General Inflation and Water and Sewer Rates

Source: Bureau of Labor Statistics, Consumer Price Index & Water & Sewer Maintenance Series, Not Seasonally Adjusted

Annually, since 2000 the water and sewer index has risen about 5 percent per year for the water and sewer index, while CPI's annual rate of change is about 2 percent per year.

Each utility may be influenced by specific circumstances that can lead to increases that are higher or lower than these industry trends. However, costs associated with renewal and replacement of existing infrastructure and the increasing cost of regulatory compliance are two of the primary dynamics contributing toward the increases in water and sewer rates. Understanding the reality of increasing costs within the water and sewer industry provides helpful context in evaluating proposed financial plans.

1.5 Financial Planning

Comprehensive financial planning conducted for the water and sewer utilities indicates that revenues under existing rates are not sufficient to meet the projected cash obligations of the utilities over the seven-year study period. The need for revenue adjustments is influenced by the following factors:

- Inflationary impacts on operation and maintenance expenses and future capital improvements.
- Implementation of the proposed capital plans, including renewal and replacement programs for the aging water distribution system and the sewer collection system.

Several financial planning scenarios were evaluated to fund the operating and capital needs of the utilities. Financial planning scenarios were evaluated based on the following guiding principles:

1. Minimize the need for sudden and substantial revenue adjustments.
2. Maintain projected operating reserves each year in an amount equal to a minimum of 180 days of O&M.
3. Mitigate new debt issuance where possible.
4. Reach targeted minimum debt service coverage of 1.50 each year
5. Funding the system renewal/replacement, infiltration/inflow reduction, and stormwater program targets by 2027.

In order to meet these objectives, a program of annual rate increase has been proposed and is summarized in Table 1-1 below.

Table 1-1: Existing and Proposed Water and Sewer Rates

	<u>Water</u>	<u>Sewer</u>	<u>Combined</u>
2021	2.50%	5.00%	3.70%
2022	2.50%	5.00%	3.70%
2023	2.50%	5.00%	3.70%
2024	2.50%	5.00%	3.70%
2025	2.50%	5.00%	3.70%
2026	2.50%	5.00%	3.70%
2027	2.50%	5.00%	3.70%

1.6 Proposed Rates

Section 3.0 of this report shows a detailed cost of service analysis was performed for each utility and provided necessary context for the development of proposed rates. Proposed rates are developed in Section 4.0 of this report. Additionally, utility rate levels were examined for 13 neighboring communities. Existing and proposed water and sewer rates are shown in Table 1-1.

Table 1-2: Existing and Proposed Water and Sewer Rates

Line No.	Description	Existing		Proposed						
		2020	2021	2022	2023	2024	2025	2026	2027	
Water Rates										
1	Base (First 1,000 Gal.)	\$ 13.89	\$ 14.24	\$ 14.59	\$ 14.96	\$ 15.33	\$ 15.72	\$ 16.11	\$ 16.51	
2	Each Additional 1,000 Gal.	\$ 8.71	\$ 8.93	\$ 9.15	\$ 9.38	\$ 9.61	\$ 9.85	\$ 10.10	\$ 10.35	
Sewer Rates										
3	Base (First 1,000 Gal.)	\$ 16.35	\$ 17.17	\$ 18.03	\$ 18.93	\$ 19.87	\$ 20.87	\$ 21.91	\$ 23.01	
4	Each Additional 1,000 Gal.	\$ 9.16	\$ 9.62	\$ 10.10	\$ 10.60	\$ 11.13	\$ 11.69	\$ 12.28	\$ 12.89	

1.7 Typical Bills

Table 1-3 shows the typical water bill under proposed rates at three different usage levels. As shown on Table 1-3, the total water utility bill for a typical customer using 5,000 gallons would increase by approximately \$1.22 per month in 2021.

Table 1-3: Typical Water Bills Under Existing and Proposed Rates

Line No.	Description	Billable Flow (1,000 Gal.)	Monthly Bill Under							
			Existing 2020 Rates	Proposed 2021 Rates	Proposed 2022 Rates	Proposed 2023 Rates	Proposed 2024 Rates	Proposed 2025 Rates	Proposed 2026 Rates	Proposed 2027 Rates
			\$	\$	\$	\$	\$	\$	\$	\$
1	Residential	2.0	\$ 22.60	\$ 23.17	\$ 23.74	\$ 24.34	\$ 24.95	\$ 25.57	\$ 26.21	\$ 26.86
2	Residential	5.0	\$ 48.73	\$ 49.95	\$ 51.20	\$ 52.48	\$ 53.79	\$ 55.13	\$ 56.51	\$ 57.92
3	Residential	8.0	\$ 74.86	\$ 76.73	\$ 78.65	\$ 80.62	\$ 82.63	\$ 84.70	\$ 86.81	\$ 88.99
	Change in \$ over prior year									
4	Residential			\$ 0.56	\$ 0.58	\$ 0.59	\$ 0.61	\$ 0.62	\$ 0.64	\$ 0.66
5	Residential			\$ 1.22	\$ 1.25	\$ 1.28	\$ 1.31	\$ 1.34	\$ 1.38	\$ 1.41
6	Residential			\$ 1.87	\$ 1.92	\$ 1.97	\$ 2.02	\$ 2.07	\$ 2.12	\$ 2.17
	Change in % over prior year									
7	Residential			2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
8	Residential			2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
9	Residential			2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

Table 1-4 shows the typical sewer bill under proposed rates at three different usage levels. As shown on Table 1-3, the total sewer utility bill for a typical customer using 5,000 gallons would increase by approximately \$2.65 per month in 2021.

Table 1-4: Typical Sewer Bills Under Existing and Proposed Rates

Line No.	Description	Billable Flow (1,000 Gal.)	Monthly Bill Under							
			Existing 2020 Rates	Proposed 2021 Rates	Proposed 2022 Rates	Proposed 2023 Rates	Proposed 2024 Rates	Proposed 2025 Rates	Proposed 2026 Rates	Proposed 2027 Rates
			\$	\$	\$	\$	\$	\$	\$	\$
1	Residential	2.0	\$ 25.51	\$ 26.79	\$ 28.12	\$ 29.53	\$ 31.01	\$ 32.56	\$ 34.19	\$ 35.90
2	Residential	5.0	\$ 52.99	\$ 55.64	\$ 58.42	\$ 61.34	\$ 64.41	\$ 67.63	\$ 71.01	\$ 74.56
3	Residential	8.0	\$ 80.47	\$ 84.49	\$ 88.72	\$ 93.15	\$ 97.81	\$ 102.70	\$ 107.84	\$ 113.23
	Change in \$ over prior year									
4	Residential			\$ 1.28	\$ 1.34	\$ 1.41	\$ 1.48	\$ 1.55	\$ 1.63	\$ 1.71
5	Residential			\$ 2.65	\$ 2.78	\$ 2.92	\$ 3.07	\$ 3.22	\$ 3.38	\$ 3.55
6	Residential			\$ 4.02	\$ 4.22	\$ 4.44	\$ 4.66	\$ 4.89	\$ 5.14	\$ 5.39
	Change in % over prior year									
7	Residential			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
8	Residential			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
9	Residential			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

1.8 Regional Comparison

Utility rate levels were examined and compared for 14 regional water utilities. Figure 1-3 shows a comparison of monthly residential water bills for neighboring regional water utilities. This survey

indicates the City is close to the average when compared to the surveyed utilities. It is worth noting that the other communities' rates are likely to rise over time.

Figure 1-3: Typical Residential Water Bill Comparison at 5 Kgal per Month

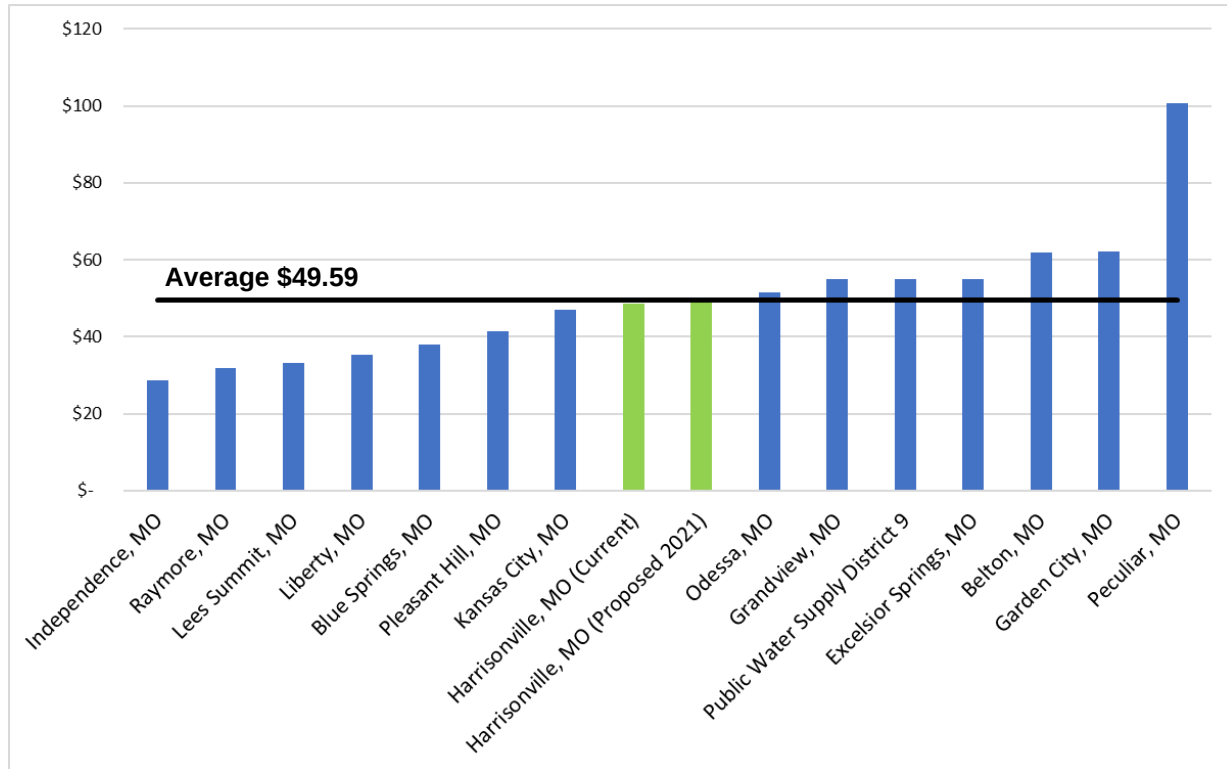
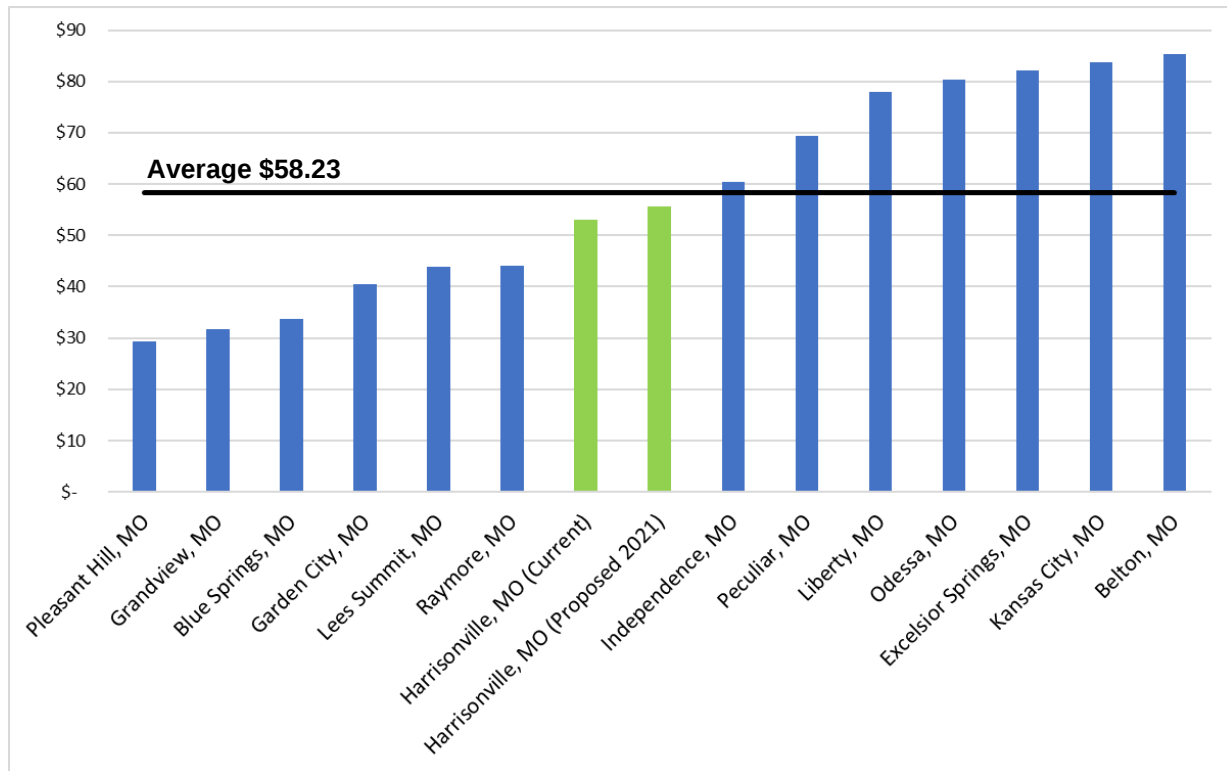


Figure 1-4 shows a comparison of monthly residential sewer bills for neighboring regional sewer utilities. This survey indicates the City is close to the average when compared to the surveyed utilities. It is worth noting that the other communities' rates are likely to rise over time.

