City of Harrisonville est. 1836

AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
DECEMBER 7, 2020
6:00 PM

Due to a recent increase in positive COVID-19 tests in both Harrisonville and Cass County, Harrisonville Board of Aldermen meetings are being conducted through a remote, online service. To attend this meeting, please dial 1-312-626-6799. The meeting access code is: 856-9305-3705

Only residents who have submitted an Agenda Request Form will be able to speak during the meeting.

1. Call to Order

A. Pledge of Allegiance

B. Roll Call

2. Ceremonial Matters

A. Service Award for Brian Kincaide

3. Public Participation

4. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Nov 16, 2020 6:00 PM

B. Board of Aldermen - Work Session - Nov 16, 2020 6:30 PM

C. Board of Aldermen - Work Session - Nov 30, 2020 6:30 PM

5. Agenda Items

A. Council Bill 82: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF APRIL MCLAUGHLIN TO THE BOARD OF ZONING ADJUSTMENT.

B. Council Bill 83: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE ANNUAL 2020 YOUTH GOOSE HUNT.

C. **Council Bill 84: A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH DANA F. COLE & COMPANY FOR ANNUAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS BEGINNING WITH THE FISCAL YEAR 2020 FOR THE AMOUNT INCLUDED IN THE PROPOSAL, AND ESTABLISHING AN EFFECTIVE DATE.**

D. **Council Bill 85: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE MAYOR TO EXECUTE CERTAIN DOCUMENTS FOR THE TRANSFER OF TITLE FOR THE WALMART DISTRIBUTION CENTER**

E. **Council Bill 86: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AUTHORIZE THE HARRISONVILLE EMERGENCY SERVICES TO WRITE-OFF A SERIES OF DESIGNATED, UNCOLLECTIBLE DEBTS.**

F. **Council Bill 87: A RESOLUTION PURSUANT TO CHAPTER 103, ADMINISTRATION, SECTION 103.010 PERSONNEL RULES AND REGULATIONS; ESTABLISHING AND APPROVING A NEW PERSONNEL POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE**

G. **Council Bill 88: AN ORDINANCE APPROVING THE SALE OF PROPERTY BY THE HIGHWAY 71/291 PARTNERS IN PROGRESS TRANSPORTATION DEVELOPMENT DISTRICT.**

H. **Council Bill 89: AN ORDINANCE TO APPROVE THE FINAL PLAT OF ZAROOR ADDITION, BEING A REPLAT OF LOTS 66, 67 AND 68 IN BLOCK 24, ORIGINAL TOWN OF HARRISONVILLE, CASS COUNTY, MISSOURI**

I. **Public Hearing to Rezone 8.97 Acres at NW Corner of Jefferson Parkway and Timber Dr. from R-1 Single Family Residential Zoning to R-3 Cluster or Garden-type Residential Zoning**

J. **Council Bill 90: AN ORDINANCE OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, APPROVING AN APPLICATION TO REZONE 8.97 ACRES FROM THE R-1 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT TO THE R-3 CLUSTER OR GARDEN-TYPE RESIDENTIAL ZONING DISTRICT FOR HARRISONVILLE VILLAS PHASE II SENIOR HOUSING AT THE NORTHWEST CORNER OF JEFFERSON PARKWAY AND TIMBER DRIVE AND ESTABLISHING AN EFFECTIVE DATE THEREOF.**

K. **Council Bill 80: AN ORDINANCE OF THE HARRISONVILLE BOARD OF ALDERMEN ADOPTING AN OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021.**

L. **Investigative Committee Report to the Board of Aldermen**

6. **Aldermen and Committee Reports**

7. Report from the City Administrator

A. October 2020 Municipal Court Report

8. Questions from the Media

9. Adjourn to Executive Session Pursuant to RSMo 610.021 (1) Litigation

10. Adjourn from Regular Session

Posted on City Hall Bulletin Board this 4th day of December, 2020.

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Daniel Barnett, 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.

Presented by the Mayor and the Harrisonville Board of Aldermen to

Brian Kincaide

In Grateful Appreciation for

10 Years

Of Dedicated Service to

City of Harrisonville est. 1836

December 7, 2020

Judy Bowman, Mayor

City of Harrisonville est. 1836

DRAFT

MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
NOVEMBER 16, 2020
6:00 PM
MEETING HELD VIA ZOOM DUE TO AN INCREASE IN COVID-19 CASES THROUGHOUT CASS COUNTY

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	Present	
Clint Miller	Harrisonville	Board Member	Late	6:09 PM
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, Police Chief John Hofer, Fire Chief Eric Myler, City Planner Roger Kroh, Community and Economic Development Director Jim Clarke, CPA Ben Hart, Finance Manager Kim Hubbard, Director of Administrative Services Jeremy Smith, City Attorney Alex Felzien, Public Works Director/City Engineer Carl Brooks, Electric Department Superintendent Andy Pollard, Parks Director Grant Purkey, Streets Superintendent Rodney Jacobs and City Clerk Daniel Barnett - recording.

2. Ceremonial Matters

A. Small Business Saturday 2020 Proclamation

Mayor Bowman read the Proclamation, and declared Saturday, November 28, 2020 as Small Business Saturday in Harrisonville.

Bowman asked that the Proclamation be delivered to Amanda Stites, President of the Love the Harrisonville Square organization.

Bowman thanked Love the Square for their work in promoting small businesses in Harrisonville and for encouraging residents to shop at small, independently-owned businesses.

B. Service Award for Rodney Jacobs

Mayor Bowman presented a 45-year Service Award to Streets Superintendent Rodney Jacobs. Bowman thanked Jacobs for being so dependable and commended his service and the knowledge he brings to the City. Bowman said Jacobs is the go-to person and one of the foundational blocks of our City.

Jacobs thanked Mayor Bowman and said the City has done a lot for him during his time. Jacobs says he has enjoyed working with the people, which he said was the best part of the whole thing.

3. Public Participation

None

4. Approval of Minutes

A. Board of Aldermen - Regular Meeting - Nov 2, 2020 6:00 PM

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

B. Board of Aldermen - Work Session - Nov 2, 2020 6:30 PM

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

C. Executive Session Minutes November 2, 2020

5. Agenda Items

A. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A DEVELOPMENT AGREEMENT WITH ALDI, INC. REGARDING THE CONSTRUCTION AND COSTS OF WIDENING WESTCHESTER AVENUE AT MECHANIC STREET AND ADDING A LEFT TURN LANE.

City Planner Kroh presented a staff report about the project. Kroh said if an additional four feet were added to Westchester Lane, a turn lane could be added.

Kroh said engineers claim the impact of the turn lane will not be noticed during a majority of the day. But, between the peak hour of 4:30 p.m. and 5:30 p.m., there will be a noticeable difference. Kroh said, according to engineers, the waiting time for right-hand turns will be reduced from 25 seconds to 15 seconds and the waiting time for left-hand turns will increase from 25 seconds to 70 seconds, but will still be less than if the turn lane was not added.

Kroh says the project will be a band-aid until a permanent solution becomes possible.

Kroh said City Engineer Ted Martin has been working on the project and estimates the total cost to be near $3 million and probably will not happen until there is a statewide funding program. Kroh said the current development agreement cost will be split with ALDI, up to $20,000.

Aldermen Milner asked what the long-term plan was. Kroh said a full intersection with left and right turn lanes, with possible double turn lanes. Milner asked if this was because of the traffic coming off the highway. Kroh said the new intersection would attempt to ease traffic flow related to the interstate exit and reduce traffic-flow issues that exist now; which could be increased by the presence of a business like ALDI.

Aldermen Zaring asked if the intersection would have a stop light. Kroh said yes. Zaring asked if that would cause more congestion and asking if there were other options being looked at. Kroh said what will help is turn lanes. Kroh said the light and turn lanes will create a much-improved intersection as compared to what is there now.

Mayor Bowman reminded the Board that this resolution was strictly approving the cost-sharing portion of the temporary solution for the intersection.

City Administrator Ratliff said this would just be temporary and reminded the Board about the cost of the long-term project and what would go into it.

Aldermen Davidson asked if thought had been given to allowing only right turns at that location. Davidson said it may solve accidents and injuries in that area. Kroh said he does not believe it was considered. Bowman said it would be worth mentioning.

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

B. Public Hearing - CDBG Demolition Grant

Mayor Bowman opened the public hearing.

No comment made.

Mayor Bowman closed the public hearing.

Community and Economic Development Director Clarke presented information about the CDBG Grant for demolition of the old water and electric building. Clarke informed the Board of what the process of applying for the grant would consist of. Clarke said the maximum grant amount, if approved, would be $300,000. Clarke said the average cost estimate is about $350,000, and with a 10-percent contingency figure added to that total, the project is estimated at about $385,000. Clarke reminded the Board that the City would be required to match 20-percent. Clarke said the City would be required to cover any excess costs, over the $360,000 available after the grant is awarded and the City contributes the matching funds.

Clarke led the Board through a Community Needs Assessment for the grant application.

Water System - Good

Aldermen Reece asked for clarification about the CNA process.

Clarke said he asked a similar question to the CBDG Representative for the City. Clarke said the CBDG informed him that the City needed to show the CBDG that this is in the top five needs of the City.

Sanitary Sewer - Good

Storm Sewer/Drainage - Poor

Streets - Good

Bridges - Fair

Sidewalks - Fair

Fire Protection - Good

Police Services - Good

Code Enforcement - Fair

Health Care - Good

Emergency Services - Good

Parking - Good

Aldermen Zaring mentioned parking on the Square as a potential need.

Community Center - Good

Senior Citizen Center - Fair

Aldermen Reece said many improvements could be made.

Sheltered Workshop - Good

Hospitals - Good

Infant/Day Care -Doesn't exist

Mental health Counseling Services - Fair

Teen/youth Center - Doesn't exist

Drug Abuse Prevention/Rehabilitation - Poor

Crime Prevention Program - Doesn't exist

Residential Rehabilitation - Fair

Housing for Disabled - Poor

Single Family Housing - Poor

Affordable Rental Housing - Poor

Lead-Based Paint Test/Abatement - Doesn't exist

Energy Efficiency Improvements - Doesn't exist

Homeownership Assistance - Doesn't exist

Senior Housing - Poor

Preschools - Good

Public Schools - Good

Vocational Schools - Good

Community Colleges - Doesn't exist

University - Doesn't exist

Continuing Education - Doesn't exist

Employer-Based Skills Training - Doesn't exist

Cooperative School-Business Partnerships - Doesn't exist

Entrepreneurship Training - Doesn't exist

Job Creation - Poor

Start Up Business Assistance - Fair

Aldermen Turner said he felt this was good, mentioning the Walmart Distribution Center's use of Chapter 100 Bonds. Clarke said there are several resources out there that might be considered good. Clarke said this would be best determined by polling those who have used the Community and Economic Development Office in the past.

Employment Training - Fair

Other Economic Development Needs - Fair

Clarke clarified that this item pertained to infrastructure, mentioned the upcoming sewer line project.

Aldermen Davidson asked Mr. Clarke if priorities that the City has already addressed would need to go into the list of priorities.

Mayor Bowman said that based upon the form that the Board completed above, she would feel that those items would need to be included.

Clarke said he feels that if those items have already been addressed and resolved, that they would not need to be included.

The Board stated that the community's top five priority needs in this assessment are: Aldermen Doerhoff said that a priority would be correcting blighted/dangerous properties in the community. Aldermen Zaring said he would like to see the City's storm water system included as a priority. Aldermen Milner said that Economic Development should be listed as a priority. Mayor Bowman mentioned the need for higher education and continued education as a priority. Aldermen Doerhoff said he agreed and spoke to the value that would bring to the community. Bowman asked that technical education be added to the list of priorities. Aldermen Reece spoke to the need for affordable mixed housing as a priority.

Bowman asked Clarke to complete item H. on the form. Zaring said the land there could later be developed. Bowman said the area would not be able to be developed due to the present environmental concerns. Bowman spoke to the community safety aspect of the project.

C. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE A REQUEST FROM B&B THEATERS TO TEMPORARILY DEFER PAST-DUE UTILITY PAYMENTS.

Mayor Bowman reminded the Board of previous discussions on this item and the decision to table it during the November 2 meeting.

Director of Administrative Services Smith provided the Board with information about B&B Theaters request, as it stands at the time of the meeting. Smith informed the Board that a pros and cons list was included in the packet for the meeting.

Smith said, since the last discussion, the City has received a check from B&B Theaters for $2,156.41 but did not pay the past due amounts as part of that, which left them with a balance of $112.79. Smith said he was not aware of B&B Theaters making their most recent payment and that if they had not, a 10-percent late fee would apply, as of Monday morning.

Aldermen Miller asked if the amount owed in November would be $1400. Smith said it was.

Aldermen Milner asked if the total due would be the $1,400 plus the $112.79. Smith said it would be the $1,453, plus the past-due amount of $843.67, which they paid short of, leaving them with the balance of $112.79.

Aldermen Davidson asked if the $112.79 was part of a bill or was accrued by additional fees.

Smith explained the causes for the current charges.

Davidson asked if the current bill had been paid, and if so, was it paid completely. Smith said, at this time, the only outstanding balance is the $112.79. Smith said they are essentially short on the current month's bill by $112.79.

Miller asked if they had not paid their most recent bill. Smith said they have paid the current bill but have not yet received the newly generated bill, which would total about $1,400.

Davidson reminded the Board of what the City had asked for B&B Theaters to do and that the business had completed what was asked. Davidson said he continues to have concerns about setting precedent but also did not want to back out of anything that the Board had said they would do. Davidson also expressed concern about what the future would hold for B&B Theaters based upon the ongoing COVID-19 pandemic.

Aldermen Doerhoff said he would not mind agreeing to B&B Theaters request, as long as it did not go higher than what the business has on deposit with the City.

Milner shared concerns over setting a precedent in this matter. Milner asked if this was an item that should not be discussed until a later date.

Smith said staff are concerned about setting the precedent of offering long-term credit, something the City has never offered nor would typically entertain in any way. Smith shared concerns about determining criteria for other businesses and residential customers who would desire the same thing.

Aldermen Zaring asked if this would be entertained if B&B Theaters were to reach a point where they are in danger of having their utilities shut off; and then the City would put them on a 90-day or 6-month payment plan.

Smith said that would be up to the Board.

Aldermen Reece said that she is in support of helping local businesses, but doing so in a way that also protects the City. So, if there was a way to do both, she would be in favor of that.

Milner said she felt that agreeing to this request would set too dangerous of a precedent, at this time, and that she would like to see any requests from businesses be handled in similar fashion to how staff dealt with delinquent bills earlier in the COVID-19 pandemic.

Davidson asked if staff requested that B&B Theaters attend the meeting. Smith said staff did not request them to attend.

Bowman summarized the discussion by saying that the Board does not wish to see any business go out of business, but desires to protect the City by not setting a potentially dangerous precedent, while continuing to support staff.

Bowman asked for a motion. No motion was made. The resolution failed due to a lack of action.

D. AN ORDINANCE OF THE HARRISONVILLE BOARD OF ALDERMEN ADOPTING AN OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021.

CPA Ben Hart presented the 2021 Operating Budget to the Board.

Hart said the budget for 2021 would see a 3-percent increase as compared to 2020.

Hart spoke to the challenges and new opportunities that the COVID-19 pandemic has presented.

Hart spoke to a few highlights of the budget, including capital improvement projects, staffing additions, equipment purchases and some notable items within specific funds. Hart mentioned that the sustainability of the EMS fund will be a focus for 2021.

Hart said Harrisonville saw a similar sales tax impact as surrounding areas during the pandemic and said that the area has not struggled as much as some other environments - such as the entertainment industry. Hart said his advice to the Finance Department would be to be very cautious and to weigh any increases against the health of the fund it pertains to.

Hart said he would like to come back and look deeper at 2020 to see how that would affect projections for 2021. Hart said he hopes to do so in February.

Hart said he appreciated the patience of Department Heads during the process. Hart thanked Director of Administrative Services Smith and Finance Manger Hubbard for their patience and willingness to learn during this process.

Aldermen Davidson said his concern is what cannot be seen in 2021. Davidson said he is concerned by the $1.2 million in expenses. Davidson said he believes we need to consider going through the budget a little more and seeing what can be cut and seeing if the expenses can be lowered and the deficit closed. Davidson proposed having a special meeting to further inspect the budget and said he would suggest the Board not complete a vote but instead have another work session to have further discussion about the budget.

Mayor Bowman stated that she appreciated Mr. Hart's comments about wanting to proceed with caution, as they are uncertain times. Bowman reminded the Board that an item's inclusion in the budget does not provide carte blanche for spending the funds and that items can be removed, depending on the financial climate at that time.

City Administrator Ratliff stated that if the Board would move forward with the budget, his philosophy would be to wait and see what the conditions are before spending for a project or staffing need. Ratliff said there will certainly be some items that are of greater need and provided multiple examples of potential cost-saving scenarios in various funds. Ratliff said he feels these decisions and discussions will be the topic of several future meetings. Ratliff reminded the Board that any spending will be dependent upon revenues throughout 2021, and said that amendments to the budget might be necessary in 2021.

Hart clarified that the bulk of the revenue that is under expenses is within the EMS fund and explained scenarios in which the City could utilize various methods to reduce some of that amount. Hart said the General Fund is one of the larger operating funds that has to be balanced, to a certain degree. Hart said the City currently has 60-percent fund balance left in that fund, which he feels is a fantastic level to be at.

Davidson stated that he feels that there is no demand to approve the budget during this meeting and that he would like to look closer at the budget before the next meeting.

Aldermen Milner said she agrees with Davidson. Milner said she would like to do a work session with Department Heads to walk through specifics within the budget. Milner said she appreciates hearing from the Department Heads about what their specific spending would go toward.

Aldermen Dickerson said he did not have a copy of the budget to examine and that he would like to wait and have a work session before the next meeting to further examine the specifics of the budget.

Ratliff asked City Attorney Felzien if the first reading could be approved during the current meeting with the second reading coming at the first meeting in December.

Felzien said yes.

A motion was made to accept the first reading of the Ordinance to approve the 2021 Operating Budget, with the second reading to come during the December 7, meeting.

RESULT:	**TABLED [UNANIMOUS]**
	Next: 12/7/2020 6:00 PM
MOVER:	Gary Davidson, Board Member

SECONDER:	Marcia Milner, Board Member
AYES:	Zaring, Doerhoff, Milner, Reece, Miller, Dickerson, Davidson, Turner

E. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO ALLOW THE MAYOR TO APPOINT THREE BOARD MEMBERS TO A COMMITTEE TO INVESTIGATE ALLEGATIONS AGAINST A MEMBER OF THE BOARD OF ALDERMEN.

Mayor Bowman reminded the Board of the vote that took place during the November 2, meeting to form a committee to investigate alleged violations of City Code and the Code of Ethics by Aldermen Dickerson.

Bowman nominated Aldermen Dave Doerhoff, Aldermen Marcia Milner and Aldermen Mike Zaring to the investigative committee.

Milner motioned to appoint Zaring as chair. Doerhoff second.

Bowman stated that Zaring would serve as chair.

RESULT:	**APPROVED [6 TO 1]**
MOVER:	Gary Davidson, Board Member
SECONDER:	Marcia Milner, Board Member
AYES:	Zaring, Doerhoff, Milner, Reece, Davidson, Turner
NAYS:	Clint Miller
RECUSED:	David Dickerson

6. Aldermen and Committee Reports

Aldermen Zaring corrected his statement that Aldermen Turner, had initiated a motion to move Council Bill 71 to a second reading. Zaring stated that the statement was not accurate and extended his apologies. Zaring commended Streets Superintendent Rodney Jacobs, saying his many years are quite an accomplishment.