Figure 1-4: Typical Residential Sewer Bill Comparison at 5 Kgal per Month

2.0 FINANCIAL PLANNING ANALYSIS

2.1 Introduction to Financial Planning

The primary issue addressed in the Financial Planning Analysis is revenue sufficiency. The results of the Financial Planning Analysis answer the questions:

- "Are the existing rates sufficient to fund anticipated operating and capital costs?"
- "If not, what level of overall revenue increase is needed?"

To determine if the existing schedule of rates can be expected to generate revenues sufficient to meet the City's future operating and capital costs, Burns & McDonnell prepared a seven-year financial projection of revenues and expenditures for the water and sewer utilities. A comparison of projected revenues and expenditures provides insight into the adequacy of overall revenue levels.

Our approach to Financial Planning involves the following basic steps:

1. Project revenues under existing rates.
2. Project water and sewer utility expenditures, including operating and capital costs.
3. Develop a seven-year financial plan, including the budget year and a nine-year forecast period.

The planning period includes the current fiscal year (FY) 2020 as a budget year and a seven-year forecast period, FY 2020 through FY 2027. The City's fiscal year ends on December 31, and the projected periods in the financial plan recognize the same fiscal year ending December 31.

2.2 Water and Sewer Utility Revenues under Existing Rates

The first step in financial planning was to project revenues under the existing schedule of rates. To complete this effort required an analysis of water and sewer customers, volumes, and revenues.

2.2.1 Historical and Projected Customers

Table 2-1 presents the historical water customers served by the City from 2017 to 2019 and the projection of customers for the 2020 to 2027 planning period. In recent years, The City has experienced minimal change in the number of accounts. Considering this trend in account growth, the projection of accounts assumes no growth in customer accounts across customer classes for 2020 through 2027.

Table 2-2 presents the historical sewer customers served by the City from 2017 to 2019 and the projection of customers for the 2020 to 2027 planning period. Similar to the water utility, the City has experienced

minimal change in the number of sewer accounts in recent years. The projection of sewer accounts assumes no growth in customer accounts across customer classes for 2020 through 2027, consistent with the approach to forecasting water accounts.

Table 2-1: Historical and Projected Water Accounts and Volume

Line		Historical			Projected							
No.		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	<u>Accounts</u>											
1	Commercial	267	274	279	279	279	279	279	279	279	279	279
2	Governmental	15	14	14	14	14	14	14	14	14	14	14
3	Power and Demand	200	205	205	205	205	205	205	205	205	205	205
4	Residential	3,128	3,131	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145
5	School	16	14	14	14	14	14	14	14	14	14	14
6	Total Electric	350	351	355	355	355	355	355	355	355	355	355
7	Total Accounts	3,976	3,989	4,012	4,012	4,012	4,012	4,012	4,012	4,012	4,012	4,012
	<u>Billed Volume (1,000 Gallons)</u>											
8	Commercial	88,344	89,268	86,647	90,900	90,900	90,900	90,900	90,900	90,900	90,900	90,900
9	Governmental	8,206	4,583	2,871	4,580	4,580	4,580	4,580	4,580	4,580	4,580	4,580
10	Power and Demand	52,499	53,200	52,399	53,200	53,200	53,200	53,200	53,200	53,200	53,200	53,200
11	Residential	134,824	133,349	127,637	133,950	133,950	133,950	133,950	133,950	133,950	133,950	133,950
12	School	4,278	5,253	3,228	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250
13	Total Electric	11,782	11,864	11,874	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
14	Total Billed Volume	299,934	297,518	284,656	299,880	299,880	299,880	299,880	299,880	299,880	299,880	299,880

Table 2-2: Historical and Projected Sewer Accounts and Volume

Line		Historical			Projected							
No.		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	<u>Accounts</u>											
1	Commercial	250	258	266	266	266	266	266	266	266	266	266
2	Governmental	5	5	7	7	7	7	7	7	7	7	7
3	Power and Demand	188	191	193	193	193	193	193	193	193	193	193
4	Residential	3,179	3,181	3,201	3,201	3,201	3,201	3,201	3,201	3,201	3,201	3,201
5	School	11	11	11	11	11	11	11	11	11	11	11
6	Total Electric	457	457	463	463	463	463	463	463	463	463	463
7	WD9	5	5	5	5	5	5	5	5	5	5	5
8	Total Accounts	4,095	4,108	4,146	4,146	4,146	4,146	4,146	4,146	4,146	4,146	4,146
	<u>Billed Volume (1,000 Gallons)</u>											
9	Commercial	31,253	29,650	28,405	28,440	28,440	28,440	28,440	28,440	28,440	28,440	28,440
10	Governmental	1,658	1,360	1,416	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420
11	Power and Demand	50,503	50,221	49,275	49,320	49,320	49,320	49,320	49,320	49,320	49,320	49,320
12	Residential	137,153	135,440	130,457	130,440	130,440	130,440	130,440	130,440	130,440	130,440	130,440
13	School	2,462	2,630	2,944	2,940	2,940	2,940	2,940	2,940	2,940	2,940	2,940
14	Total Electric	14,165	14,591	14,473	14,490	14,490	14,490	14,490	14,490	14,490	14,490	14,490
15	WD9	7,256	5,674	5,925	5,730	5,730	5,730	5,730	5,730	5,730	5,730	5,730
16	Total Billed Volume	244,451	239,567	232,896	232,780	232,780	232,780	232,780	232,780	232,780	232,780	232,780

2.2.2 Historical and Projected Volumes

Table 2-1 and Table 2-2 also present the historical and projected volumes. Table 2-1 presents historical water volumes based on customer class water sales for 2017 to 2019, and the projection of future water sales volumes for the 2020 to 2027 planning period.

Table 2-2 presents historical billed sewer flows based for 2017 to 2019, and the projection of billed sewer flows for the 2020 to 2027 planning period.

2.2.3 Existing Water and Sewer Rates

The water and sewer rate schedule is shown in Table 2-3. During the Study, a proposed sewer rate increase of roughly 3 percent was implemented effective at the beginning of 2021. Table 2-3 shows the rate history for both utilities for 2016 through 2021. The water and sewer rates consist of a base charge which includes the first thousand gallons of billed use and a volumetric charge per each additional thousand gallons.

Table 2-3: Existing Water and Sewer Rates

Line No	Water Rates	
1	Residential & Commercial	
2	Base (1st 1000 Gal)	13.89
3	Each Additional 1000 Gal.	8.71
	<u>Sewer Rates</u>	
4	Residential & Commercial	
5	Base (1st 1000 Gal)	16.35
6	Each Additional 1000 Gal.	9.16

2.2.4 User Revenues under Existing Rates

Table 2-4 and Table 2-5 present historical user charge revenues for 2017 to 2019 and a projection of user charge revenues under existing rates for the 2020 to 2027 planning period. The projection of user charge revenues was estimated based on the forecasted accounts and volumes factored by the schedule of existing water and sewer rates.

As can be seen on Table 2-4, since 2017 historical water user charge revenues ranged from \$2.8 million to \$2.9 million per year, with the decrease in 2019 related to wetter than normal climate. Forecasted user charge revenues reflect normal weather conditions, the anticipated stable levels of customers and volumes previously presented, and the existing water rates. Overall, water user charge revenues under existing rates are projected to remain stable at \$2.9 million from 2020 to 2027.

Table 2-4: Historical and Projected Water User Revenues

Line No.		Historical			Projected							
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	User Revenues under Existing Rates											
1	Commercial	\$ 812,824	\$ 822,714	\$ 801,306	\$ 839,800	\$ 839,800	\$ 839,800	\$ 839,800	\$ 839,800	\$ 839,800	\$ 839,800	\$ 839,800
2	Governmental	\$ 72,742	\$ 41,164	\$ 26,308	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400
3	Power and Demand	\$ 471,728	\$ 478,509	\$ 471,374	\$ 478,400	\$ 478,400	\$ 478,400	\$ 478,400	\$ 478,400	\$ 478,400	\$ 478,400	\$ 478,400
4	Residential	\$1,393,280	\$1,380,964	\$1,331,630	\$1,387,700	\$1,387,700	\$1,387,700	\$1,387,700	\$1,387,700	\$1,387,700	\$1,387,700	\$1,387,700
5	School	\$ 38,462	\$ 46,906	\$ 29,233	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000
6	Total Electric	\$ 127,015	\$ 127,970	\$ 128,572	\$ 129,700	\$ 129,700	\$ 129,700	\$ 129,700	\$ 129,700	\$ 129,700	\$ 129,700	\$ 129,700
7	Total Revenue Under Existing Rate:	\$2,916,051	\$2,898,226	\$2,788,423	\$2,924,000	\$2,924,000	\$2,924,000	\$2,924,000	\$2,924,000	\$2,924,000	\$2,924,000	\$2,924,000

Table 2-5 presents the historical sewer user charge revenues, which amounted to about \$1.8 million per year from 2017 through 2019. Forecasted user charge revenues reflect normal weather conditions, the anticipated stable levels of customers and volumes previously presented, and the existing sewer rates. In Table 2-5, projected revenues are shown under 2020 rates.. Overall, sewer user revenues under existing 2020 rates are projected to remain stable at \$2.5 million from 2020 to 2027.

Table 2-5: Historical and Projected Sewer User Revenues

Line No.		Historical			Projected							
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	User Revenues under Existing Rates											
1	Commercial	\$ 243,312	\$ 233,729	\$ 226,472	\$ 313,500	\$ 313,500	\$ 313,500	\$ 313,500	\$ 313,500	\$ 313,500	\$ 313,500	\$ 313,500
2	Governmental	\$ 11,500	\$ 9,472	\$ 9,988	\$ 13,700	\$ 13,700	\$ 13,700	\$ 13,700	\$ 13,700	\$ 13,700	\$ 13,700	\$ 13,700
3	Power and Demand	\$ 354,520	\$ 352,672	\$ 346,227	\$ 472,100	\$ 472,100	\$ 472,100	\$ 472,100	\$ 472,100	\$ 472,100	\$ 472,100	\$ 472,100
4	Residential	\$1,071,691	\$1,058,855	\$1,028,181	\$1,472,200	\$1,472,200	\$1,472,200	\$1,472,200	\$1,472,200	\$1,472,200	\$1,472,200	\$1,472,200
5	School	\$ 17,383	\$ 18,492	\$ 20,586	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
6	Total Electric	\$ 117,849	\$ 119,328	\$ 119,072	\$ 173,300	\$ 173,300	\$ 173,300	\$ 173,300	\$ 173,300	\$ 173,300	\$ 173,300	\$ 173,300
7	WD9	\$ 49,540	\$ 38,807	\$ 40,546	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000
8	Total Revenue Under Existing Rate:	\$1,865,795	\$1,831,355	\$1,791,072	\$2,525,800	\$2,525,800	\$2,525,800	\$2,525,800	\$2,525,800	\$2,525,800	\$2,525,800	\$2,525,800

2.3 Water and Sewer Utility Expenditures

Typically, a municipal water or sewer utility's primary cash expenditures include the following direct operating and capital costs:

- Operation and Maintenance (O&M) Expenses
- Capital Improvement Program Expenditures
- Debt Service Principal and Interest Payments

2.3.1 O&M Expenses

Table 2-6 presents the recent water O&M expense history and the projection of water system O&M expenses through the 2027 planning period. Expenses summarized on Table 2-6 reflect operating costs only; costs related to capital projects are excluded from Table 2-6 and are addressed in Section 2.3.2 of this report. In recent history, water O&M expenses remained steady between \$1.5 million and \$1.6 million from 2017 to 2019. Anticipated 2020 O&M costs are based on the City's approved budget. In general, projected O&M expenses are anticipated to increase from budgeted 2020 amounts at approximately 3.0 percent annually. The inflationary increase assumptions were developed in collaboration with City staff.

Table 2-7 presents the recent sewer O&M expense history and the projection of sewer system O&M expenses through the 2027 planning period. Expenses summarized on Table 2-7 reflect operating costs only; costs related to capital projects are excluded from Table 2-7 and are addressed in Section 2.3.2 of this report. In recent history, sewer O&M expenses varied between \$1.3 million and \$1.4 million between

2017 and 2019. Anticipated 2020 O&M costs are based on the City's approved budget. Similar to water O&M, projected sewer O&M expenses are anticipated to increase from budgeted 2020 amounts at approximately 3.0 percent annually.

The City reports results for the water and sewer utility in a single, consolidated enterprise, which is common in the industry. Evaluate the water and sewer utilities as individual sub-enterprises provides insight into each utility's existing rates to meet future costs. In doing so, certain shared costs were allocated from the total enterprise to the water and sewer utility based on input from City staff shown below.