Aldermen Milner congratulated Jacobs. Milner said the City would not know what to do without him and thanked him for all of his many years of service. Milner extended well wishes to all staff members being affected by COVID-19.

Mayor Bowman asked Jacobs to tell his family what a treasure he is to the community.

Aldermen Turner provided an update from the November 10, Park Board meeting. Turner spoke about a decision made by the Park Board to offer "Free Days" on days when the Community Center is open on holidays.

Aldermen Davidson congratulated Jacobs on his many years of service and thanked him for his commitment to the City.

7. Report from the City Administrator

City Administrator Ratliff spoke about the ongoing effects of the COVID-19 pandemic on City staff and the recent policy changes the City has made to combat the pandemic.

Ratliff commended Street Supertintendent Rodney Jacobs for his 45 years of service to the City. Ratliff said it is rare to see someone devote that much time to a job.

Ratliff said the City is still waiting for a permit from MoDOT for the radius change to install the traffic flasher at Bird Street and E South Street.

Ratliff said the City has received a new date from K&J Remodeling for curb and sidewalk replacement. Said the new date is the week of November 30.

Ratliff said the UV Disinfection and the South Lift Station projects are moving forward. Ratliff said letters have been sent to property owners and some owners have responded. Said once the alignment and exact locations are completed, that information will be presented to the Board.

Ratliff said the project that was presented to the MARC STP Committee for work on the culvert for Muddy Creek is at 79 points. Ratliff said there are currently four recommendations for funding and two of those recommendations do include Harrisonville.

Ratliff said the Police Department shower and changing room project has been completed.

Ratliff said the City has received two submissions for the Independent Auditor Request for Proposal and staff plan to present those to the Board in December.

Ratliff said the City has selected a contractor to perform the demolition at 301 E Washington Street.

Ratliff said the developer of the Katy Trails subdivision has been issued a building permit.

Ratliff said the City has received permit requests for an expansion work at the Cass Career Center.

Ratliff reported that the City has issued, to date, $9,160,523 for community building permits. Ratliff said these numbers are encouraging, as they affect items like bonding capacities, City financials, City financial outlooks, etc. Ratliff said the ALDI's permit will be added to that number, along with other businesses that will hopefully be announced in the near future.

8. Questions from the Media

None.

Mayor Bowman shared a letter from the Mayor of the City of Alexandria, LA thanking the Harrisonville Electric Department for their assistance during the recent hurricanes. Bowman thanked Superintendent Andy Pollard and his staff for their representation of the City.

Bowman provided information to the Board about the recent decisions to require masks within City-owned buildings and spoke about the increasing impact of the COVID-19 pandemic both in Harrisonville and Cass County. Bowman encouraged Board members to speak to their constituents and those around them about the value of wearing masks.

9. Adjourn from Regular Session

A motion was made by Alderman Davidson to adjourn with a second by Alderman Zaring. Motion carried with all ayes. Meeting adjourned at 8:04 p.m.

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

ATTEST:

Daniel Barnett, City Clerk

City of Harrisonville est. 1836

DRAFT

MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
NOVEMBER 16, 2020
6:30 PM
HELD VIA ZOOM DUE TO INCREASE IN COVID-19 CASES THROUGHOUT CASS COUNTY

1. Call to Order & Pledge of Allegiance

The meeting was called to order at 8:09 p.m. 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	Present	
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, Public Works Director/City Engineer Carl Brooks, City Planner Roger Kroh, Streets Superintendent Rodney Jacobs and Director of Administrative Services Jeremy Smith, recording.

3. Discussion Items

A. Discussion of Exhibits & Cost Information on Both Cul-de-Sac and Hammerhead Plans for N. Oakland St.

Public Works Director/City Engineer Brooks and Streets Department Superintendent Jacobs presented a staff report detailing a request made by resident John Foster to install a cul-de-sac or hammerhead turnaround at the north end of Oakland Street, near Lords Park.

Staff informed the Board that in 2000, Lot No. 1 of the Wall Street Commercial Park, Lots 1-7 was donated to the City Parks and Recreation Department. Staff spoke in reference to discussions with previous administrations about putting in a turnaround in the area. Staff said they would like to have direction from the Mayor and Board of Aldermen for further direction.

Staff informed the Board that, for budgetary reasons, the Streets Department will perform the labor, except for the final asphalt surface, which will be contracted through the Annual Asphalt Program. Staff said the two (2) designs require the same procedure in construction, with the cul-de-sac being larger and requiring more material and labor. The existing gravel and old chip seal excavated will be repurposed as fill.

Staff said the turnaround design is recommended to avoid encroachment into the floodplain. The only fill needed will be at the east end of the turnaround near the concrete slab. Most of the turnaround is in the existing roadway and parking area and if sound, any current pavement, and gravel base could be left undisturbed and only level the area with base asphalt before resurfacing.

Staff outlined the cost, timeline and efficiency of each option, with the Turnaround costing $42,858 and the cul-de-sac costing $59,378.

Staff recommended to the Board constructing a turnaround, as the turnaround is the least expensive option and would have the least amount of area in the flood plain.

Several Aldermen agreed that they felt the project was worth pursuing but shared that they would prefer to wait and add it to the upcoming five-year Capital Improvement Project program.

A motion to adjourn from the Work Session was made by Alderwoman Milner. The motion was seconded by Alderman Doerhoff. The motion carried with a unanimous vote.

The meeting was adjourned at 8:30 p.m.

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

ATTEST:

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Daniel Barnett, City Clerk

City of Harrisonville est. 1836

DRAFT

MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
COMMUNITY CENTER
NOVEMBER 30, 2020
6:30 PM

1. Call to Order

The meeting was called to order at 6:30 PM by Mayor Judy Bowman

2. Present

Attendee Name	Organization	Title	Status	Arrived
Mike Zaring	Harrisonville	Board Member	Remote	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
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 Administrator Brad Ratliff, Police Chief John Hofer, HES Chief Eric Myler, Director of Administrative Services Jeremy Smith, Street Superintendent Rodney Jacobs, Community & Economic Development Director Jim Clarke, Public Works Director Carl Brooks, Finance Manager Kim Hubbard, CPA Ben Hart, Building Official Chris Arthur, City Planner Roger Kroh, Parks & Recreation Director Grant Purkey, Electric Superintendent Andy Pollard and Recording Clerk Randy Jones.

3. Discussion Items

A. Budget discussion

Mayor Bowman reminded the Board that by Ordinance, the annual budget is to approved by November. She would like to see it approved at the December 7, 2020 meeting.

Ben Hart, CPA, gave an explanation of what makes a balanced budget and went through by department giving an overview.

City Administrator Brad Ratliff shared an email from Alderman Zaring who attended meeting remotely. Alderman Zaring shared that he thought they should approve the budget but work on covering the Emergency Services deficit in 2021. Mr. Ratliff went *over the CIP list from page 60 and 61 of the budget proposal and gave explanation of "Rolling stock" practice as well as how employee salaries are divided by departments.*

Mayor Bowman lead the discussion in reviewing the Summary of Additions to the 2021 Budget. Aldermen were given an opportunity to ask questions of city staff in regards to the need for additions. Comments are as follows:

Alderman Milner stated she appreciated everyone coming out and going through the budget with them.

***Administration** - two pool vehicles not for any specific person, to be used by city hall departments. Alderman Davidson asked why the need for two vehicles and Administrator Ratliff explained the need. Alderman Davidson asked if employees submitted mileage reimbursement when they used their personal vehicles. Jeremy Smith gave explanation on that. Kim Hubbard also pointed out that the vehicles would be used when staff attends any trainings. Alderman Turner asked if it was a five-year lease and the answer was yes. Mayor Bowman asked if all were in favor of keeping in the budget and all were in favor. The addition to the Love the Square budget all were in favor of.*

***Information Technology -** Jeremy Smith explained the need for a security and network specialist. Alderman Davidson asked if need to find someone who has expertise in finance. Alderman Milner asked about the finance person and not replacing the director. Mr. Ratliff said that prior finance department had been lacking in certain areas and then explained how he had made changes in personnel and management. Ben Hart stated that he felt Jeremy Smith and Kim Hubbard were doing a great job and that he has seen a shift in many cities going to a generalist position and outsourcing certain areas. Alderman Davidson asked about the budget totals that were submitted incorrectly with the November 2nd packet. Mr. Hart said it was an error. All in favor of keeping in the budget.*

***Codes -** Chris Arthur gave background of the codes department and the need for a full-time position. All in favor of keeping in budget. Alderman Davidson asked why Codes was moved to Public Works and Mr. Ratliff answered because they have more access to services offered and funds to aid them.*

***Police -** All items were approved to keep in budget.*

***Airport** - Will be dependent on grant approval. All items approved to keep in budget.*

***Stormwater -** All items are continuations. Mr. Ratliff explained that the land for Glen Eagle retention pond is to be donated. All in favor of keeping in budget.*

***Street Department** - Alderman Milner asked about the skid steer. All in favor of keeping in budget.*

***Emergency Management Services -** Alderman Davidson asked for Chief Myler to give explanation of items which he did. All in favor of keeping in budget.*

***Park Maintenance** - Grant Purkey went over list and the need for requested items. Alderman Davidson addressed the two facility maintenance persons and could we begin with just one and then review in the third quarter. Mr. Ratliff explained that the facility maintenance persons would be doing skilled repairs and maintenance on city buildings and that the City would be hiring a part-time custodian this month responsible for cleaning City Hall and the Police Department. Alderman Milner pointed out that they as the board have to be accountable to the people of Harrisonville. All were in favor of keeping park maintenance list and to keep one facility maintenance person and to review the need of second person during the third quarter of 2021. Mr. Ratliff explained how transfers were made in prior years' budget to balance. Alderman Turner asked for explanation why facility maintenance person will be under the Parks Department and Mr. Ratliff explained.*

***Electric** - Andy Pollard went over the department list. Alderman Milner asked how the facility maintenance person would be paid. The answer they would be paid out according to each department that work orders were performed for. Alderman Davidson asked* *about the codes truck and said that they should wait until later in the budget year to look at. Alderman Milner said it should be removed from the budget. All were in favor of removing from budget. Two items, the mapping project and the overhead lines project will be reviewed later in the 2021 budget year.*

Jeremy Smith explained the need for a GIS technician and all were in favor of that.