<u>Category</u>	<u>Water</u>	<u>Sewer</u>
Administrative Expense	50%	50%
Collection/ Distribution Expense	70%	30%
Sewer Plant Expense	0%	100%
Water Plant Expense	100%	0%

Table 2-6: Historical and Projected Water Operation and Maintenance Expenses

Line No.		Historical			Budgeted	Projected						
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<u>Administration Expenses [1]</u>												
1	Personnel Services	129,020	76,708	68,508	63,983	65,950	67,950	70,000	72,050	74,200	76,400	78,650
2	Contractual Services	2,248	4,982	9,273	13,855	14,300	14,700	15,150	15,600	16,050	16,500	17,000
3	Commodities	4,955	4,717	4,339	12,700	13,100	13,500	13,900	14,350	14,800	15,250	15,700
4	Other Charges	549,159	395,756	483,834	467,305	481,300	495,700	510,550	525,900	541,700	557,950	574,650
5	Capital Outlay	-	284	-	-	-	-	-	-	-	-	-
6	Total Administrative	685,382	482,447	565,953	557,843	574,650	591,850	609,600	627,900	646,750	666,100	686,000
		10.5%	-29.6%	17.3%	-1.4%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<u>Distribution Expenses [2]</u>												
7	Personnel Services	287,685	291,151	335,605	337,806	347,900	358,400	369,180	380,310	391,720	403,550	415,730
8	Contractual Services	31,767	45,033	49,324	45,315	46,690	48,160	49,630	51,100	52,640	54,180	55,720
9	Commodities	52,347	77,743	99,359	80,206	82,600	85,050	87,570	90,230	92,960	95,760	98,630
10	Capital Outlay	2,639	7,596	-	-	-	-	-	-	-	-	-
11	Total Distribution	374,437	421,523	484,289	463,327	477,190	491,610	506,380	521,640	537,320	553,490	570,080
		-19.8%	12.6%	14.9%	-4.3%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<u>Water Plant Expenses</u>												
12	Personnel Services	287,006	312,257	269,425	285,940	294,600	303,500	312,600	322,000	331,600	341,500	351,700
13	Contractual Services	132,946	156,750	168,164	192,100	197,900	203,800	209,900	216,200	222,700	229,400	236,300
14	Commodities	130,389	150,424	131,937	146,130	150,600	155,100	159,700	164,400	169,300	174,400	179,600
15	Other Charges	100	210	200	120	100	100	100	100	100	100	100
16	Capital Outlay	30,274	2,603	-	32,000	33,000	34,000	35,000	36,100	37,200	38,300	39,400
17	Total Water Plant	580,715	622,244	569,726	656,290	676,200	696,500	717,300	738,800	760,900	783,700	807,100
		-6.1%	7.2%	-8.4%	15.2%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
18	Total Water O&M	1,640,534	1,526,215	1,619,967	1,677,459	1,728,040	1,779,960	1,833,280	1,888,340	1,944,970	2,003,290	2,063,180

[1] Attributes 50% of total administrative costs to the water utility.

[2] Attributes 70% of the total distribution costs to the water utility

Table 2-7: Historical and Projected Sewer Operation and Maintenance Expenses

Line No.		Historical			Budgeted	Projected						
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<u>Administration Expenses [1]</u>												
1	Personnel Services	129,020	76,708	68,508	63,983	65,950	67,950	70,000	72,050	74,200	76,400	78,650
2	Contractual Services	2,248	4,982	9,273	13,855	14,300	14,700	15,150	15,600	16,050	16,500	17,000
3	Commodities	4,955	4,717	4,339	12,700	13,100	13,500	13,900	14,350	14,800	15,250	15,700
4	Other Charges	549,159	395,756	483,834	467,305	481,300	495,700	510,550	525,900	541,700	557,950	574,650
5	Capital Outlay	-	284	-	-	-	-	-	-	-	-	-
6	Total Administrative	685,382	482,447	565,953	557,843	574,650	591,850	609,600	627,900	646,750	666,100	686,000
		10.5%	-29.6%	17.3%	-1.4%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<u>Distribution Expenses [2]</u>												
7	Personnel Services	123,293	124,779	143,831	144,774	149,100	153,600	158,220	162,990	167,880	172,950	178,170
8	Contractual Services	13,614	19,300	21,139	19,421	20,010	20,640	21,270	21,900	22,560	23,220	23,880
9	Commodities	22,434	33,319	42,582	34,374	35,400	36,450	37,530	38,670	39,840	41,040	42,270
10	Capital Outlay	1,131	3,255	-	-	-	-	-	-	-	-	-
11	Total Distribution	160,473	180,653	207,552	198,569	204,510	210,690	217,020	223,560	230,280	237,210	244,320
		-19.8%	12.6%	14.9%	-4.3%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<u>Wastewater Treatment Expenses</u>												
12	Personnel Services	289,326	295,389	302,423	306,705	316,000	325,400	335,100	345,000	355,300	365,900	377,000
13	Contractual Services	277,200	337,693	222,333	405,650	417,900	430,500	443,500	456,800	470,500	484,600	499,200
14	Commodities	10,869	13,227	21,854	20,710	21,400	22,000	22,600	23,200	23,800	24,400	25,000
15	Other Charges	1,000	-	135	500	500	500	500	500	500	500	500
16	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
17	Total Wastewater Treatment	578,395	646,309	546,744	733,565	755,800	778,400	801,700	825,500	850,100	875,400	901,700
		-6.7%	11.7%	-15.4%	34.2%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
18	Total Sewer O&M	1,424,250	1,309,409	1,320,249	1,489,976	1,534,960	1,580,940	1,628,320	1,676,960	1,727,130	1,778,710	1,832,020

[1] Attributes 50% of total administrative costs to the sewer utility.

[2] Attributes 30% of total distribution costs to the sewer utility.

2.3.2 Projected Capital Improvement Expenditures

Table 2-8 shows the projected water Capital Improvement Plan expenditures (CIP) for the 2020 to 2027 planning period. The water CIP includes \$13.9 million in projects over the planning period. The CIP is inflated at 3 percent compounding annually starting in 2021 and totals \$15.8 million in total inflated projects. The largest project is the New Raw Water Line which is anticipated to cost \$10.6 million with the design work starting in 2023 and construction work slated to start in 2025.

Table 2-9 shows the projected sewer CIP for the 2020 to 2027 planning period. The sewer CIP includes \$15.3 million in projects over the planning period. The CIP is inflated at 3 percent compounding annually starting in 2021 and totals \$16.1 million in total inflated projects.

Table 2-8: Water Capital Improvement Program

Line		Projected								
No.		2020	2021	2022	2023	2024	2025	2026	2027	Total
	Budgeted Projects									
1	Waterline Replacement	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	800,000
2	Utility Meter Read Software 50%	-	-	750,000	-	-	-	-	-	750,000
3	Lake Harrisonville Spillway Rebuild	-	1,000,000	-	-	-	-	-	-	1,000,000
4	2012 Bobcat 65%	-	-	71,500	-	-	-	-	-	71,500
5	2002 Dump Truck 65%	-	-	65,000	-	-	-	-	-	65,000
6	2010 Extend-a-hoe 50%	55,000	-	-	-	-	-	-	-	55,000
7	2013 F150	-	-	-	-	-	40,000	-	-	40,000
8	2010 3/4 ton	-	-	-	-	-	40,000	-	-	40,000
9	2010 box v-plow	-	-	-	-	-	6,000	-	-	6,000
10	New Raw Water Line	-	-	-	1,375,000	-	9,279,000	-	-	10,654,000
11	Mower	7,000	-	-	-	-	-	-	-	7,000
12	2002 John Deere Tractor 70 hp 50%	-	-	-	-	-	-	-	25,000	25,000
13	Clarifier Covers	-	-	-	-	400,000	-	-	-	400,000
14	Total	162,000	1,100,000	986,500	1,475,000	500,000	9,465,000	100,000	125,000	13,913,500
15	Total Inflated CIP [1]	162,000	1,133,000	1,046,600	1,611,800	562,800	10,972,500	119,400	153,700	15,761,800

[1] 3% inflation compounding annually starting in 2021

Table 2-9: Sewer Capital Improvement Program

Line No.		Projected								
		2020	2021	2022	2023	2024	2025	2026	2027	Total
	Budgeted Projects									
1	Sewerline Replacement	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	800,000
2	UV Treatment at WWTP's	500,000	3,000,000	-	-	-	-	-	-	3,500,000
3	Utility Meter Read Software 50%	-	-	750,000	-	-	-	-	-	750,000
4	Lift Station Set Aside	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	200,000
5	Replace South & Main Plant Improvements	-	3,900,000	-	-	-	-	-	-	3,900,000
6	2001 Pump/Jet Truck	-	120,000	-	-	-	-	-	-	120,000
7	Camera Truck - used	-	90,000	-	-	-	-	-	-	90,000
8	2010 Extend-a-hoe 50%	55,000	-	-	-	-	-	-	-	55,000
9	2005 Gator	-	-	-	-	12,000	-	-	-	12,000
10	2012 Bobcat 35%	-	-	38,500	-	-	-	-	-	38,500
11	2002 Dump Truck 35%	-	-	35,000	-	-	-	-	-	35,000
12	2010 1/2 ton	-	-	-	-	-	40,000	-	-	40,000
13	2013 Z-Turn Mower	-	-	-	-	-	-	-	15,000	15,000
14	2002 John Deere Tractor 70 hp 50%	-	-	-	-	-	-	-	25,000	25,000
15	Infiltration/Inflow Reduction	-	-	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
16	Replace scum pump	-	16,000	-	-	-	-	-	-	16,000
17	City Lake and Dam Spillway Rehab	350,000	2,300,000	-	-	-	-	-	-	2,650,000
18	Replace 2 fairrks morris dry wthr pumps lift station 2	-	100,000	-	-	-	-	-	-	100,000
19	Mower	3,000	-	-	-	-	-	-	-	3,000
20	Sewer Plant Boom Truck	125,000	-	-	-	-	-	-	-	125,000
21	SCADA Replacement	50,000	-	-	-	-	-	-	-	50,000
22	Replace 2 blowers at digesters	65,000	-	-	-	-	-	-	-	65,000
23	Stormwater Improvements	-	-	150,000	150,000	150,000	150,000	150,000	150,000	900,000
24	Total	1,273,000	9,651,000	1,398,500	575,000	587,000	615,000	575,000	615,000	15,289,500
25	Total Inflated CIP [1]	1,273,000	9,940,500	1,483,700	628,300	660,700	713,000	686,600	756,400	16,142,200

[1] 3% inflation compounding annually starting in 2021

2.4 Water and Sewer Utility Financial Plan

During the Study, multiple financial planning scenarios were examined to understand the impact of the projected operating and capital costs, with specific emphasis on funding renewal and replacement of water and sewer mains. To consistently evaluate the financial performance of the scenarios, the following guiding principles were considered in the development of financial plans.

1. Minimize the need for sudden and substantial revenue adjustments.

2. Maintain projected operating reserves each year in an amount equal to a minimum of 180 days of O&M.
3. Mitigate new debt issuance where possible.
4. Reach targeted minimum debt service coverage of 1.50 each year
5. Funding the system renewal/replacement, infiltration/inflow reduction, and stormwater program targets by 2027.

Several scenarios were evaluated that examined alternatives including the speed with which renewal and replacement programs were implemented. After collaboration with City staff, a preferred financial plan was developed. The recommended plan is detailed herein, including recommendations regarding overall increase in revenues needed to meet the City's financial objectives.

2.4.1 Existing and Proposed Debt

Table 2-10 summarizes the water utility's existing debt and the proposed debt service payments associated with the proposed plan. For the water utility, a debt issue is anticipated in 2025 to help fund the raw water line construction, with net proceeds amounting to \$8.5 million. The proposed debt service payments are assumed to start in the year of issuance with two years of interest only payments and full principal and interest payments starting in 2027. The proposed water debt is for a 20-year term at 2.50 percent interest and a 1.0 percent cost of issuance. These estimated payments are estimated solely for the purpose of depicting future revenue requirements and evaluating the sufficiency of revenues under approved and future rates. The actual structure of future debt may vary based on the recommendations of the City's Municipal Advisor and market conditions at the time of issuance.

Table 2-10: Existing and Proposed Water Debt

Line		Projected							
No.		2020	2021	2022	2023	2024	2025	2026	2027
	<u>Existing Debt Issues</u>								
1	2017	575,789	575,719	575,525	575,223	575,798	574,250	574,594	574,806
2	Gross Debt Service	575,789	575,719	575,525	575,223	575,798	574,250	574,594	574,806
	<u>Proposed Debt*</u>								
3	2025 Bond [1]	-	-	-	-	-	106,250	212,500	545,300
4	Total Proposed Debt	-	-	-	-	-	106,250	212,500	545,300
5	Total Gross Debt Service	575,789	575,719	575,525	575,223	575,798	680,500	787,094	1,120,106

[1] Assumed debt issuance with equal annual payments with Interest only in the first two years

Terms reflect 1% issuance expense, 20 year term and 2.50% interest on \$8.5M loan

* Assumes proposed debt to be SRF

Table 2-11 summarizes the sewer utility's existing debt and the proposed debt service payments associated with the proposed plan. The net proceeds from the proposed debt amount for the sewer utility is \$10.60 million which is anticipated to be issued in 2020. The proposed debt service payments are assumed to start the year following the issuance and is anticipated to be a Certificate of Participation (CO) debt instrument. The proposed sewer debt amortization was provided by the City's financial advisor, Baker Tilley. The proposed sewer debt is for a 20-year term.

Table 2-11: Existing and Proposed Water Debt

Line		Projected							
No.		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
	<u>Existing Debt Issues</u>								
1	2002	280,228	279,101	277,854	276,487	-	-	-	-
2	2003	230,496	235,083	239,445	243,997	248,492	-	-	-
3	2005	110,969	108,461	110,946	108,291	110,626	107,818	-	-
4	2010	<u>251,503</u>	<u>251,516</u>	<u>251,446</u>	<u>251,593</u>	<u>251,454</u>	<u>251,530</u>	<u>251,517</u>	<u>251,612</u>
5	Net Debt Service	873,196	874,161	879,690	880,368	610,571	359,348	251,517	251,612
	<u>Proposed Debt*</u>								
6	2020 Bond [1]	<u>-</u>	<u>231,463</u>	<u>277,755</u>	<u>277,755</u>	<u>472,755</u>	<u>753,843</u>	<u>853,898</u>	<u>858,188</u>
7	Total Proposed Debt	-	231,463	277,755	277,755	472,755	753,843	853,898	858,188
8	Total Debt Service	873,196	1,105,624	1,157,445	1,158,123	1,083,326	1,113,190	1,105,414	1,109,799

[1] Proposed debt is COP with a 20 year term - amortization provided by Baker Tilly

2.4.2 Water Utility Flow of Funds

Detailed cash flow tables were developed individually for the water and sewer utility, and then combined to show the consolidated utility cash flow under the proposed plan. Table 2-12 presents the water utility cash flow, Table 2-13 presents the sewer utility cash flow, and Table 2-14 shows the consolidated utility cash flow.