Water/Sewer - *Carl Brooks went over the budget list. Jeremy Smith gave history on how previous contracting of camera of sewer lines and Alderman Doerhoff asked if current staff could do this and the answer was yes. Alderman Davidson first suggested that the camera truck should be reviewed during the second quarter of 2021 but then retracted his statement after hearing the need. All were in favor of keeping items in the budget.*

Community Center - *Short-term debt - Grant Purkey stated would be taking list of items to the Park Board to prioritize and explained about the splash pad and other revenue generators. Ben Hart gave explanation on how to prioritize for a line of credit. Alderman Miller asked for an explanation on the process of the proposed rental codes program and Chris Arthur explained the process. Miller also asked how to answer the deficit in the budget and how it would be presented to the public. It was decided to show the transfer as in prior years to reflect the balanced budget. Alderman Milner said we should let the local newspaper know that staff will be presenting quarterly budget reports and reviews, Alderman Davidson went over the list of proposed changes for the budget. All agreed that it was a complete list of changes.*

Kim Hubbard stated that she had received LAGERS retirement updates and would show minimal change to proposed budget. Mr. Ratliff commented that we could maybe get those changes in to the final document.

A motion was made by Alderman Miller to adjourn with a second by Alderman Davidson. Motion carried. Meeting adjourned at 9:33 p.m.

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

ATTEST:

____
Randall K. Jones, City Clerk

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Daniel Barnett,**

DATE: **December 2, 2020**

SUBJECT: **April McLaughlin appointment to BZA**

Type of Item: *Approval*

A. Action Item (ID # 3720)

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

Attachments:

April McLaughlin BZA application (PDF)

April McLaughlin to BZA 2020 (DOCX)

City of Harrisonville est. 1836

Board, Commission and Committee Appointment Application Form

RECEIVED NOV 16 2020 CITY OF HARRISONVILLE

Name	Date
APRIL MCLAUGHLIN	NOVEMBER 11, 2020

Home Address

100 S. INDEPENDENCE ST.

Email Address

APRIL@APRILLAW.COM

Home Telephone	Work/Cell Telephone
	816-380-5227 816-807-9489
Occupation	**Best time to call am/pm**
ATTORNEY	AFTER 5PM OR AT THE OFFICE

Do you own commercial property and/or operate a business in Harrisonville?

I OWN COMMERCIAL PROPERTY & I OWN A BUSINESS

Work/Business Name

THE LAW OFFICE OF APRIL MCLAUGHLIN, LLC

Work/Business Address

100 S. INDEPENDENCE STREET

Length of Residency in Harrisonville

OVER 15 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:

HISTORIC PRESERVATION COMMISSION – ABOUT 10 YEARS, GIVE OR TAKE. PRESENTLY THE VICE-CHAIR.

(application continued on back page)

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) BZA	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.

As an attorney, I feel like I have experience making and constructing successful arguments, as well as looking at an issue from all sides. I feel like I could be a productive addition to the current board and bring a different perspective to serve the community and this board specifically.

Through my work, there have been times that I have been familiar with different county zoning issues. I don't usually assist clients with any change in zoning laws, but instead interpreting what they may or may not be able to do as a result of the regulations. I have always had a desire to learn more about how zoning works and what constitutes the differences in zoning. Additionally, I am fascinated by the layers of government necessary to have a well-run community. I have a strong desire to be a productive and positive member of the community in a variety of ways. Being appointed to this board would be a way to satisfy that desire, but also to learn more about the inner-workings of our city government. I prefer to be behind the scenes. Being an alternate will give me the ability to quietly listen & learn from others in my community.

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 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

City of Harrisonville est. 1836

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 g 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 I representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each Meeting Dates: Meet as needed

Attachment: April McLaughlin BZA application (April McLaughlin appointment to BZA)

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI APPROVING THE APPOINTMENT OF APRIL MCLAUGHLIN 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, April McLaughlin fully meets the qualifications for appointment to this Commission; and

WHEREAS, said appointment will expire in October of 2023; and.

WHEREAS, Mayor Judy Bowman recommends the appointment of April McLaughlin 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 April McLaughlin to the Board of Zoning Adjustment.

Section 2. Effective Date. This resolution shall become effective on December 7, 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 7TH DAY OF DECEMBER 2020.

VOTE TAKEN AS FOLLOWS:

AYES:
NAYS:
ABSENT:
ABSTAIN:

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

ATTEST:

____
Daniel Barnett, City Clerk
WITNESS my hand and seal this 7th day of December 2020.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **John Hofer, Director**

DATE: **November 30, 2020**

SUBJECT: **2020 Youth Hunt**

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: Phil Needham, Missouri Conservation Agent

Requested Actions: Permission to host the annual youth hunt within City limits.

Date of Application: November 30, 2020

PROPOSAL

Missouri Conservation Agent Phil Needham has requested to conduct a youth goose hunt on the pond behind the Cass County Justice Center on December 20, 2020. The youth participating in Mr. Needham's hunter safety class (December 19, 2020) will be invited to participate in the youth hunt the next day.

PREVIOUS ACTIONS

Mr. Needham has conducted these hunts several times in the past at this location without incident.

KEY ISSUES

Section 215.920 Discharging of Weapons Within City Limits.

It shall be unlawful for any person within the limits of the City to shoot or discharge any bow, crossbow, sling, wrist rocket gun, air rifle, air gun, pellet gun, paintball gun or taser or firearm of any description or any other weapon that is designed or adapted to expel a projectile, whether ball or any kind of explosive whatsoever or electrical current.

STAFF COMMENTS AND SUGGESTIONS

N/A

STAFF RECOMMENDATION

Having no problems or concerns with previous events staff is recommending approval.

ATTACHMENTS

N/A

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

B. Action Item (ID # 3716)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE ANNUAL 2020 YOUTH GOOSE HUNT.

Attachments:

Youth Goose Hunt event 2020 (DOCX)

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO APPROVE THE SPECIAL EVENT REQUEST FOR THE ANNUAL 2020 YOUTH GOOSE HUNT.

WHEREAS, Missouri Conservation Department Agent Phil Needham has requested to conduct a youth goose hunt on the pond behind the Cass County Justice Center on December 20, 2020; and

WHEREAS, the youth participating in the hunt will be participating in a hunter safety class taught by Agent Needham on December 19, 2020; and

WHEREAS, Agent Needham has conducted these hunts several times in the past at this location without incident; and

WHEREAS, having no problems or concerns with previous events, staff recommends approval;

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

Section 1: That the Board of Aldermen hereby approves the Special Event Request for the annual 2020 Youth Goose Hunt.

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 7TH DAY OF DECEMBER, 2020.

VOTE TAKEN AS FOLLOWS:

AYES:
NAYS:
RECUSED:
ABSENT:

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

ATTEST:

____
Daniel Barnett, City Clerk
WITNESS my hand and seal this 7th day of December, 2020.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Kim Hubbard, Finance Manager**

DATE: **November 30, 2020**

SUBJECT: **ANNUAL AUDIT FIRM RECOMMENDATION**

Type of Item: *Audit*

TO: **Mayor and Board of Aldermen**

FROM: **Kim Hubbard, Finance Manager**

DATE: **December 7, 2020**

SUBJECT: **Annual Audit Firm Recommendation**

Request for proposals for annual audit services was published in the local newspaper of record, on the City website and also sent requests to audit firms in the area via email. We received proposals from two firms and conducted a sealed bid opening on November 12, 2020 at 11:00 am.

The proposals were reviewed by City Administrator Ratliff, Finance Advisor Ben Hart, Ms. Gautreaux and myself. Staff's recommendation is Dana F. Cole & Co. to be awarded the contract for audit services beginning with Fiscal year 2020. Dana F. Cole submitted the lowest bid costs and included a separate costs for the single audit required.

Attached is bid tabulation sheet which includes the cost of the annual audit for each of the initial three years of service and the proposal from Dana F. Cole & Company.

ACTION REQUIRED/RECOMMENDATION

Staff recommends that Dana F. Cole & Co. conduct the annual audit services beginning with Fiscal year 2020 and request approval from the Board of Aldermen.

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH DANA F. COLE & COMPANY FOR ANNUAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS BEGINNING WITH THE FISCAL YEAR 2020 FOR THE AMOUNT INCLUDED IN THE PROPOSAL, AND ESTABLISHING AN EFFECTIVE DATE.

CITY OF HARRISONVILLE
BID TABULATION

Subject: Independent Audit

DATE: 11-12-2020 TIME: 11 AM DEPT: ~~Admin~~ Finance

Budget Amount $
Anticipated Trade-in - $
Net Budget Amt. $
Acct. No.

CONTRACTOR(S)	TOTAL BID	NOTES/ALTERATIONS/BREAKDOWN/BID BONDS/ETA/ETC
Cochran Head Vick & Co., P.C.	$ 50,000 2020 $ 51,500 2021 $ 53,000 2022	Single Audit $ 3,500 Each additional $ 3,000
Dana F. Cole & Company, LLP	$ 28,500 2020 $ 29,000 2021 $ 29,500 2022	Single Audit $ 4,000

City Clerk: [signature] Date: 11-12-2020

Finance Manager Kim Hubbard

Attachment: Bid Sheet (ANNUAL AUDIT FIRM RECOMMENDATION)

CITY OF HARRISONVILLE, MISSOURI
FINANCE DEPARTMENT

REQUEST FOR AUDIT PROPOSAL

The City of Harrisonville will accept separate sealed proposals from qualified persons or firms interested in providing the following:

1) INDEPENDENT AUDIT OF FINANCIAL STATEMENTS
2) SEPARATE SINGLE AUDITS

ONE (1) ORIGINAL PROPOSAL AND FOUR (4) COPIES OF THE PROPOSALS MUST BE RECEIVED BY:

11:00 A.M. on November 12, 2020

PLEASE MARK YOUR SUBMITTALS "SEALED PROPOSAL FOR INDEPENDENT AUDIT OF FINANCIAL STATEMENTS" AND SEND IT TO:

City of Harrisonville
Attention: Daniel Barnett
300 E. Pearl St.
Harrisonville, MO 64701

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Company Name Dana F. Cole & Company, LLP

9300 W. 110th Street, Suite 145
Address

Overland Park, KS 66210
City/State/Zip

913.341.8200 — Telephone #
913.341.5158 — Fax #

kpearson@danacole.com
E-mail

Authorized Person (Print) Kim K. Pearson

Signature

Partner
Title

11-7-20 — Date
47-0526649 — Tax ID #

Partnership
Entity Type

Attachment: Dana F Cole Proposal (ANNUAL AUDIT FIRM RECOMMENDATION)

FORM NO. 1: Provider Profile

1. Firm / Provider Name and Address:

   Dana F. Cole & Company, LLP
   9300 W. 110th Street, Suite 145
   Overland Park, KS 66210

   1a. Firm / Provider is: ___ National _X_ Regional ___ Local

   1b. Year Firm / Provider Established: 1915

   1c. Licensed to do business in the State of Missouri: _X_ Yes __ No

   1d. Name, title, and telephone number of Principal to contact:

   Kim K. Pearson, CPA
   Partner
   913.341.8200

   1e. Address of office to perform work, if different from Item No. 1:

   Not Applicable

   1f. Please list the number of persons by discipline that your Firm will commit to the City's project:

   1 Partner
   1 Supervisor
   2-3 Staff Accountants

2. Has your firm been the object of any disciplinary action during the past three years?

   No.

3. Has your firm had GFOA Certificate of Excellence experience?

   Yes - We have received the GFOA Certificate of Excellence for 20 consecutive years with the City of Clinton, Missouri and 9 consecutive years with the City of Raymore, Missouri.

FORM NO. 2 References/Experience

List three projects your firm has completed within the past five (5) years that are similar to that requested by this RFP. Include entities name, phone numbers, address and type of work performed.

1. City of Raymore, Missouri
   Elisa Williams, Finance Director
   100 Municipal Circle
   Raymore, MO 64083
   816.331.0488
   Audit of the financial statements for the City of Raymore, Missouri since 2010 presented as a CAFR and single audits, when applicable.
2. City of Clinton, Missouri
   Wendee Seaton, City Clerk
   105 E. Ohio
   Clinton, MO 64735-2131
   660.885.6121
   Audit of the financial statements for the City of Clinton, Missouri since 1998 presented as a CAFR and single audits, when applicable.
3. City of Camdenton, Missouri
   Renee Kingston, City Clerk
   437 West US Highway 54
   Camdenton, MO 65020
   573.346.3600
   Audit of the financial statements for the City of Camdenton, Missouri and single audits, when applicable.

List a description of your firm's relevant experience with the Single Audit Act of 1984, GASB 34, OMB Circular A-133 and other governmental auditing experience.

Our firm conducts several audits each year in accordance with the Uniform Guidance for all types of entities, including cities throughout the mid-west region. The key personnel included in this proposal conduct at least ten such audits each year. These audits include major programs including funding from the following departments:

US Department of Transportation
Environmental Protection Agency
US Department of Housing and Urban Development
US Department of Agriculture
US Department of Health and Human Services
US Department of Education
And others

All key personnel included in this proposal attend continuing professional education with specific single audit topics each year. Kim Pearson is our firm's designated partner as a member of the AICPA's Government Audit Quality Center.

FORM NO. 3: KEY PERSONNEL

4. Brief resume of key persons, specialists, and individual consultants that shall be assigned to the City project: List total number of personnel assigned to this project.

a. Name and Title: Kim K. Pearson, CPA
Partner

b. Project Assignment: Audit administration
Audit planning and report preparation
Assist with fieldwork
Review workpapers

c. Name of Firm / Provider with which associated:

Dana F. Cole & Company, LLP

d. Years Experience:

1. With this firm 25

2. Other firms_____

e. Education: Degree(s)/Year/Specialization:

Bachelor of Science Degree, 1994
University of Nebraska, at Kearney, Nebraska

f. Active Registration: Year First Registered/Discipline

Certified Public Accountant in States of Missouri, Kansas and Nebraska
Licensed CPA since 1998

g. Other Experience & Qualifications relevant to the proposed project:

Experienced in governmental accounting and auditing , including Uniform Guidance audits.
Currently performs audits for multiple cities, counties, school districts and other Governmental entities.
Member of the Firm's Audit and Accounting Committee.

FORM NO. 3: KEY PERSONNEL

4. Brief resume of key persons, specialists, and individual consultants that shall be assigned to the City project: List total number of personnel assigned to this project.

a. Name and Title: Terri McCourt, CPA
Supervisor

b. Project Assignment: Audit administration
Audit planning and report preparation
Assist with fieldwork

c. Name of Firm / Provider with which associated:

Dana F. Cole & Company, LLP

d. Years Experience:

1. With this firm_7__

2. Other firms_27___

e. Education: Degree(s)/Year/Specialization:

Bachelor of Science Degree, Accounting, May 1985
University of Missouri, Kansas City

f. Active Registration: Year First Registered/Discipline

Certified Public Accountant in States of Missouri and Kansas

g. Other Experience & Qualifications relevant to the proposed project:

Experienced in governmental accounting.
Currently performs audits for multiple cities, counties, school districts and other Governmental entities.
Income tax prepearation for individuals, corporations, partnerships and not for profit organizations.

FORM NO. 4: COST/SCHEDULE

1. Fees-

It is anticipated that the firm selected will be retained on a yearly basis, with an option to renew with the same firm for the succeeding two years. List a maximum fee that your firm will charge for the audit for each year. An hourly rate for consultation is requested by the city (other than the audit) during the period(s) audited. List an anticipated audit schedule.

FY 2020 $28,500 plus $4,000 for Single Audit, if applicable

FY 2021 $29,000 plus $4,000 for Single Audit, if applicable

FY 2022 $29,500 plus $4,000 for Single Audit, if applicable

Hourly rate for consultation

We will be pleased to meet with you at various times throughout the year to discuss tax, accounting and auditing matters affecting the City of Harrisonville, Missouri. You should feel free to call us at any time in this regard. Our fee for this service would normally be at no charge for a short discussion or telephone response to questions. However, if the matter develeoped into the preparation of a report, budget, plan or research, it would be billed at our normal rates for the individuals involved ragning from $75-$210 per hours, or at a specific fee to be quoted.

Anticipated audit schedule

If the contract was awarded to our Firm, we would plan on initiating planning and preliminary audit procedures prior to year end. This would include a list of confirmations that would need to be generated by the City, a list of items necessary prior to fieldwork, and the submission of a detailed audit plan. We would anticipate starting fieldwork the first week of February each year. Fieldwork would be completed in a timely manner to facilitate delivery of the final audit report by the end of March as detailed with the RFP.

Dana F. Cole & Company, LLP
Company Name

9300 W. 110th Street, Suite 145
Address

Overland Park, KS 66210
City/State/Zip

913.341.8200 — Telephone #
913.341.5158 — Fax #

47-0526649
Tax ID No.

Kim K. Pearson
Authorized Person (Print)

Signature

Partner
Title

Date

Partnership
Entity Type:

FH R&S

Fowler, Holley, Rambo & Stalvey, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS CONSULTANTS

Curtis G. Fowler, CPA, PFS, CFP - Carlton W. Holley, CPA · C. Wayne Rambo, CPA, CVA · Richard A. Stalvey, CPA

3208 Wildwood Plantation Drive · Post Office Box 1887 · Valdosta, GA 31603-1887 · (229) 244-1559 · (800) 360-3123 · Fax (229) 245-7369

Report on the Firm's System of Quality Control

August 16, 2017

To the Partners of
Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP (the firm) in effect for the year ended February 28, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary (http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, audits of employee benefit plans and an examination of a service organization (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Fowler, Holley, Rambo & Stalvey, P.C.

To the Partners of
Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's
August 16, 2017
Page Two

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP in effect for the year ended February 28, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dana F. Cole & Company, LLP has received a peer review rating of *pass*.

Fowler, Holley, Rambo + Stalvey, P.C.
Fowler, Holley, Rambo & Stalvey, P.C.

NVCPA
NEVADA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
State Peer Review Program Administered by the NVCPA for: Nebraska, Nevada, Utah, and Wyoming

AICPA®
AICPA Peer Review Program Administered by the NVCPA for: Nebraska, Nevada, Utah, and Wyoming

September 28, 2017

Kent Klute
Dana F. Cole & Company, LLP
1248 O Street Ste 500
LINCOLN, NE 68508

Dear Kent Klute:

It is my pleasure to notify you that on September 27, 2017, the Nevada Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is August 31, 2020. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation and support of the profession's practice-monitoring programs.

Sincerely,

Peer Review Committee
Nevada Society of CPAs
karnold@nevadacpa.org 775-826-6800
Nevada Society of CPAs

CC: Richard Stalvey, Ryan Bruns

Firm Number: 900010013136 Review Number: 537394

Nevada Society of Certified Public Accountants
6490 S. McCarran Blvd D1 - 28 Reno, NV 89509
(775) 826-6800 phone • (775) 826-7942 fax

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH DANA F. COLE & COMPANY FOR ANNUAL AUDIT SERVICES FOR A PERIOD OF THREE YEARS BEGINNING WITH THE FISCAL YEAR 2020 FOR THE AMOUNT INCLUDED IN THE PROPOSAL, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a Request For Proposals for annual audit services was published in the local newspaper of record (South Cass Tribune), on the City website and also sent requests to audit firms in the area via email and the City received proposals from two firms and conducted a sealed bid opening on November 12, 2020 at 11:00 a.m.; and

WHEREAS, the proposals were reviewed by City staff, whose recommendation is Dana F. Cole & Co. to be awarded the contract for audit services beginning with Fiscal year 2020; 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 agreement with Dana F. Cole & Co. for annual audit services for a period of three years, beginning with the fiscal year 2020;

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 Dana F. Cole & Co. for annual audit services for a period of three years, beginning with the fiscal year 2020.