Beginning with the water utility, Line 1 of Table 2-12 shows user revenues under 2020 rates, identified previously in Table 2-4. Lines 2 through 9 present the revenue increases proposed which are assumed to be effective January 1 of each year indicated. Total user revenues are summarized on Line 11.

Line 12 presents other water fund revenue. All other water revenues shown on Line 12 are estimated to remain at 2020 budgeted levels. Line 13 shows the total operating revenue forecasted over the study period. Including the proposed revenue adjustments, total revenue is projected to range from \$3.12 million in 2020 to \$3.67 million in 2027.

Water utility revenue requirements are represented on Lines 14 through 20 and summarized on Line 21. Total revenue requirements are deducted from Line 13 total revenue to determine the annual operating

balance shown on Line 22. With the proposed revenue adjustments, the operating balance on Line 22 is positive throughout the forecast.

Lines 23 through 27 project future operating reserves for the water utility. For 2020, a beginning balance of approximately \$3.37 million was available for the water utility for operating and capital purposes. For this study, \$0.8 million was assumed to be available for operations as shown on Line 23, with the remainder assigned to fund capital projects as shown on Line 28. The annual operating balance is added to this amount to reflect cash produced by ongoing operations of the water utility. The utility intends to maintain a minimum operating balance of 180 days (or about 50 percent) of the next fiscal year's O&M, shown as the target on Line 27. Any balances exceeding this minimum are considered available for use on capital projects and are transferred for that purpose on Line 25. The water capital flow of funds is shown in Table 2-12 on Lines 28 through 36.

Sources of funds for the capital plan include beginning balances, the transfer of available cash from operations and the issuance of debt. In 2020, the transfer from operating funds is approximately \$0.86 million as shown on Line 29. As noted previously, one debt issue is identified for the water utility, amounting to about \$8.50 million in net proceeds in 2025 which can be seen on Line 31.

Water capital improvement projects shown on Line 33 are consistent with that shown previously in Table 2-8.

Line 36 of Table 2-12 shows the annual capital balance. The forecast shows there are enough funding sources to fund the capital plan in each year which leaves a positive capital balance each year.

Financial debt instruments usually include covenants regarding financial performance that generally require net revenues (defined as total utility revenue less O&M) to exceed annual debt service payments by a factor that may range from 1.10x to 1.35x. The City has a minimum debt service coverage requirement of 1.10x and an internal planning target of 1.50x. This coverage level provides assurances to bond holders that the utility has the financial wherewithal to meet its annual debt payment. Municipal bond rating agencies evaluate many criteria regarding the credit worthiness of utility debt. Debt service coverage is one of the primary indicators that is examined, and rating agencies generally reserve their stronger ratings for debt service coverage ratios that exceed 1.50x to 2.00x. As shown on Line 38, the water utility is anticipated to be well above the internal target of 1.50x in each year with the exception of 2027 where it dips slightly below the internal target but remains above the required 1.10x.

Table 2-12: Water Utility Financial Plan

Line No.	Projected							
	2020	2021	2022	2023	2024	2025	2026	2027
Water Utility Operating Flow of Funds								
1	Revenue Under Existing Water Rates	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000
<u>Proposed Revenue Adjustments</u>								
	<u>Year</u>	<u>Month</u>	<u>Increase</u>					
2	2020	1	0.0%	-	-	-	-	-
3	2021	1	2.5%		73,100	73,100	73,100	73,100
4	2022	1	2.5%			74,900	74,900	74,900
5	2023	1	2.5%				76,800	76,800
6	2024	1	2.5%					78,700
7	2025	1	2.5%					80,700
8	2026	1	2.5%					82,700
9	Total Proposed Additional Revenue	-	73,100	148,000	224,800	303,500	384,200	551,700
10	Total Water User Charge Revenue	2,924,000	2,997,100	3,072,000	3,148,800	3,227,500	3,308,200	3,475,700
11	Other Water Fund Revenue	193,930	193,930	193,930	193,930	193,930	193,930	193,930
12	Grand Total Water Revenue	3,117,930	3,191,030	3,265,930	3,342,730	3,421,430	3,502,130	3,669,630
<u>Revenue Requirements</u>								
13	Water Administrative	557,843	574,650	591,850	609,600	627,900	646,750	666,100
14	Water Plant	656,290	676,200	696,500	717,300	738,800	760,900	783,700
15	Water Distribution/ Collection	463,327	477,190	491,610	506,380	521,640	537,320	553,490
16	Total Operation and Maintenance Expense	1,677,459	1,728,040	1,779,960	1,833,280	1,888,340	1,944,970	2,003,290
<u>Debt Service</u>								
17	Existing Debt	575,789	575,719	575,525	575,223	575,798	574,250	574,594
18	Proposed Debt	-	-	-	-	-	106,250	212,500
19	Total Debt Service	575,789	575,719	575,525	575,223	575,798	680,500	787,094
20	Total Revenue Requirements	2,253,248	2,303,759	2,355,485	2,408,503	2,464,138	2,625,470	2,790,384
21	Annual Operating Balance	864,682	887,272	910,446	934,227	957,292	876,661	794,447
22	Beginning Balance [1]	827,288	827,271	852,142	877,788	904,114	931,206	959,167
23	Annual Operating Balance	864,682	887,272	910,446	934,227	957,292	876,661	794,447
24	Transfers to Capital	(864,771)	(862,342)	(884,788)	(907,914)	(930,206)	(848,667)	(765,713)
25	Ending Balance	827,200	852,200	877,800	904,100	931,200	959,200	987,900
26	Op. Reserve Target [2]	827,200	852,200	877,800	904,100	931,200	959,200	987,900
Water Utility Capital Flow of Funds								
<u>Sources</u>								
27	Beginning Capital Balance	2,539,318	3,242,018	2,971,418	2,809,618	2,105,718	2,473,118	764,318
28	Transfer from Operations	864,771	862,342	884,788	907,914	930,206	848,667	765,713
29	Anticipated Grants	-	-	-	-	-	-	-
30	Debt Issuance [3]	-	-	-	-	-	8,500,000	-
31	Total Capital Sources	3,404,089	4,104,360	3,856,206	3,717,532	3,035,924	11,821,785	1,530,031
<u>Uses</u>								
32	Total Inflated CIP	162,000	1,133,000	1,046,600	1,611,800	562,800	10,972,500	119,400
33	Debt Issuance Expense	-	-	-	-	-	85,000	-
34	Total Capital Uses	162,000	1,133,000	1,046,600	1,611,800	562,800	11,057,500	119,400
35	Annual Capital Balance	3,242,089	2,971,360	2,809,606	2,105,732	2,473,124	764,285	1,410,631
36	Total End of Year Cash	4,069,289	3,823,560	3,687,406	3,009,832	3,404,324	1,723,485	2,398,531
37	Debt Service Coverage [4]	2.50	2.54	2.58	2.62	2.66	2.29	2.01

[1] Beginning Balance is split evenly across water and wastewater utilities

[2] Based on 180 days operation and maintenance expense

[3] Debt is net of DSRF and issuance cost

[4] Minimum debt service coverage is 1.10: Targeting 1.50

2.4.3 Sewer Utility Flow of Funds

Line 1 of Table 2-13 shows user revenues under 2020 rates, identified previously in Table 2-5. Lines 2 through 9 present the revenue increases proposed which are assumed to be effective January 1 of each year indicated. Total user revenues are summarized on Line 11.

Line 12 presents other sewer fund revenue. All other sewer revenues shown on Line 12 are estimated to remain at 2020 budgeted levels. Line 13 shows the total operating revenue forecasted over the study period. Including the proposed revenue adjustments, total revenue is projected to range from \$2.67 million in 2020 to \$3.70 million in 2027.

Sewer utility revenue requirements are represented on Lines 14 through 20 and summarized on Line 21. Total revenue requirements are deducted from Line 13 total revenue to determine the annual operating balance shown on Line 22. With the proposed revenue adjustments, the operating balance on Line 22 is positive throughout the forecast.

Lines 23 through 27 project future operating reserves for the sewer utility. For 2020, a beginning balance of approximately \$3.37 million was available for the sewer utility for operating and capital purposes. For this study, \$0.7 million was assumed to be available for operations as shown on Line 23, with the remainder assigned to fund capital projects as shown on Line 28. The annual operating balance is added to this amount to reflect cash produced by ongoing operations of the sewer utility. The utility intends to maintain a minimum operating balance of 180 days (or about 50 percent) of the next fiscal year's O&M, shown as the target on Line 27. Any balances exceeding this minimum are considered available for use on capital projects and are transferred for that purpose on Line 29. The sewer capital flow of funds is shown in Table 2-13 on Lines 28 through 36.

Sources of funds for the capital plan include beginning balances, the transfer of available cash from operations and the issuance of debt. In 2020, the transfer from operating funds is approximately \$0.3 million as shown on Line 29. As noted previously, one debt issue is identified for the sewer utility, amounting to about \$10.60 million in net proceeds in 2020 which can be seen on Line 31.

Sewer capital improvement projects shown on Line 33 are consistent with that shown previously in Table 2-9.

Line 36 of Table 2-13 shows the annual capital balance. The forecast shows there are enough funding sources to fund the capital plan in each year which leaves a positive capital balance each year.

Financial debt instruments usually include covenants regarding financial performance that generally require net revenues (defined as total utility revenue less O&M) to exceed annual debt service payments by a factor that may range from 1.10x to 1.35x. The City has a minimum debt service coverage requirement of 1.10x and an internal planning target of 1.50x. This coverage level provides assurances to bond holders that the utility has the financial wherewithal to meet its annual debt payment. Municipal bond rating agencies evaluate many criteria regarding the credit worthiness of utility debt. Debt service coverage is one of the primary indicators that is examined, and rating agencies generally reserve their stronger ratings for debt service coverage ratios that exceed 1.50x to 2.00x. As shown on Line 38, the sewer utility is anticipated to be well above the minimum of 1.10x in each year and exceeds the 1.50x target in the last two years of the plan.

2.4.4 Consolidated Utility Flow of Funds

A combined water and sewer utility detailed cash flow table is presented in Table 2-14. On a consolidated basis, proposed revenue adjustments remain constant at 3.70 percent from 2020 through 2027, as shown on Lines 4 through 11. Ending operating balances meet the 180-day operating reserve in each year. The CIP is fully funded by the available cash and proposed debt issuance, and debt service coverage is above the internal target of 1.50x through 2027.

Table 2-13: Sewer Utility Financial Plan

Line No.		Projected							
		2020	2021	2022	2023	2024	2025	2026	2027
Sewer Utility Operating Flow of Funds									
1	Revenue Under Existing Sewer Rates	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800
Proposed Revenue Adjustments									
	Year	Month	Increase						
2	2020	1	0.00%	-	-	-	-	-	-
3	2021	1	5.00%		126,300	126,300	126,300	126,300	126,300
4	2022	1	5.00%		132,600	132,600	132,600	132,600	132,600
5	2023	1	5.00%			139,200	139,200	139,200	139,200
6	2024	1	5.00%				146,200	146,200	146,200
7	2025	1	5.00%					153,500	153,500
8	2026	1	5.00%						161,200
9	2027	1	5.00%						169,200
10	Total Proposed Additional Revenue	-	126,300	258,900	398,100	544,300	697,800	859,000	1,028,200
11	Total Sewer User Charge Revenue	2,525,800	2,652,100	2,784,700	2,923,900	3,070,100	3,223,600	3,384,800	3,554,000
12	Other Sewer Fund Revenue	138,765	138,765	138,765	138,765	138,765	138,765	138,765	138,765
13	Grand Total Water Revenue	2,664,565	2,790,865	2,923,465	3,062,665	3,208,865	3,362,365	3,523,565	3,692,765
Revenue Requirements									
14	Sewer Administrative	557,843	574,650	591,850	609,600	627,900	646,750	666,100	686,000
15	Sewer Plant	733,565	755,800	778,400	801,700	825,500	850,100	875,400	901,700
16	Sewer Distribution/ Collection	198,569	204,510	210,690	217,020	223,560	230,280	237,210	244,320
17	Total Operation and Maintenance Expense	1,489,976	1,534,960	1,580,940	1,628,320	1,676,960	1,727,130	1,778,710	1,832,020
Debt Service									
18	Existing Debt	873,196	874,161	879,690	880,368	610,571	359,348	251,517	251,612
19	Proposed Debt	-	231,463	277,755	277,755	472,755	753,843	853,898	858,188
20	Total Debt Service	873,196	1,105,624	1,157,445	1,158,123	1,083,326	1,113,190	1,105,414	1,109,799
21	Total Revenue Requirements	2,363,172	2,640,584	2,738,385	2,786,443	2,760,286	2,840,320	2,884,124	2,941,819
22	Annual Operating Balance	301,393	150,281	185,080	276,222	448,579	522,045	639,441	750,946
23	Beginning Balance [1]	734,799	734,800	757,000	779,600	803,000	827,000	851,700	877,200
24	Annual Operating Balance	301,393	150,281	185,080	276,222	448,579	522,045	639,441	750,946
25	Transfers to Capital	(301,392)	(128,081)	(162,480)	(252,822)	(424,579)	(497,345)	(613,941)	(724,646)
26	Ending Balance	734,800	757,000	779,600	803,000	827,000	851,700	877,200	903,500
27	Op. Reserve Target [2]	734,800	757,000	779,600	803,000	827,000	851,700	877,200	903,500
Sewer Utility Capital Flow of Funds									
Sources									
28	Beginning Capital Balance	2,631,807	12,260,207	2,447,807	1,126,507	751,107	515,007	299,307	226,707
29	Transfer from Operations	301,392	128,081	162,480	252,822	424,579	497,345	613,941	724,646
30	Anticipated Grants	-	-	-	-	-	-	-	-
31	Debt Issuance [3]	10,600,000	-	-	-	-	-	-	-
32	Total Capital Sources	13,533,199	12,388,288	2,610,287	1,379,329	1,175,686	1,012,352	913,248	951,353
Uses									
33	Total Inflated CIP	1,273,000	9,940,500	1,483,700	628,300	660,700	713,000	686,600	756,400
34	Debt Issuance Expense	-	-	-	-	-	-	-	-
35	Total Capital Uses	1,273,000	9,940,500	1,483,700	628,300	660,700	713,000	686,600	756,400
36	Annual Capital Balance	12,260,199	2,447,788	1,126,587	751,029	514,986	299,352	226,648	194,953
37	Total End of Year Cash	12,994,999	3,204,780	1,906,160	1,554,082	1,341,961	1,151,005	1,103,846	1,098,392
38	Debt Service Coverage [4]	1.35	1.14	1.16	1.24	1.41	1.47	1.58	1.68