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 7TH DAY OF DECEMBER 2020.

VOTE TAKEN AS FOLLOWS:

AYES:
NAYS:
ABSENT:
ABSTAIN:

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

ATTEST:

Daniel Barnett, City Clerk
WITNESS my hand and seal this 7th day of December 2020.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Jim Clarke,**

DATE: **December 3, 2020**

SUBJECT: **Walmart DC Property Title Transfer**

Type of Item: *Approval*

D. Action Item (ID # 3723)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE MAYOR TO EXECUTE CERTAIN DOCUMENTS FOR THE TRANSFER OF TITLE FOR THE WALMART DISTRIBUTION CENTER

Attachments:

Staff Report - Walmart DC Property Title Transfer - 12-7- 2020 (DOC)

Resolution - Walmart DC Title Transfer - BOA - 12-7-20 (DOCX)

City of Harrisonville est. 1836

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

To: Board of Aldermen

From: Jim Clarke

Date: December 7, 2020

Re: Walmart Distribution Center:

Property Title Transfer
Lease Agreement Termination
Bond Cancellation

GENERAL INFORMATION

Applicant: City of Harrisonville, Missouri

Requested Actions: Consider Resolution Authorizing Mayor to Execute Property Title Transfer of Walmart Distribution Center and related Chapter 100 Bonds documents

Date of Application: December 7, 2020

PROPOSAL

To achieve property Title transfer of the Walmart Distribution Center, from the City of Harrisonville, Missouri, to Walmart Corporation; the termination of the Lease Agreement; the Cancellation of Bonds issued for the Walmart Distribution Center project.

PREVIOUS ACTIONS

The City of Harrisonville, Missouri, and Walmart Corporation partnered in the year 2000 to have a new Walmart Distribution Center locate in Harrisonville, Missouri. Both parties agreed to use the Chapter 100 Bonds program to fund the project.

The mechanics of this program are as follows:

The City of Harrisonville, Missouri, took title of the Real and Personal Property
Walmart agreed to execute a 20-year Lease Agreement for use of the Real and Personal Property
Bonds were issued to fund the entire project
The Bonds Term was for 20 years
Walmart agreed to Lease the property at a Lease Rate equivalent to cover the Bonds Debt Service
Walmart agreed to pay Payments In Lieu of Taxes – as the property was City owned and Tax Exempt
Both parties agreed to transfer property Title to Walmart upon Bond Maturity on December 31, 2020

KEY ISSUES

Bonds mature on December 31, 2020
Lease Agreement expires December 31, 2020
Both parties agreed to the property Title transfer upon realization of these occurrences
The agreed upon Payments In Lieu of Taxes (PILOTS) will expire
Upon property Title transfer, the property will no longer be Tax Exempt status
Upon property Title transfer, the property owner will have a property tax liability

STAFF COMMENTS AND SUGGESTIONS

Staff considers the Harrisonville Walmart Distribution Center to be a beneficial contribution to the community. Staff encourages the community and Walmart to continue their partnership in the future.

STAFF RECOMMENDATION

Staff recommends the Board consider approving the Resolution authorizing the Mayor to execute all necessary documents to achieve the following:

Property Title Transfer (Real and Personal Property)
Termination of Lease Agreement
Cancellation of Bonds
Property Sale from City of Harrisonville, Missouri, to Walmart and all associated documents and actions therein

ATTACHMENTS

Resolution

STAFF CONTACT:

Jim Clarke
Community/Economic Development Director

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE AUTHORIZING THE MAYOR TO EXECUTE CERTAIN DOCUMENTS FOR THE TRANSFER OF TITLE FOR THE WALMART DISTRIBUTION CENTER

WHEREAS, the City of Harrisonville desires to terminate that certain Lease Agreement dated as of December 1, 2000 (the "Lease"), between the City and Wal-Mart Stores East, LLC (successor by conversion to Wal-Mart Stores East, Inc. (the "Company")), related to property located at Meadowland Business Park, also known as the Walmart Distribution Center (the "Property");

WHEREAS, the City of Harrisonville desires to acknowledge that the Chapter 100 bonds issued by the City on behalf of the Company for the Walmart Distribution Center have been paid in full and are no longer outstanding under the Trust Indenture dated as of December 1, 2000, between the City and the trustee for said bonds;

WHEREAS, the City of Harrisonville desires to convey the Property to the Company or its designee pursuant to a Missouri Warranty Deed dated as of the date thereof (the "Deed"), and otherwise in accordance with the terms of the Lease.

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

<u>Section 1</u>: That the Mayor of the City of Harrisonville is hereby authorized to execute any and all documents necessary to complete this transaction, including the Release of Real Estate, the Deed, a Bill of Sale, and that certain Certificate of Redemption, Cancellation of Bonds and Cancellation and Discharge of Indenture, the final forms of which are attached hereto.

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

READ by title only and DULY PASSED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri this ___ day of ________________, 2020.

____
Judy Bowman, Mayor

ATTEST:

____
Brad Ratliff, City Administrator

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Eric Myler, Fire Chief**

DATE: **December 2, 2020**

SUBJECT: **EMS Bad Debt Write-Offs**

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: **Eric Myler, Emergency Services Director**

Requested Actions: **Approval**

Date of Application: 12/2/2020

PROPOSAL

The purpose of this is to recommend write-off amounts for delinquent accounts receivable balances in Emergency Medical Services. Emergency Medical Services are billed at the time service is provided. Bills are collected by billing insurance and then the customer. Customer accounts are sent to a collection agency when the customer chooses not to pay for services not covered by insurance. Total amount of $16,964.13. A short summary of how balances are collected. 1. Customer has a left over balance after insurance has paid they are sent to collections. 2. Customer passes away – charges are most of the time uncollectible. 3. Customer files for bankruptcy – charges are uncollectible. Accounts listed (attached) have been provided with the reason of why the debt was not collected.

PREVIOUS ACTIONS

These are to be written off annually to balance the books with billing.

KEY ISSUES

None

STAFF COMMENTS AND SUGGESTIONS

These debts are figured in annually to the EMS budget and are normally approved by the finance department and the BOA.

STAFF RECOMMENDATION

Approval

ATTACHMENTS

STAFF CONTACT: Eric Myler, Emergency Services Director

Council Bill No.

Resolution No.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE TO AUTHORIZE THE HARRISONVILLE EMERGENCY SERVICES TO WRITE-OFF A SERIES OF DESIGNATED, UNCOLLECTIBLE DEBTS.

WHEREAS, the Harrisonville Emergency Services charges fees for services rendered; and

WHEREAS, the fees charged by Harrisonville Emergency Services are collected first from billing insurance, second from the customer, and then customer accounts are sent to a collection agency when the customer chooses not to pay for services not covered by insurance; and

WHEREAS, the Harrisonville Emergency Services has attempted to make collections on these accounts and has been unsuccessful in this attempt; and

WHEREAS, the City of Harrisonville's annual audit has recommended the writing off of accounts receivable balances each year that are deemed uncollectible; and

WHEREAS, staff has determined to write-off as uncollectible for the Harrisonville Emergency Services, a total of $16,964.23; and

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

Section 1: That the Harrisonville Emergency Services is hereby authorized and directed by the Board of Aldermen to write-off a series of uncollectible debts, totaling $16,964.23.

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 7TH DAY OF DECEMBER, 2020.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

Judy Bowman, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

Daniel Barnett, City Clerk

WITNESS my hand and seal this 7th day of December 2020.

Acct Numbers	Balance	Reason
192735	$691.61	Deceased
132971	$97.89	uncollectible
140660	$102.41	uncollectible
192467	$127.38	Deceased
191950	$99.75	Deceased
000105	$128.61	Deceased
161998	$1,025.27	Deceased
162162	$1,053.75	Deceased
170835	$210.12	Deceased
001309	$310.00	Deceased
151912	$686.93	Deceased
182058	$1,095.58	Deceased
001259	$121.91	Deceased
001268	$36.53	Deceased
192692	$86.91	Deceased
001444	$250.00	Deceased
000798	$128.92	Deceased
001720	$113.14	w/off per mngt
000917	$138.52	Deceased
160595	$1,139.21	uncollectible
151479	$791.47	Deceased
001906	$46.70	Deceased
250824	$113.01	Bankruptcy
291771	$746.10	uncollectible
251485	$950.29	Bankruptcy
192780	$200.00	Deceased
190743	$310.00	Deceased
190701	$310.00	Deceased
190692	$310.00	Deceased
183097	$310.00	Deceased
121510	$119.35	Deceased
280489	$1,037.15	Deceased
191245	$746.10	Deceased
191392	$265.00	Deceased
252397	$1,009.50	Bankruptcy
191292	$988.06	Bankruptcy
172529	$275.00	uncollectible
001020	$84.26	Deceased
001042	$95.60	Deceased
192132	$115.74	Deceased
192133	$298.37	Deceased
000453	$198.09	Deceased
191337	$903.66	uncollectible
192254	$45.00	Deceased
172153	$1,164.02	Bankruptcy
142317	$55.48	uncollectible