[1] Beginning Balance is split evenly across water and wastewater utilities

[2] Based on 180 days operation and maintenance expense

[3] Debt is net of DSRF and issuance cost

[4] Minimum debt service coverage is 1.10: Targeting 1.50

Table 2-14: Combined Water and Sewer Utility Financial Plan

Line No.		2020	2021	2022	2023	2024	2025	2026	2027
Combined Utility Operating Flow of Funds									
1	Revenue Under Existing Water Rates	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000	2,924,000
2	Revenue Under Existing Sewer Rates	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800	2,525,800
3	Total User Charge Revenue	5,449,800	5,449,800	5,449,800	5,449,800	5,449,800	5,449,800	5,449,800	5,449,800
Proposed Revenue Adjustments									
	Year	Month	Increase						
4	2020	1	0.00%	-	-	-	-	-	-
5	2021	1	3.70%		199,400	199,400	199,400	199,400	199,400
6	2022	1	3.70%		207,500	207,500	207,500	207,500	207,500
7	2023	1	3.70%		216,000	216,000	216,000	216,000	216,000
8	2024	1	3.70%			224,900	224,900	224,900	224,900
9	2025	1	3.70%				234,200	234,200	234,200
10	2026	1	3.70%					243,900	243,900
11	2027	1	3.70%						254,000
12	Total Proposed Additional Revenue	-	199,400	406,900	622,900	847,800	1,082,000	1,325,900	1,579,900
13	Total User Charge Revenue	5,449,800	5,649,200	5,856,700	6,072,700	6,297,600	6,531,800	6,775,700	7,029,700
14	Other Fund Revenue	332,695	332,695	332,695	332,695	332,695	332,695	332,695	332,695
15	Grand Total Revenue	5,782,495	5,981,895	6,189,395	6,405,395	6,630,295	6,864,495	7,108,395	7,362,395
Revenue Requirements									
16	Water O&M	1,677,459	1,728,040	1,779,960	1,833,280	1,888,340	1,944,970	2,003,290	2,063,180
17	Sewer O&M	1,489,976	1,534,960	1,580,940	1,628,320	1,676,960	1,727,130	1,778,710	1,832,020
18	Total Operation and Maintenance Expense	3,167,435	3,263,000	3,360,900	3,461,600	3,565,300	3,672,100	3,782,000	3,895,200
Debt Service									
19	Existing Debt	1,448,985	1,449,880	1,455,215	1,455,591	1,186,370	933,597	826,110	826,417
20	Proposed Debt	-	231,463	277,755	277,755	472,755	860,093	1,066,398	1,403,488
21	Total Debt Service	1,448,985	1,681,342	1,732,970	1,733,346	1,659,125	1,793,690	1,892,508	2,229,905
22	Total Revenue Requirements	4,616,420	4,944,342	5,093,870	5,194,946	5,224,425	5,465,790	5,674,508	6,125,105
23	Annual Operating Balance	1,166,075	1,037,553	1,095,525	1,210,449	1,405,870	1,398,705	1,433,887	1,237,290
24	Beginning Balance	1,562,088	1,562,100	1,609,200	1,657,500	1,707,100	1,758,200	1,810,900	1,865,100
25	Annual Operating Balance	1,166,075	1,037,553	1,095,525	1,210,449	1,405,870	1,398,705	1,433,887	1,237,290
26	Transfers to Capital	(1,166,100)	(990,500)	(1,047,200)	(1,160,800)	(1,354,800)	(1,346,000)	(1,379,700)	(1,181,400)
27	Ending Balance	1,562,100	1,609,200	1,657,500	1,707,100	1,758,200	1,810,900	1,865,100	1,921,000
28	Op. Reserve Target [1]	1,562,000	1,609,200	1,657,400	1,707,100	1,758,200	1,810,900	1,865,100	1,920,900
Combined Utility Capital Flow of Funds									
Sources									
29	Beginning Capital Balance	5,171,125	15,502,225	5,419,225	3,936,125	2,856,825	2,988,125	1,063,625	1,637,325
30	Transfer from Operations	1,166,100	990,500	1,047,200	1,160,800	1,354,800	1,346,000	1,379,700	1,181,400
31	Anticipated Grants	-	-	-	-	-	-	-	-
32	Debt Issuance	10,600,000	-	-	-	-	8,500,000	-	-
33	Total Capital Sources	16,937,225	16,492,725	6,466,425	5,096,925	4,211,625	12,834,125	2,443,325	2,818,725
Uses									
34	Total Inflated CIP	1,435,000	11,073,500	2,530,300	2,240,100	1,223,500	11,685,500	806,000	910,100
35	Debt Issuance Expense	-	-	-	-	-	85,000	-	-
36	Total Capital Uses	1,435,000	11,073,500	2,530,300	2,240,100	1,223,500	11,770,500	806,000	910,100
37	Annual Capital Balance	15,502,225	5,419,225	3,936,125	2,856,825	2,988,125	1,063,625	1,637,325	1,908,625
38	Total End of Year Cash	17,064,288	7,028,340	5,593,565	4,563,914	4,746,285	2,874,490	3,502,377	3,829,568
39	Debt Service Coverage	1.80	1.62	1.63	1.70	1.85	1.78	1.76	1.55

[1] Based on 180 days operation and maintenance expense

[2] Minimum debt service coverage is 1.10: Targeting 1.50

Attachment: Burns McDonnell Report (Ordinance Amending Water, Sewer, and Electric Connection Fees)

3.0 COST OF SERVICE ANALYSIS

3.1 Introduction

The cost of service analysis is focused on determining revenue responsibility. Once the overall need for revenue increases is identified through financial planning, the results of the cost of service analysis help answer the following question:

- "Which customer class or classes are responsible for the costs incurred to provide service?"

To determine each customer class' equitable share of the cost of providing utility service, the cost of service analysis compares the revenues received from each customer class under the existing schedule of rates with the allocated cost responsibility for that class.

The cost of service analysis was developed in the following steps:

1. Determine the net revenue requirements to be recovered from user charges.
2. Allocate test period operating and capital costs.
3. Estimate the system test period units of service.
4. Develop test period unit costs of service by class.
5. Assign the costs of service to customer classes.

To equitably develop rates for water and sewer service, the water and sewer utility's customer classes are allocated their respective share of the total cost of service according to their use of the system. Cost are assigned through consideration of volume, peak water demand characteristics, wastewater strength, customer costs, and other relevant factors. Ultimately, proposed rates must be sufficient to meet the net revenue requirements forecasted for the water and sewer utility.

3.2 Water Cost of Service

3.2.1 Net Revenue Requirements

As described in Section 2.0 of this report, the cash needs of the water utility were projected over a seven-year study period. The test period for the cost of service analysis is 2021, which corresponds to the first year for which revenue adjustments are proposed. For the water utility, the revenue adjustment amounts to a 2.5 percent increase.

Table 3-1 summarizes the development of the net revenue requirements to be recovered from water rates in the 2021 test year. The net revenue requirements represent the level of costs that must be recovered

from water sales under the established water rate schedule and are equal to total operating and capital cost expenditures less all sources of other revenue. As presented in Table 3-1, the net operating costs are equal to \$1,558,982 and the net capital costs are equal to \$1,438,119 for a total net revenue requirement of \$2,997,100. This is 2.5 percent higher than revenues under existing water rates which is consistent with the 2021 revenue increase identified in the recommended water utility financial plan.

Table 3-1: Test Year 2021 Water Net Revenue Requirements

Line No.	Description	Operating Expense \$	Capital Cost \$	Total \$
Revenue Requirements				
1	Operating Expense	1,728,040	-	1,728,040
2	Debt Service	-	575,719	575,719
3	Revenue Capital Financing	-	862,400	862,400
4	Total	1,728,040	1,438,119	3,166,159
Revenue Requirements Met from Other Sources				
5	Other Miscellaneous Revenue	193,930	-	193,930
6	Use of / (Deposit to) Reserves	(24,872)	-	(24,872)
7	Total	169,059	-	169,059
8	Cost of Service to be met by User Charges	1,558,982	1,438,119	2,997,100
9	Revenue under Existing Rates			2,924,000
10	Indicated System Revenue Adjustment			2.5%

3.2.2 Cost of Service Methodology

Two alternative water cost allocation methodologies are generally accepted by the American Water Works Association as described in AWWA *Manual M1, Principles of Water Rates, Fees, and Charges*: (1) the Base-Extra Capacity Method, and (2) the Commodity-Demand Method. Both methods are similar in that each customer class' average water usage requirements and peak demand water usage requirements are reflected in the allocation process. Although the allocation approach varies slightly in the assignment of costs, both approaches are centered on the recovery of costs related to both average and peak conditions.

For this Study, the Base-Extra Capacity method was followed. Under the Base-Extra Capacity method, costs are assigned to functional components including base, extra capacity, customer costs and fire protection. Base costs vary directly with the volume of water used and reflect the costs associated with

serving customers under average load conditions. Base costs tend to include items such as power and chemicals costs.

Extra capacity costs reflect costs incurred to meet the peak demand at both a maximum day and a maximum hour. These costs include operating and capital costs necessary to provide additional capacity beyond average load conditions.

Customer costs are those that generally vary in accordance with the quantity of customers served. Such costs typically include meter reading, billing, customer care, and related support costs.

3.2.3 Functional Cost Assignment

The water utility system includes a variety of facilities that work in concert with one another to meet the average and peak demands of the system. Water systems are designed to meet peak coincidental demands of the system as a whole. For every volume-related element within the water system, an average demand is served and therefore a portion of such costs is attributable to the base cost component. Water system elements designed to primarily meet average day demand are assigned 100 percent to the base component. Extra capacity requirements exceeding the base are further distinguished between maximum day and maximum hour demands.

3.2.3.1 Operating Expenses

Operating expenses for the water system are budgeted and actual expenses are recorded to reflect costs associated with administrative costs, water treatment and the distribution system. These costs were forecasted previously in Table 2-6 of this report. Test year 2021 operating costs are assigned to functional components in Table 3-2.

Table 3-2: Allocation of Test Year 2021 Water Operation and Maintenance Expenses

Line No.	Description	Test Year 2021		Maximum	Maximum		
		Total	Base	Day	Hour	Meters	Billing
		\$	\$	\$	\$	\$	\$
	<u>Administration</u>						
1	Personnel Services	65,950	38,332	16,015	8,895	-	2,708
2	Contractual Services	14,300	8,314	3,470	1,928	-	588
3	Commodities	13,100	7,615	3,181	1,767	-	537
4	Office Facilities and Service - Billing	49,400	-	-	-	-	49,400
5	Other Charges	431,900	251,026	104,875	58,259	-	17,740
6	Capital Outlay	-	-	-	-	-	-
7	Total Administrative	574,650	305,287	127,541	70,849	-	70,973
	<u>Water Plant</u>						
8	Personnel Services	294,600	194,824	99,776	-	-	-
9	Contractual Services	197,900	130,874	67,026	-	-	-
10	Chemicals	128,800	128,800	-	-	-	-
11	Other Commodities	150,600	143,216	7,384	-	-	-
12	Other Charges	100	66	34	-	-	-
13	Capital Outlay	33,000	21,823	11,177	-	-	-
14	Total Water Plant	676,200	490,803	185,397	-	-	-
	<u>Distribution</u>						
15	Personnel Services	347,900	151,845	77,768	118,287	-	-
16	Contractual Services	46,690	20,379	10,437	15,874	-	-
17	Commodities	82,600	36,052	18,464	28,084	-	-
18	Other Charges	-	-	-	-	-	-
19	Capital Outlay	-	-	-	-	-	-
20	Total Distribution	477,190	208,276	106,669	162,245	-	-
21	Total Water O&M	1,728,040	1,004,366	419,607	233,094	-	70,973
		100%	58%	24%	13%	0%	4%
	<u>Less Other Operating Revenue</u>						
22	Miscellaneous Revenue	193,930	112,715	47,091	26,159	-	7,965
23	Use of / (Deposit to) Reserves	(24,872)	(14,456)	(6,039)	(3,355)	-	(1,022)
24	Total	169,059	98,260	41,051	22,804	-	6,943
25	Net Water O&M Expense	1,558,982	906,106	378,556	210,290	-	64,030

Water utility operating costs were allocated based on several considerations, including:

- Water utility input regarding the functional purpose of certain costs.
- The design basis of the supply infrastructure, which is influenced primarily by average and maximum day service requirements.
- The design basis of the transmission and distribution system, which is influenced primarily by the maximum day and maximum hour service requirements.
- Directly assignable costs such as customer billing.

3.2.3.2 Capital Costs

Cash capital costs for the water utility include pay-as-you-go (or revenue-financed) capital projects and payments on existing and proposed debt. As shown on Table 3-3, the costs of the existing debt in 2021 are allocated using Base-Maximum Day basis, reflecting the use of 2017 debt to fund for the water treatment plant improvements. Revenue financed capital is allocated using a five-year outlook of the CIP as the next five years of water CIP are anticipated to be funded by available cash. Capital costs are allocated on a project by project basis, taking into consideration the cost-causative design associated with these projects.

Table 3-3: Allocation of Test Year 2021 Water Capital Costs

Line No.	Description	Test Year 2021	Common to All Customers				
			Base	Maximum Day	Maximum Hour	Customer Meters	Billing
		\$	\$	\$	\$	\$	\$
1	Existing Debt [1]	575,719	380,719	195,000	-	-	-
2	Proposed Debt	-	-	-	-	-	-
3	Revenue Financed Capital [2]	862,400	461,200	236,100	11,700	-	153,400
4	Net Water Capital Expense	1,438,119	841,919	431,100	11,700	-	153,400

[1] Existing debt was allocated using a Base-Max Day methodology reflecting the expansion and improvement of the water treatment plant

[2] Allocated using the capital improvement plan

3.2.4 Units of Service

Functional costs responsibility of each customer class may be established based on the respective service requirements of each class. These service requirements are referred to as units of service and are summarized in Table 3-4.

Base cost responsibility is determined by the water volume used under average day conditions. Average day quantities reflect historical and forecasted demand. Extra capacity costs are assigned to classes based on the estimate of individual class peak demand characteristics and the relationship of these peaks to average use. The estimated capacity factors were developed based on an examination of peak to average demand available from the water utility's billing data, experience with the City's system, and judgment.

Table 3-4: Water Units of Service

Line No.	Description	Total Annual Usage Kgal	Average Day Kgal/ day	Maximum Day			Maximum Hour			Customers	
				Capacity Factor %	Total Capacity Kgal/ day	Extra Capacity (a) Kgal/ day	Capacity Factor %	Total Capacity Kgal/ day	Extra Capacity (b) Kgal/ day	Equivalent Meters	Billed Units
1	Commercial	90,900	249	200%	498	249	425%	1,058	809	312	3,348
2	Governmental	4,580	13	200%	25	13	425%	53	41	15	168
3	Power and Demand	53,200	146	200%	292	146	425%	620	474	225	2,460
4	Residential	133,950	367	225%	826	459	450%	1,651	1,284	3,145	37,740
5	School	5,250	14	200%	29	14	425%	61	47	15	168
6	Total Electric	12,000	33	225%	74	41	450%	148	115	392	4,260
7	Total	299,880	822		1,743	922		3,592	2,770	4,103	48,144

Projected customers for Test Year 2021 are the basis for the customer-related units of service. Equivalent meter ratios documented in the AWWA M1 manual reflect the relationship of the costs to install and maintain various sized meters to a standard 5/8-inch. These ratios are used to estimate 5/8-inch equivalents for each customer class. Billing costs are allocated to classes based on the projected number of billed units.

3.2.5 Unit Cost Development

Based on the functionalized operation and maintenance expenses and capital costs shown in Tables 3-2 and 3-3, respectively, and the units of service developed in Table 3-4, unit costs of service for each functional cost component may be determined. Table 3-5 indicates, for each functional component, the unit of measure and applicable unit cost.

Table 3-5: Water Unit Cost Development

Line No.	Description	Test Year				Customer	Billing
		2021	Base	Maximum Day	Maximum Hour	Meters	
		Total	Kgal	Kgal/day	Kgal/day	Equivalent Meters	Bills
1	Total Units of Service		299,880	922	2,770	4,103	48,144
2	Net Operating Expense - \$	1,558,982	906,106	378,556	210,290	-	64,030
3	Unit Cost - \$/Unit		3.0216	410.7544	75.9166	-	1.3300
4	Net Capital Costs - \$	1,438,119	841,919	431,100	11,700	-	153,400
5	Unit Cost - \$/Unit		2.8075	467.7679	4.2238	-	3.1863
6	Total Cost of Service	2,997,100	1,748,025	809,656	221,990	-	217,430
7	Unit Cost - \$/Unit		5.8291	878.5223	80.1404	-	4.5162

3.2.6 Allocation of Costs to Customer Classes

Applying the unit costs by function to each customer class' units of service allows for the distribution of costs to customer classes, as shown in Table 3-6. Units of service for each class are as developed

previously in Table 3-5. By applying the unit cost for each function against the level of service provided to each customer class, the total cost of service by customer class may be determined.

Table 3-6: Water Cost Allocation to Customer Classes

Line No.	Description	Test Year	Base	Maximum	Maximum	Meters	Billing
		2021 Total		Day	Hour		
1	Unit Cost of Service - \$/Unit		\$ 5.829	\$ 878.522	\$ 80.140	\$ -	\$ 4.516
	Commercial						
2	Units of Service		90,900	249	809	312	3,348
3	Allocated Cost - \$	828,700	529,900	218,800	64,900	-	15,100
	Governmental						
4	Units of Service		4,580	13	41	15	168
5	Allocated Cost - \$	41,800	26,700	11,000	3,300	-	800
	Power and Demand						
6	Units of Service		53,200	146	474	225	2,460
7	Allocated Cost - \$	487,200	310,100	128,000	38,000	-	11,100
	Residential						
8	Units of Service		133,950	459	1,284	3,145	37,740
9	Allocated Cost - \$	1,457,100	780,800	403,000	102,900	-	170,400
	School						
10	Units of Service		5,250	14	47	15	168
11	Allocated Cost - \$	47,800	30,600	12,700	3,700	-	800
	Total Electric						
12	Units of Service		12,000	41	115	392	4,260
13	Allocated Cost - \$	134,400	69,900	36,100	9,200	-	19,200
14	Total Units of Service		299,880	922	2,770	4,103	48,144
15	Total Cost of Service	2,997,000	1,748,000	809,600	222,000	-	217,400

After Test Year 2021 costs are assigned to customer classes, they may be compared against revenue under existing rates. This comparison provides an indication of equity in the recovery of costs through revenues under existing 2020 rates. As shown in Table 3-7, the total system adjustment is indicated to be 2.5 percent, with impacts varying at the customer class level.

Table 3-7: Comparison of Revenue Under Existing Rates to Allocated Cost of Service

Line No.	Description	Revenue Under Existing Rates \$	Total Allocated Cost of Service \$	Indicated Increase / (Decrease) \$	Indicated Increase / (Decrease) %
1	Commercial	839,800	828,700	(11,100)	-1.3%
2	Governmental	41,400	41,800	400	1.0%
3	Power and Demand	478,400	487,200	8,800	1.8%
4	Residential	1,387,700	1,457,100	69,400	5.0%
5	School	47,000	47,800	800	1.7%
6	Total Electric	129,700	134,400	4,700	3.6%
7	Total	2,924,000	2,997,000	73,000	2.5%

It is important to note that cost of service results are instructive but for many reasons should not be interpreted as prescriptive in the development of proposed rates. Section 4.0 will discuss proposed rates for the water utility.

3.3 Sewer Cost of Service

3.3.1 Net Revenue Requirements

As described in Section 2.0 of this report, the cash needs of the sewer utility were projected over a seven-year study period. The test period for the cost of service analysis is 2021, which corresponds to the first year for which revenue adjustments are proposed. For the sewer utility, the revenue adjustment amounts to a 5 percent increase.

Table 3-8 summarizes the development of the net revenue requirements to be recovered from sewer rates in the 2021 test year. The net revenue requirements represent the level of costs that must be recovered from sewer rates and are equal to total operating and capital cost expenditures less all sources of other revenue. As presented in Table 3-8, the net operating costs are equal to \$1,418,376 and the net capital costs are equal to \$1,233,724 for a total net revenue requirement of \$2,652,100. This is 5.0 percent higher than revenues under existing sewer volume rates, consistent with the 2021 revenue increase identified in the recommended sewer utility financial plan.

Table 3-8: Test Year 2021 Sewer Net Revenue Requirements

Line No.	Description	Operating Expense \$	Capital Cost \$	Total \$
Revenue Requirements				
1	Operating Expense	1,534,960	-	1,534,960
2	Debt Service	-	1,105,624	1,105,624
3	Revenue Capital Financing	-	128,100	128,100
4	Total	1,534,960	1,233,724	2,768,684
Revenue Requirements Met from Other Sources				
5	Other Miscellaneous Revenue	138,765	-	138,765
6	Use of / (Deposit to) Reserves	(22,181)	-	(22,181)
7	Total	116,584	-	116,584
8	Cost of Service to be met by User Charges	1,418,376	1,233,724	2,652,100
9	Revenue under Existing Rates			2,525,800
10	Indicated System Revenue Adjustment			5.0%

3.3.2 Cost of Service Methodology

According to the Water Environment Federation (WEF) publication *Financing and Charges for Wastewater Systems*, three cost allocation methodologies are generally used in the identification and allocation of wastewater utility costs. They are:

- Design-Basis Cost Allocation Methodology, whereby costs are allocated to functions based on engineering design considerations that influence the size and purpose of facilities.
- Functional Cost Allocation Methodology, whereby costs are allocated to functions based on the operational purpose of facilities rather than engineering design.
- Hybrid Approach, where in general capital costs are allocated on the design basis while operating costs are allocated on the functional basis.

For this analysis, the functional cost allocation basis was followed, which aligns well with the current sewer cost structure and services related to its collection and treatment systems.

3.3.3 Functional Cost Assignment

The sewer utility system includes a variety of facilities that work in concert with one another to meet necessary service requirements. For the City, sewer system expenses include administrative, wastewater treatment, and collection costs which can be spread on the functional cost recovery basis of volume, treatment plant, customer, and general system.

Volume costs are those which vary directly with the quantity of wastewater contributed. Treatment plant includes the strength of wastewater as measured in biochemical oxygen demand (BOD) and suspended solids (SS). Customer costs are those that generally vary in accordance with the quantity of customers served. Such costs may include a portion of billing, customer care, and related support costs. General system are all other costs incurred by the utility which are spread on the basis of all other direct costs.

3.3.3.1 Operating Expenses

Operating expenses for the sewer system were forecasted previously in Table 2-7 of this report. Test year 2021 operating costs are assigned to functional components in Table 3-9.

In general operation and maintenance costs were allocated based on several considerations, including:

- The cost causative or functional nature of the underlying expense.
- Directly assignable costs such as customer costs.
- City input regarding the functional purpose of certain costs.

Table 3-9: Allocation of Test Year 2021 Sewer Operation and Maintenance Expenses

Line No.	Description	Test Year 2021			Suspended	
		Total	Volume	BOD	Solids	Customer
		\$	\$	\$	\$	\$
	<u>Administration</u>					
1	Personnel Services	65,950	44,950	8,900	8,900	3,200
2	Contractual Services	14,300	9,800	1,900	1,900	700
3	Commodities	13,100	8,800	1,800	1,800	700
4	Office Facilities and Service - Billing	49,400	-	-	-	49,400
5	Other Charges	431,900	292,800	59,000	59,000	21,100
6	Capital Outlay	-	-	-	-	-
7	Total Administrative	574,650	356,350	71,600	71,600	75,100
	<u>Wastewater Plant</u>					
8	Personnel Services	316,000	157,600	79,200	79,200	-
9	Utilities	205,000	205,000	-	-	-
10	Other Contractual Services	212,900	106,300	53,300	53,300	-
11	Commodities	21,400	10,600	5,400	5,400	-
12	Total Other Charges	500	300	100	100	-
13	Capital Outlay	-	-	-	-	-
14	Total Wastewater Plant	755,800	479,800	138,000	138,000	-
	<u>Distribution</u>					
15	Personnel Services	149,100	149,100	-	-	-
16	Contractual Services	20,010	20,010	-	-	-
17	Commodities	35,400	35,400	-	-	-
18	Other Charges	-	-	-	-	-
19	Capital Outlay	-	-	-	-	-
20	Total Distribution	204,510	204,510	-	-	-
21	Total Wastewater O&M	1,534,960	1,040,660	209,600	209,600	75,100
		100%	68%	14%	14%	5%
	Less Other Operating Revenue					
22	Miscellaneous Revenue	138,765	94,100	18,900	18,900	6,800
23	Use of / (Deposit to) Reserves	(22,181)	(15,000)	(3,000)	(3,000)	(1,100)
24	Total	116,584	79,100	15,900	15,900	5,700
25	Net Wastewater O&M Expense	1,418,376	961,560	193,700	193,700	69,400

3.3.3.2 Capital Costs

Cash capital costs for the sewer utility include pay-as-you-go (or revenue-financed) capital projects and payment on existing and proposed debt. As shown in Table 3-10, Test Year 2021 capital costs include both revenue-financed capital and a payment on existing and proposed revenue bonds. These costs are assigned to functional components in Table 3-10 on the basis of existing debt using fixed asset data and

the planned investment from the CIP and the cost-causative design associated with these projects over the first five years of the study period.

Table 3-10: Allocation of Test Year 2021 Sewer Capital Costs

Line No.	Description	Test Year				
		2021			Suspended	
		<u>Total</u>	<u>Volume</u>	<u>BOD</u>	<u>Solids</u>	<u>Customer</u>
		\$	\$	\$	\$	\$
1	Existing Debt [1]	874,161	653,561	110,200	110,200	200
2	Proposed Debt [2]	231,463	207,163	5,600	4,300	14,400
3	Revenue Financed Capital [2]	<u>128,100</u>	<u>114,700</u>	<u>3,100</u>	<u>2,400</u>	<u>7,900</u>
4	Net Sewer Capital Expense	1,233,724	975,424	118,900	116,900	22,500

[1] Existing debt was allocated using fixed asset data

[2] Allocated using the capital improvement plan

3.3.4 Units of Service

Functional costs responsibility of each customer class may be established based on the respective service requirements of each class. These service requirements are referred to as units of service and are summarized in Table 3-11.