183122	$725.37	Deceased
190412	$167.23	Bankruptcy
160662	$736.61	Bankruptcy
160537	$1,104.39	Bankruptcy
161683	$1,018.94	Bankruptcy
001109	$310.00	Deceased
190585	$310.00	Deceased
190585	$300.00	Deceased
171559	$176.14	uncollectible
191818	$242.52	Deceased
170529	$486.15	Deceased
191547	$250.00	Deceased
001718	$250.00	Deceased
141319	$1,094.90	Deceased
140939	$1,095.95	Deceased
191238	$94.52	Deceased
191427	$94.67	Deceased
191584	$83.29	Deceased
192297	$344.87	w/off per mngt
192161	$250.00	Deceased
192049	$250.00	Deceased
191961	$250.00	Deceased
191735	$250.00	Deceased
110130	$210.74	uncollectible
102748	$137.32	uncollectible
192357	$250.00	Deceased
191811	$250.00	Deceased
191014	$120.38	Deceased
190936	$68.76	Deceased
191011	$62.67	Deceased
261989	$293.88	Bankruptcy
241276	$169.25	Bankruptcy
182044	$913.16	Deceased
000756	$146.80	w/c
180510	$1,137.10	Bankruptcy
181945	$929.99	Bankruptcy
251783	$1,062.50	Bankruptcy
121725	$1,380.80	uncollectible
192447	$225.00	Deceased
192285	$200.00	Deceased
192445	$225.00	Deceased
251289	$867.75	Bankruptcy
241943	$678.50	Bankruptcy
172057	$999.57	uncollectible
172223	$1,066.32	uncollectible
	$16,964.23	

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Kim Hubbard, Finance Manager**

DATE: **December 3, 2020**

SUBJECT: **PERSONNEL POLICY REVISION**

Type of Item: *Approval*

TO: Mayor and Board of Aldermen

FROM: Kim Hubbard, Finance Manager

DATE: December 7, 2020

SUBJECT: Personnel Policy Revision

When City Administrator Ratliff started with the City in January one of his goals was have the personnel policy updated. Staff has worked with Randy Woehl and Christina Glapa at Bukaty.

Some of the significant changes are:

- Replaced the vacation, sick leave and personal day policies with the Personal Time Off (PTO) Policy.
- Equal employment Opportunity (EEO Policy)
- Harassment Policies
- Religious Accommodations
- Emergency Procedures were added
- Added Background Check and Self Representation
- Updated the Family and Medical Leave Act/Military Family Leave
- Added a Medical Marijuana Policy
- Added Infectious Disease Control Policy

Council Bill No.

Resolution No.

A RESOLUTION PURSUANT TO CHAPTER 103, ADMINISTRATION, SECTION 103.010 PERSONNEL RULES AND REGULATIONS; ESTABLISHING AND APPROVING A NEW PERSONNEL POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, this Resolution is done pursuant to Chapter 103, Administration, Section 103.010, Personnel Rules and Regulations to establish a Personnel Policy for the City of Harrisonville, Missouri ("City"); and

WHEREAS, the Personnel Policy will be the guide for all departments to follow for proper employment practices and is a guide for employment with the City; and

WHEREAS, this Personnel Policy is a separate document detached from the codebook with a copy retained in the city clerk's office; and

WHEREAS, significant updates for this Personnel Policy include replacing Vacation, Sick Leave and Personal Day policies with the Personal Time Off (PTO) Policy, changes to the Equal employment Opportunity (EEO Policy), Harassment policies, religious accommodations, the addition of emergency procedures, background check and self-representation, updating the Family and Medical Leave Act/Military Family Leave policies, the addition of a Medical Marijuana Policy and the addition of an Infectious Disease Control Policy; and

WHEREAS, the Personnel Policy establishes a procedure for modified duty assignments for employees returning from an injury; and

WHEREAS, the Personnel Policy has been review and approved by qualified individuals in the employment practices field; and

WHEREAS, the staff have reviewed the details of the proposed Personnel Policy, the changes and additions to the prior policy, and voted in favor of sending this proposed Personnel Policy to the City's full Board of Aldermen for review and approval; and

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

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

<u>Section 1:</u> That this Personnel Policy for the City of Harrisonville is established pursuant to Chapter 103, Section 103.010.

<u>Section 2:</u> That the attached Personnel Policy, designated Exhibit A and incorporated herein by reference, is hereby approved and adopted, shall be maintained in a file

designated by the City Administrator who shall advise and direct City staff to follow such policies, with a copy available for public inspection in the city clerk's office.

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

Section 4: Effective Date. That this order shall become effective 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 7TH DAY OF DECEMBER 2020.

VOTE TAKEN AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

____

Judy Bowman, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

____

Daniel Barnett, City Clerk

WITNESS my hand and seal this 7th day of December 2020.

City of Harrisonville est. 1836

EMPLOYEE HANDBOOK

January 2021

INTRODUCTION

Welcome to the City of Harrisonville!

We know that starting a new job is exciting, but at times can be overwhelming. This Handbook has been developed to help you become acquainted with the City of Harrisonville to answer many of your initial questions. You will find an Organization Chart posted in the warehouse to assist you in identifying Employees and their current positions to help you identify resources that may be of assistance to you on a variety of issues. We will endeavor to keep this document up-to-date.

As an employee of the City of Harrisonville, you are very important. Your contribution cannot be overstated. Our goal is to provide the best services to our residents and to do so efficiently and economically so that they will continue to live in the area and recommend us to others.

You are an important part of this process because your work directly influences our City's reputation. We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Brad Ratliff
City Administrator

TABLE OF CONTENTS

SECTION 1

DEFINITION OF TERMS

The following words and phrases shall have the meaning indicated throughout this ordinance except where the context clearly indicates otherwise:

1.1 Acting capacity: An interim appointment to fill an existing vacancy in the classified service in a higher position.

1.2 Allocation: The assignment of an individual position to an appropriate class in accordance with its duties and responsibilities.

1.3 Anniversary Date: The appointment date to a position.

1.4 Appeal: A process which provides an employee the right of review of a Supervisor's or appointing authority's disciplinary action.

1.5 Applicant: A person who has filed a formal application for employment with the City of Harrisonville, Missouri.

1.6 Appointing authority: The City Administrator or such Supervisors, officer or agency as may be authorized to make appointments to positions in such office or agency, as provided by ordinance or by direction of the Mayor and Board of Aldermen.

1.7 Appointment: Employment or assignment to a position in an administrative department, office or agency, as provided by City ordinance or as provided by the Board of Aldermen.

1.8 Assembled examination: A written, oral or physical performance test at a specified time and place at which applicants are required to appear for testing under supervision.

1.9 Candidate: An applicant who has taken a merit examination whose name has not yet been recorded on an eligibility list.

1.10 Class: A group of positions similar in respect to duties, responsibilities, and authority and having similar qualifications that are necessary or desirable for the satisfactory performance of the duties of the positions.

1.11 Classification: The assignment of a position to an appropriate class, grade, or level on the basis of the kind, difficulty, and responsibility of the work to be performed.

1.12 Classified Employee: The classified service shall include all positions not specifically included in the unclassified service.

1.13 Conflict of Interest: A conflict between the private interests and the official responsibilities of a person in a position of trust, as defined by the State Statutes. All employees of the City shall be required to file an affidavit with the City advising the City of any business in which they have ten percent (10%) or more interest.

1.14 Consanguinity: (2nd Degree) Descendants from or related to a blood relative. 1st Degree includes parents, children, full siblings, nephews, uncles, and half siblings.

1.15 Demotion: The movement of an employee from a position in one class to a position in the same or another class, having a lower maximum salary rate.

1.16 Department Head: An individual appointed by the City Administrator to administer one of the departments. Also classified as a Director, City Engineer, or Police Chief.

1.17 Dismissal: The permanent separation of an employee from the City's service.

1.18 Eligible: A person who, under these policies, meets the requirements for certification for appointment to a position in the classified service.

1.19 Emergency: When the health, safety and/or services to the citizens of Harrisonville are disrupted to the extent that physical damage to persons and property would be affected.

1.20 Employment related injury: An injury or occupational disease, which arises out of the course of employment.

1.21 Exempt employees: Employee exempt from overtime as defined by FLSA.

1.22 Extended Family: Employee's nieces, nephews, aunts, uncles, including those by marriage.

1.23 Fiscal Year: The fiscal year is defined as January 1, through December 31.

1.24 General employee: Employees in the classified service other than those hereinafter designated as "Public Safety Employees".

1.25 Hire Date: The date employment started with the City. If a part-time employee becomes full-time, their hire date is then changed to the date of full-time employment.

1.26 Immediate family: Employee's spouse and/or domestic partner, children, grandchildren, grandparents, parents, brothers and sisters, including those by marriage.

1.27 Introductory period: A working test period during which an employee in the classified service, newly appointed or promoted, is required to demonstrate his/her fitness by actual performance of the duties of the position to which he/she is appointed or promoted. The introductory period for General Employees is typically six (6) months and for newly hired full-time public safety employees, twelve (12) months. This period may be extended at the discretion of the City Administrator.

1.28 Modified Duty: Position is a temporary position to which an employee is assigned when he/she is unable to return to his/her regular position following an on-the-job injury or illness. The Modified Duty position temporarily addresses the restrictions placed on an individual by the employee's treating doctor.

1.29 Pay anniversary date: Date employees receive a pay increase based on performance evaluation.

1.30 Physician: In this policy Physician means a (e.g. doctor of medicine, osteopathic medicine, optometry, dentistry, podiatry, or chiropractic who is licensed and authorized to practice as defined in the State of Missouri Workers' Compensation Regulations administered by the Missouri Department of Labor and Industrial relations under Chapter 287 RSMo.)

1.31 Performance rating: A performance rating is a periodic evaluation of an employee's performance in his/her assigned duties and responsibilities. This rating is made by the employee's immediate supervisor and reviewed by the Department Head. A final review will be made by the City Administrator or his/her designee.

1.32 Position: A group of current duties and responsibilities assigned or delegated by competent authority, requiring regular or temporary, part-time or full-time, employment of one person.

1.33 Promotion: The movement of an employee from a position in one class to a position in the same class or another class having a higher maximum salary rate.

1.34 Promotional examination: An examination in which the competition is limited to employees in the classified service who meet the qualifications set forth in the examination announcement notice.