Billable flow or volume is that portion of each customer's annual water use discharged directly into the sewer system. Billable flow is based upon utility billing records. An additional consideration for system wide treatment costs is Infiltration/ Inflow (I/I) which is the amount of volume treated at the plant beyond billable flow. This wastewater is related to wet weather events, where additional volume enters the system via leaks, cracks, direct downspout connections and other means, and is ultimately treated at the wastewater treatment plant. Billing costs are allocated to classes based on the projected number of billed units.

Table 3-11: Sewer Units of Service

Line No.	Description	Billable Flow Kgal	Infiltration/Inflow		Treated Flow Kgal	Strength		Meters	Billed Units
			Volume	Customer		BOD	SS		
			50%	50%		lbs	lbs.		
1	Commercial	28,440	16,037	8,421	52,898	111,835	123,694	266	3,192
2	Governmental	1,420	801	222	2,443	5,543	6,135	7	84
3	Power and Demand	49,320	27,811	6,110	83,241	192,170	212,737	193	2,316
4	Residential	130,440	73,553	101,342	305,335	362,826	362,826	3,201	38,412
5	School	2,940	1,658	348	4,946	11,452	12,678	11	132
6	Total Electric	14,490	8,171	14,658	37,319	41,014	41,014	463	5,556
7	WD9	<u>5,730</u>	<u>3,231</u>	<u>158</u>	<u>9,119</u>	<u>22,211</u>	<u>24,601</u>	<u>5</u>	<u>60</u>
8	Units of Service	232,780	131,262	131,259	495,301	747,052	783,685	4,146	49,752

3.3.5 Unit Cost Development

Based on the functionalized operation and maintenance expenses and capital costs shown in Tables 3-9 and 3-10, respectively, and the units of service developed in Table 3-11, unit costs of service for each functional cost component may be determined. Table 3-12 indicates, for each functional component, the unit of measure and applicable unit cost.

Table 3-12: Sewer Unit Cost Development

Line No.	Description	Test Year	Volume	BOD	Suspended Solids	Customer
		2021 Total				
1	Total Units of Service		495,301	747,052	783,685	49,752
2	Unit of Measure		Treated Kgal	Lbs	Lbs	Bills
3	Net Operating Expense - \$	1,418,360	961,560	193,700	193,700	69,400
4	Unit Cost - \$/Unit		1.9414	0.2593	0.2472	1.3949
5	Net Capital Costs - \$	1,233,724	975,424	118,900	116,900	22,500
6	Unit Cost - \$/Unit		1.9694	0.1592	0.1492	0.4522
7	Total Cost of Service	2,652,084	1,936,984	312,600	310,600	91,900
8	Unit Cost - \$/Unit		3.9108	0.4185	0.3964	1.8471

3.3.6 Allocation of Costs to Customer Classes

Applying the unit costs by function to each customer class' units of service allows for the distribution of costs to customer classes, as shown in Table 3-13. Units of service for each class are as developed previously in Table 3-11. By applying the unit cost for each function against the level of service provided to each customer class, the total cost of service by customer class may be determined.

After Test Year 2021 costs are assigned to customer classes, they may be compared against revenue under existing rates. This comparison provides an indication of equity in the recovery of costs through revenues under existing 2020 rates. As shown in Table 3-14, the total system adjustment is indicated to be 5.0 percent overall, with impacts varying at the customer class level.

Table 3-13: Sewer Cost Allocation to Customer Classes

Line No.	Description	Test Year	Common to All Customers			
		2021 <u>Total</u>	<u>Volume</u>	<u>BOD</u>	Suspended <u>Solids</u>	Meter <u>Reading</u>
1	Unit Cost of Service - \$/Unit		\$ 3.911	\$ 0.419	\$ 0.396	\$ 1.847
	Commercial					
2	Units of Service		52,898	111,835	123,694	3,192
3	Allocated Cost - \$	308,600	206,900	46,800	49,000	5,900
	Governmental					
4	Units of Service		2,443	5,543	6,135	84
5	Allocated Cost - \$	14,500	9,600	2,300	2,400	200
	Power and Demand					
6	Units of Service		83,241	192,170	212,737	2,316
7	Allocated Cost - \$	494,500	325,500	80,400	84,300	4,300
	Residential					
8	Units of Service		305,335	362,826	362,826	38,412
9	Allocated Cost - \$	1,560,700	1,194,100	151,800	143,800	71,000
	School					
10	Units of Service		4,946	11,452	12,678	132
11	Allocated Cost - \$	29,300	19,300	4,800	5,000	200
	Total Electric					
12	Units of Service		37,319	41,014	41,014	5,556
13	Allocated Cost - \$	189,700	145,900	17,200	16,300	10,300
	WD9					
14	Units of Service		9,119	22,211	24,601	60
15	Allocated Cost - \$	54,900	35,700	9,300	9,800	100
16	Total Units of Service		495,301	747,052	783,685	49,752
17	Total Cost of Service	2,652,200	1,937,000	312,600	310,600	92,000

Table 3-14: Comparison of Revenue Under Existing Rates to Allocated Cost of Service

Line No.	Description	Revenue Under Existing Rates \$	Total Allocated Cost of Service \$	Indicated Increase / (Decrease) \$	Indicated Increase / (Decrease) %
1	Commercial	313,500	308,600	(4,900)	-1.6%
2	Governmental	13,700	14,500	800	5.8%
3	Power and Demand	472,100	494,500	22,400	4.7%
4	Residential	1,472,200	1,560,700	88,500	6.0%
5	School	28,000	29,300	1,300	4.6%
6	Total Electric	173,300	189,700	16,400	9.5%
7	WD9	53,000	54,900	1,900	3.6%
8	Total	2,525,800	2,652,200	126,400	5.0%

Similar to the water utility, it is important to note that cost of service results are instructive but for many reasons should not be interpreted as prescriptive in the development of proposed rates. Section 4.0 will discuss proposed rates for the sewer utility.

4.0 PROPOSED RATE DESIGN

4.1 Introduction

The primary focus of Step 3, Rate Design is the examination of revenue recovery. Generally speaking, the objective is to design rates for each utility to progress toward the following goals:

- Generate adequate revenues to meet the projected operating and capital costs, while maintaining sound financial performance.
- Provide revenue stability.
- Provide cost recovery that is reasonably commensurate with the cost of providing service.

4.2 Existing Rates

The current 2020 rate schedule is shown in Table 4-1. The water and sewer rate consists of a volumetric charge per thousand gallons and a fixed fee which includes the first 1,000 gallons.

Table 4-1: Current Water and Sewer Rates

Line No	Water Rates	
1	Residential & Commercial	
2	Base (1st 1000 Gal)	13.89
3	Each Additional 1000 Gal.	8.71
	<u>Sewer Rates</u>	
4	Residential & Commercial	
5	Base (1st 1000 Gal)	16.35
6	Each Additional 1000 Gal.	9.16

Three advantages of the current rate structure are that it is understood by water and sewer customers, it is easy to explain, and it provides for fixed cost recovery. The fixed cost recovery built into the existing rates is beneficial because it provides a degree of alignment with the predominately fixed nature of the utility's costs.

4.3 Proposed Rates

Table 4-2 represents the existing and proposed water and sewer rates over the forecast period, maintaining the existing rate structure.

Table 4-2: Proposed Water and Sewer Rates

Line		Existing		Proposed						
No.	Description	2020	2021	2022	2023	2024	2025	2026	2027	
	Water Rates									
1	Base (First 1,000 Gal.)	\$ 13.89	\$ 14.24	\$ 14.59	\$ 14.96	\$ 15.33	\$ 15.72	\$ 16.11	\$ 16.51	
2	Each Additional 1,000 Gal.	\$ 8.71	\$ 8.93	\$ 9.15	\$ 9.38	\$ 9.61	\$ 9.85	\$ 10.10	\$ 10.35	
	Sewer Rates									
3	Base (First 1,000 Gal.)	\$ 16.35	\$ 17.17	\$ 18.03	\$ 18.93	\$ 19.87	\$ 20.87	\$ 21.91	\$ 23.01	
4	Each Additional 1,000 Gal.	\$ 9.16	\$ 9.62	\$ 10.10	\$ 10.60	\$ 11.13	\$ 11.69	\$ 12.28	\$ 12.89	

4.4 Typical Bills

Table 4-3 shows the typical water bill under proposed rates at three different usage levels. As shown on Table 4-3, the total water utility bill for a typical customer using 5,000 gallons would increase by approximately \$1.22 per month in 2021.

Table 4-3: Typical Water Bills Under Existing and Proposed Rates

Line No.	Description	Billable Flow (1,000 Gal.)	Monthly Bill Under							
			Existing 2020 Rates	Proposed 2021 Rates	Proposed 2022 Rates	Proposed 2023 Rates	Proposed 2024 Rates	Proposed 2025 Rates	Proposed 2026 Rates	Proposed 2027 Rates
1	Residential	2.0	\$ 22.60	\$ 23.17	\$ 23.74	\$ 24.34	\$ 24.95	\$ 25.57	\$ 26.21	\$ 26.86
2	Residential	5.0	\$ 48.73	\$ 49.95	\$ 51.20	\$ 52.48	\$ 53.79	\$ 55.13	\$ 56.51	\$ 57.92
3	Residential	8.0	\$ 74.86	\$ 76.73	\$ 78.65	\$ 80.62	\$ 82.63	\$ 84.70	\$ 86.81	\$ 88.99
Change in \$ over prior year										
4	Residential			\$ 0.56	\$ 0.58	\$ 0.59	\$ 0.61	\$ 0.62	\$ 0.64	\$ 0.66
5	Residential			\$ 1.22	\$ 1.25	\$ 1.28	\$ 1.31	\$ 1.34	\$ 1.38	\$ 1.41
6	Residential			\$ 1.87	\$ 1.92	\$ 1.97	\$ 2.02	\$ 2.07	\$ 2.12	\$ 2.17
Change in % over prior year										
7	Residential			2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
8	Residential			2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
9	Residential			2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

Table 4-4 shows the typical sewer bill under proposed rates at three different usage levels. As shown on Table 4-3, the total sewer utility bill for a typical customer using 5,000 gallons would increase by approximately \$2.65 per month in 2021.

Table 4-4: Typical Sewer Bills Under Existing and Proposed Rates

Line No.	Description	Billable Flow (1,000 Gal.)	Monthly Bill Under							
			Existing 2020 Rates	Proposed 2021 Rates	Proposed 2022 Rates	Proposed 2023 Rates	Proposed 2024 Rates	Proposed 2025 Rates	Proposed 2026 Rates	Proposed 2027 Rates
			\$	\$	\$	\$	\$	\$	\$	\$
1	Residential	2.0	\$ 25.51	\$ 26.79	\$ 28.12	\$ 29.53	\$ 31.01	\$ 32.56	\$ 34.19	\$ 35.90
2	Residential	5.0	\$ 52.99	\$ 55.64	\$ 58.42	\$ 61.34	\$ 64.41	\$ 67.63	\$ 71.01	\$ 74.56
3	Residential	8.0	\$ 80.47	\$ 84.49	\$ 88.72	\$ 93.15	\$ 97.81	\$ 102.70	\$ 107.84	\$ 113.23
	Change in \$ over prior year									
4	Residential			\$ 1.28	\$ 1.34	\$ 1.41	\$ 1.48	\$ 1.55	\$ 1.63	\$ 1.71
5	Residential			\$ 2.65	\$ 2.78	\$ 2.92	\$ 3.07	\$ 3.22	\$ 3.38	\$ 3.55
6	Residential			\$ 4.02	\$ 4.22	\$ 4.44	\$ 4.66	\$ 4.89	\$ 5.14	\$ 5.39
	Change in % over prior year									
7	Residential			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
8	Residential			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
9	Residential			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

4.5 Regional Comparison

Utility rate levels were examined and compared for 13 neighboring communities. Figure 4-1 shows a comparison of monthly residential water bills for neighboring regional water utilities. This survey indicates the City is close to the average when compared to the surveyed utilities. Proposed rates for 2021 do not change the competitive position of the City. It is worth noting that the water rates for these surveyed communities are likely to rise over time.

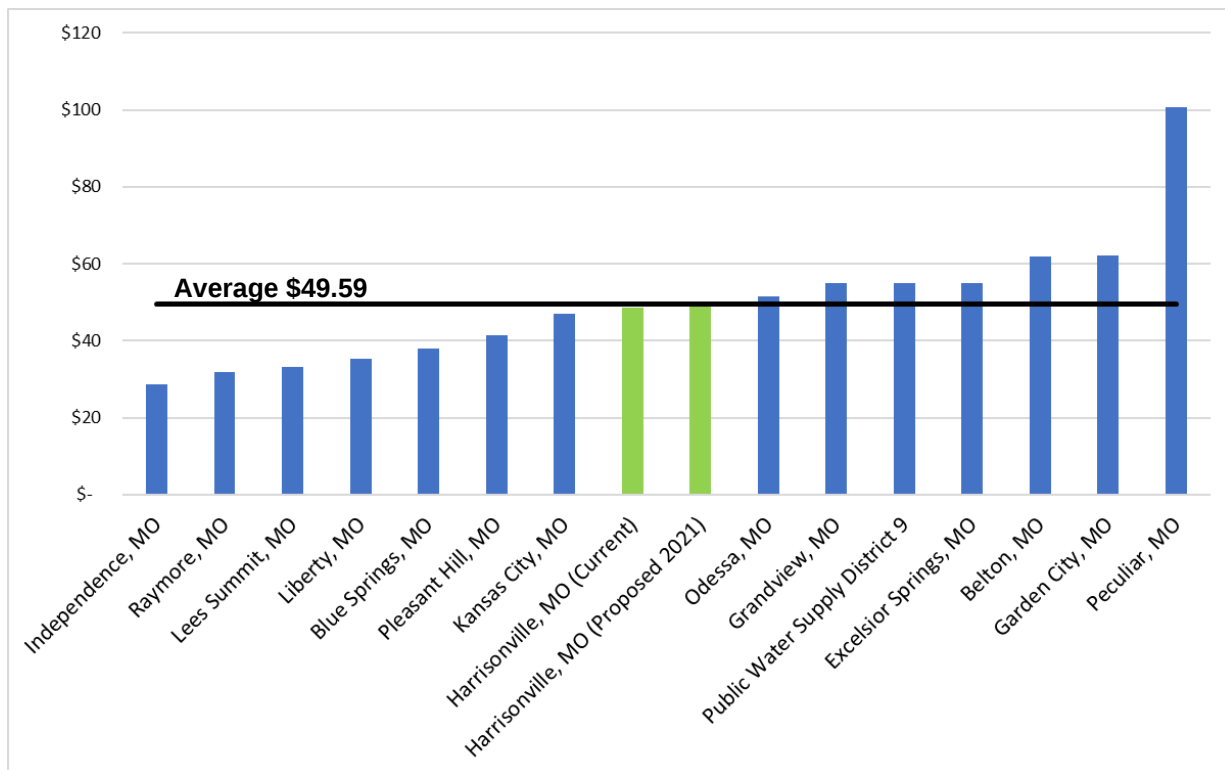
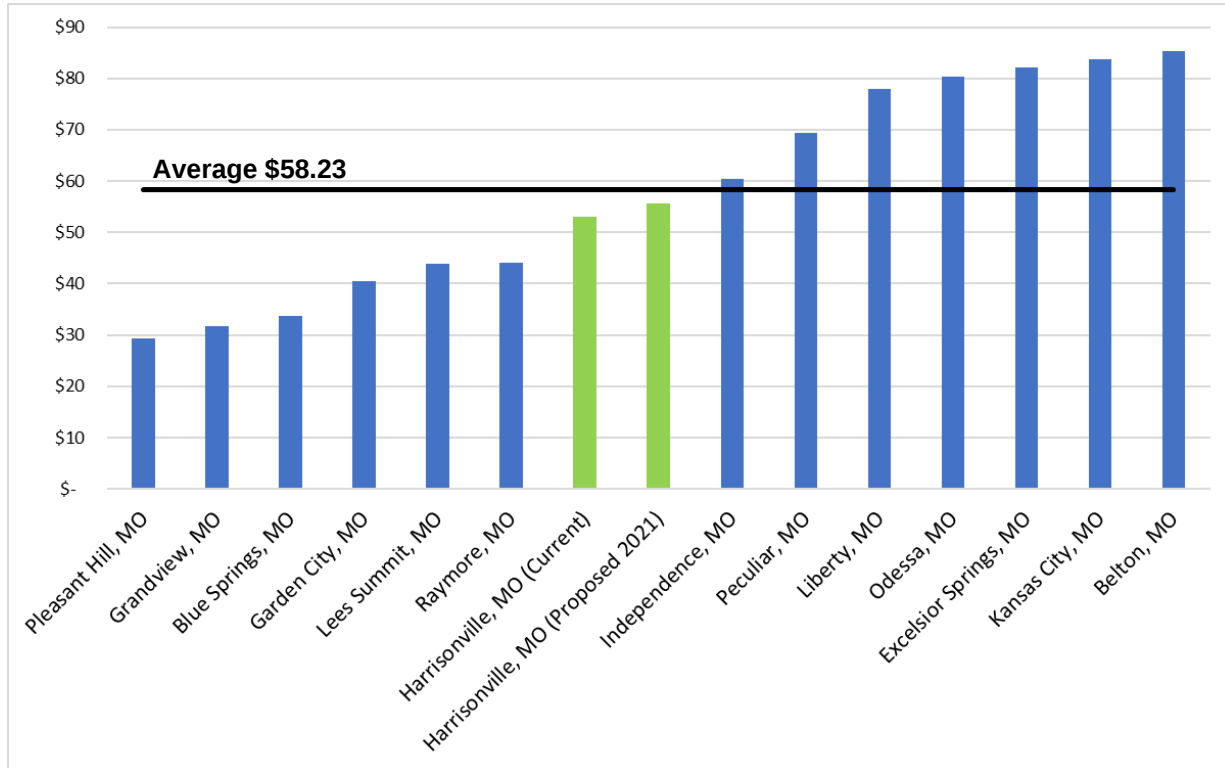
Figure 4-1: Typical Residential Water Bill Comparison at 5 Kgal per Month

Figure 4-2 shows a comparison of monthly residential sewer bills for neighboring regional sewer utilities. Comparable to water, this survey indicates the City is close to the average when compared to the surveyed utilities. Proposed rates for 2021 do not change the competitive position of the City. It is worth noting that the other communities' rates are likely to rise over time.

Figure 4-2: Typical Residential Sewer Bill Comparison at 5 Kgal per Month



4.6 Statement of Limitations

In preparation of the City of Harrisonville Rate Study (Study), Burns & McDonnell relied upon information provided by the City. The information included various analyses, computer-generated information and reports, audited financial reports, and other financial and statistical information, as well as other documents such as operating budgets and current retail water rate schedules. In addition, input to key assumptions regarding expected future levels of revenue, sales, and expenditures was provided by City staff to Burns & McDonnell. While Burns & McDonnell has no reason to believe that the information provided, and upon which Burns & McDonnell has relied, is inaccurate or incomplete in any material respect, Burns & McDonnell has not independently verified such information and cannot guarantee its accuracy or completeness.

Estimates and projections prepared by Burns & McDonnell relating to financial forecasting and costs are based on Burns & McDonnell's experience, qualifications, and judgment as a professional consultant. Since Burns & McDonnell has no control over weather, cost and availability of labor, material and equipment, labor productivity, contractors' procedures and methods, unavoidable delays, economic conditions, government regulations and laws (including interpretation thereof), competitive bidding, and market conditions or other factors affecting such estimates or projections, Burns & McDonnell does not guarantee the accuracy of its estimates or predictions.

It should be noted that the forecasts prepared in this report do not reflect the potential disruption that COVID-19 may cause. The potential scale and duration of disruptions due to COVID-19 is currently unknown. At this time, it is impossible to foresee or to predict the full impact of COVID-19 and, therefore, forecasts do not include a contingency specifically for COVID-19.



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City of
Harrisonville
est. 1836

STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: October 1, 2020
SUBJECT: Resolution Approving a Comprehensive Fee Schedule

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: City Staff

Requested Actions: Resolution Approving a Comprehensive Fee Schedule

Date of Application: October 5, 2020

PROPOSAL

Approval of a resolution to adopt the Comprehensive Fee Schedule listing the various charges and fees assessed by the City for services performed related to planning and development, building and utilities. The Comprehensive Fee Schedule consolidates all the fees in one location and can be easily reviewed and updated, as necessary.

PREVIOUS ACTIONS

The City updated its utility rates in late 2019, its building and planning fees in August 2020 and is considering at this meeting amendments to its utility connection fees. These rates are incorporated into the Comprehensive Fee Schedule.

KEY ISSUES

The Comprehensive Fee Schedule consolidates all development related fees into one location and makes it easier for board members, citizens, staff, and those in the development community to find in one location at City Hall and online all development related fees.

STAFF RECOMMENDATION

Approval

ATTACHMENTS

Resolution

Comprehensive Fee Schedule

STAFF CONTACT: Roger Kroh

N. Action Item (ID # 3639)

A RESOLUTION OF THE CITY OF HARRISONVILLE APPROVING A COMPREHENSIVE FEE SCHEDULE, DATED OCTOBER 5, 2020.

Attachments:

Resolution (DOCX)

Comprehensive Fee Schedule 100520 (PDF)

**A RESOLUTION OF THE CITY OF HARRISONVILLE APPROVING A
COMPREHENSIVE FEE SCHEDULE, DATED OCTOBER 5, 2020**

WHEREAS, the City of Harrisonville, Missouri (the "City") has established a Comprehensive Fee Schedule ("Schedule") to show charges and/or fees for services provided by the City; and

WHEREAS the City recognizes the established charges and/or fees for City services should represent the City's cost(s) to process such permits and/or entitlements; and

WHEREAS the City established a Comprehensive Fee Schedule with the intent to be revised from time to time, as necessary.

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

Section 1. The City establishes a Comprehensive Fee Schedule, Dated October 5, 2020, shown as Exhibit A, which may be modified as necessary, as approved by the Board of Aldermen.

Section 2: That this resolution shall be effective immediately upon its passage and approval or as otherwise noted in the Comprehensive Fee Schedule.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PASSED AND RESOLVED by the Board of Aldermen of the City of Harrisonville, Missouri this 5th day of October 2020.

Judy Bowman, 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 October 2020.

Attachment: Comprehensive Fee Schedule, Dated October 5, 2020

Attachment: Resolution (Resolution Approving a Comprehensive Fee Schedule)

CITY OF HARRISONVILLE COMPREHENSIVE FEE SCHEDULE

October 5, 2020

Building Permits- Construction, Plumbing, Electrical, HVAC

Bases on latest edition of Building Valuation Data square foot construction costs published by the International Code Council

\$0.00- \$2000	\$40.00
\$2000.01 – and greater	\$40.00 + \$4.00 for each \$1,000 of valuation
Inspections outside normal hours	\$55.00 per hour (2-hour min)
Reinspection Fee	\$35.00
Additional Plan Review Fee	\$50.00

Planning

Special Use Permit	\$250.00
Rezoning	\$250.00 + \$5.00 per lot
Variance	\$200 + Court Reporter Costs & Public Noticing
Preliminary Plats	\$250.00 minimum + \$5.00 per lot
Final Plats	\$250.00 minimum + \$5.00 per lot
Small Plat (Minor Plats)	\$200.00
Lot Combination/ Lot Split/ Lot Line Adjustment	\$200.00
Vacation of Plats, Street, Alleys, and Easements	\$175.00
New Commercial Occupancy Inspections for New Business in Existing Space)	\$40.00 per hour (\$50.00 Min)
Appeals to the Board of Building Code Appeals	\$100.00 Court Reporter Costs
Dangerous Building Appeals	\$100.00 Court Reporter Costs
Blasting Permit	\$250.00

Sign Permits

Based on value including installation costs + 50% Plan Review Fee

\$000- \$500.00	\$20.00
\$500.01 - \$1,000.00	\$25.00
\$1000.01 - \$2,000.00	\$30.00
\$2000.01 or more	\$30.00 + \$2.00 for each additional \$1,000.00

Public Works:

Land Disturbance Permit	\$100.00
Flood Plain Development Permit	\$250.00
Public Improvement Plan Review & Inspections	3% of estimated improvement costs

Water Tap- Based Upon Meter Size (inches)

Water Tap – 5/8" x 3/4' Residential	\$440.00
Water Tap – 3/4" Commercial min	\$660.00
Water Tap – 1"	\$1,100.00
Water Tap – 1.5"	\$2,210.00
Water Tap – 2"	\$3,530.00
Water Tap – 3"	\$6,600.00
Water Tap – 4"	\$11,000.00
Over 4" Shall be determined by the Public Works Director	

Attachment: Comprehensive Fee Schedule 100520 (Resolution Approving a Comprehensive Fee Schedule)

CITY OF HARRISONVILLE

COMPREHENSIVE FEE SCHEDULE

Sewer Tap – Based Upon Water Meter Size (Inches)

Sewer Tap – 5/8" Residential	\$510.00
Sewer Tap – 3/4" Commercial	\$760.00
Sewer Tap – 1"	\$1,260.00
Sewer Tap – 1.5"	\$2,530.00
Sewer Tap – 2"	\$4,040.00
Sewer Tap – 3"	\$7,600.00
Sewer Tap – 4"	\$12,600.00
Over 4" Shall be determined by the Public Works Director	

Electric Installation Fee (standard 200-amp service):**Residential -**

Upgrade Electric Service	\$75.00 per meter
Overhead Installation (first 125')	\$250.00
Overhead Additional Footage	\$1.25/ft
Service pole (new – for service longer than 125')	\$150.00

Commercial -

Commercial Electric Service	\$1,000.00 per meter
Overhead Installation (first 125')	\$1,500.00
Overhead Additional Footage	\$4.50/ft
Service pole (new – for service longer than 125')	\$250.00

Residential –

Underground installation (first 125')	\$400.00 per meter
Underground Additional Footage	\$10.00/ft
Secondary Pedestal (new – for service longer than 125')	\$300.00

Commercial –

Underground installation (first 125')	\$1,000.00
Underground Additional Footage	\$15.00/ft

Customer to pay ½ of the cost of the pad mount transformer per load data. If customer requires a larger than City of Harrisonville suggested size of transformer, the customer to pay ½ of the cost of the suggested size plus 100% of additional cost difference for the required.

All underground primary and secondary conduits shall be installed by customers. Customers are required to supply the secondary wire to the transformer from the meter cabinet. All conduit shall be installed according to NEC Rules with a minimum depth of 24".

Electric Services greater than 200 Amp:

Customer shall supply their own meter cabinet

Customer shall pay 100% of the difference in cost of service wire, metering equipment and/or transformer upgrade

Utility Deposits

Utility Deposit (Water and Sewer) – Residential (Owner Dwelling)	\$100.00
Utility Deposit (Water and Sewer) – Residential (Rental Dwelling)	\$125.00
Utility Deposit (Water and Sewer) - Commercial	Based on estimated 2-month average
Utility Deposit (Electric) – Residential (Owner Dwelling)	\$150.00
Utility Deposit (Electric) – Residential (Rental Dwelling)	\$175.00
Utility Deposit (Electric) – Commercial	Based on estimated 2-month average
Trash-	\$14.80 (First month of trash service to be paid with Utility deposit)
Contractor	\$175.00
Hydrant Meter	\$250.00 (non refundable)

Water Meter Testing

Meter Testing Residential	(Refundable if found to have an average error of more than 4%)	\$15.00
Meter Testing Commercial	(Refundable if found to have an average error of more than 4%)	\$50.00