1.35 Public Safety Employee and Volunteer: Employees in the service of the Police Department who are commissioned police officers and employees and volunteers in the service of the fire department and employees and volunteers in the service of the Emergency Services Department who are licensed paramedics and/or EMTs by the State of Missouri or possess other licenses required by the City and volunteers of the Emergency Management Department. Explorers & Volunteers in Police Service (VIPS) in the Police Department are considered volunteers, as well as people who assist in the Animal Control Department.

1.36 Public Works: Employees in the service of the Street, Water, Sewer, or Electric Departments are considered Public Works employees for this policy.

1.37 Reclassification: An official determination by the City Administrator that a position be assigned to a class different from the one to which it was previously classified.

1.38 Regular Full-time Employee: An employee who is employed to work any classified or unclassified position in the City and who is expected to work at least thirty (30) hours per week and has successfully completed the Introductory Period. Generally, full-time employees are eligible for the full range of benefits, subject to the terms, conditions and limitations of each program as outlined herein.

1.39 Regular Part-time Employee: An employee appointed for work on a basis of twenty-nine (29) hours per week or less and under 1500 hours per year in a recurring regular weekly schedule and has successfully completed the Introductory Period. This definition does not apply to volunteers. Part-time employees are only eligible for benefits offered by the company as specifically outlined herein, subject to the terms, conditions and limitations of each program.

1.40 PRN Employee: An employee who works flexible schedules or hours at the City's convenience are generally considered part of our PRN staffing pool. These employees are used only when needed. Individual department requirements may be mandated to ensure competency and staffing requirements are met. PRN staffing pool are not entitled to benefits.

1.41 Regular position: A position included in the adopted budget that is not limited to a period of less than the budget year, or any position established during a given budget year with written approval by the City Administrator, Mayor and Board of Aldermen.

1.42 Reserve Employee: An employee who meets the minimum qualifications for a police dispatcher or police officer and has been sworn in, who has no set schedule to work and can be called upon to fill a vacancy in the dispatch center or patrol schedule.

1.43 Retiree: An employee who has attained an age and service allowance after completing 5 years of credited service and attaining the minimum service retirement age as defined by Missouri Local Government Employees Retirement System (LAGERS) and has separated from employment and is receiving retirement benefits.

1.44 Seasonal Employee: A position composed of duties which occur, terminate and recur seasonally, intermittently and/or according to the needs of the department. This employee is limited to less than 1500 hours per calendar year. Generally, less than one year. Seasonal employees are only eligible for statutorily required benefits.

1.45 Supervisor: May include department heads, managers, shift supervisors, foremen, chief plant operators, lieutenants, sergeants, corporals or any individual within a department who is authorized in a supervisor role.

1.46 Suspension: The temporary separation from City employment, with or without pay, of an employee for disciplinary reasons.

1.47 Temporary Employee: An employee who is hired to work in a position for a limited period of time; generally, less than one year. Temporary employees are only eligible for statutorily required benefits.

1.48 Temporary position: A position composed of duties which are expected to occur for only a limited non-seasonal period.

1.49 Transfer: The movement of an employee from one department or division of the municipal government to another or one position to another position in the same class, or to another class when the movement is not a promotion or demotion under these policies.

1.50 Unassembled examination: A test consisting of an appraisal of training, experience, work history or any other means of evaluating without the necessity for applicants appearing at a specified place.

1.51 Unclassified employee: The unclassified service shall consist of employees in the following positions: Mayor and Board of Aldermen, City Administrator, Community Development Director, Police Chief, City Clerk, Emergency Services Director, Director of Finance, Director of Public Works, City Engineer, Parks & Recreation Director, Director of Codes Administration, Street Superintendent, and IT Director.

1.52 Vacancy: A duly created or currently existing position which is not occupied and for which funds have been provided.

1.53 Volunteer: Any person who volunteers services to the City and receives no pay.

1.55 Working Day: A working day consists of the number of hours worked by regular employees during their normal or usual shift.

SECTION 2

GENERAL PROVISIONS

2.1 Purpose

The purpose of these rules is to establish policies and procedures, to be used as guidelines by the City of Harrisonville (Referred to as "City" throughout this document) in the administration of its personnel program. Any questions regarding eligibility for a benefit, the applicability of a policy or practice to you, or matters not covered by this Handbook should be addressed to The City Administrator, or his/her designee.

2.2 Amendment and Adoption

The City Administrator, or his/her designee, may recommend amendments or revisions of these policies by submitting proposed revisions to the Board of Alderman. Amendments or revisions of these policies shall become effective upon adoption by the Board of Aldermen, at any time, with or without notice to the employees, and shall supersede all previous policies which address the same subject matter. This document is effective January 1, 2021. This Handbook supersedes all handbooks and policies covered herein which were issued prior to this date. No one other than The City Administrator, or his/her designee has the authority to alter or create policies related to the areas covered in this handbook.

2.3 At-Will Employment

Missouri is an at-will employment state. All employment with the City is "at-will" which means that team members are free to resign at any time, with or without cause. Similarly, team members of the City may be terminated at-will, for any reason that is not unlawful, without prior notice. This Handbook does not in any way alter the "at-will" nature of your employment and none of the provisions in the Handbook are intended to create an employment contract with you or any other team members. At-will does not, and is not intended to, interfere with, limit or relinquish a team member's right to join with others to work toward altering the terms or conditions of his/her employment, including at-will status. Further, no one other than the City Administrator, or his/her designee has the authority to enter into any employment agreement for a specific period or to make promises or a commitment of employment.

If you wish to resign your employment, the City requests that you notify your supervisor with a dated and signed written statement at least two weeks prior to your planned departure date (excluding PTO time) to help ensure a smooth transition. All *City* property must be returned to *the City* at this time or whenever requested.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. The City employees have the right to engage in or refrain from such activities.

2.4 <u>Authority to Interpret</u>

If any interpretation, clarification, or temporary deviation from the policies and provisions contained herein has to be made, it will be done at the discretion of the City Administrator.

2.5 <u>Departmental Rules and Regulations and S.O.P. Manuals</u>

Departments may promulgate rules and regulations and SOP Manuals as may be necessary or appropriate. Departmental rules and regulations and S.O.P Manuals shall not conflict with the provisions of these policies. Departmental rules shall be approved by the City Administrator, or his/her designee, and when necessary or appropriate, shall be adopted by the Board of Aldermen. Such rules, when approved and/or adopted, shall have the force and effect of rules of that department. No rule, regulation or SOP shall affect or modify the status of employees including the at-will status. All changes and updates will be kept on the shared file within the Human Resources Department.

2.6 <u>Employee Records</u>

Personnel records for employees are retained by the Human Resource Personnel. Employees may inspect their own personnel records but may not remove documents from their files. Such an inspection must be requested in writing and submitted to the Human Resource Personnel. A mutually convenient time will be scheduled for the inspection. Employees must review their own personnel files in the presence of an authorized City representative and copies of records are not allowed.

2.7 <u>Positions Covered</u>

These policies shall be applicable to all regular employees in the classified and unclassified service, except as may be excluded herein, and to such other employees in such a manner as specifically prescribed.

The classified service shall include all positions not specifically included in the unclassified service.

2.8 Administration

The City Administrator is responsible for the administration of these policies. The City Administrator, or his/her designee, shall be responsible for maintaining a complete current set of rules and for bringing these rules to the attention of all employees.

2.9 Equal Employment Opportunity

2.9.1 EEO Policy

The City is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

The City strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity, gender identity, and status as a transgender individual), sexual orientation, age, physical or mental disability, AIDS/HIV status, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All City employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. To give equal employment and advancement opportunities to all job applicants and employees, the City makes employment decisions based on a person's performance, qualifications and abilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Improper interference with the ability of the City team members to perform their expected job duties is not tolerated. The City will not tolerate any discrimination in the workplace and it is expected that any team member who believes he or she has been subjected to any practice that appears to be inconsistent with this policy, or has witnessed such a practice, will contact the Human Resources Department regardless of the alleged offender's identity or position, so that rapid and constructive action can be taken. Employees are required to utilize the reporting procedure provided in this Handbook for any such problems.

The report will be investigated to determine what, if any, responsive action is necessary and appropriate. The City may disclose information regarding the investigation and the determination procedure to team members on a "need-to-know" basis to investigate and resolve or remedy the matter. All team members are required to cooperate in the investigation, which may include participating in witness interviews.

Anyone found responsible for an inappropriate or discriminatory act will be subject to disciplinary action, up to and including termination. Further, there shall be no retaliation or adverse action against a team member for raising an issue or complaint pursuant to this policy. A team member who witnesses or experiences retaliation is to immediately report such conduct to the Human Resources Department.

2.9.2 Harassment Policy

All City team members have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with this philosophy, all team members of the City are always expected to treat others with dignity and respect. Civility in the workplace is a major principle of our culture. Harassment based on race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity, gender identity, and status as a transgender individual), sexual orientation, age, physical or mental disability, AIDS/HIV status, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law will not be tolerated. This policy applies to all individuals, whether related to conduct engaged in by fellow team members or someone not directly connected to the City such as customers, vendors, or visitors. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside of the City premises, including business trips, business-related meetings and business-related social events.

We encourage bystanders to become involved when they can possibly mitigate a situation in violation of this policy. Effective communication is an important tool in the effort to prevent or cease escalation of bad behavior, or to stop repeated abusive behavior.

2.9.2.1 Sexual Harassment

Sexual harassment of any form or nature constitutes discrimination under the law and will not be tolerated. The City defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of sexually harassing behavior of a visual, verbal, physical or online nature may include, but are not limited to:

- Unwelcome or offensive sexual innuendo;
- Subtle pressure for sexual activity or coercion to date;
- Sexist remarks or jokes about a person's body, physical appearance or private life;
- Degrading remarks, posters, pictures, photographs, cartoons, drawings, graffiti or other objects in the workplace that contribute to an intimidating work environment;
- Unwelcome physical touching, including patting, pinching, stroking, kissing, hugging, or fondling;
- Making improper or unwelcome advances or propositions or condescending or paternalistic remarks;
- Sexually-suggestive gestures; comments, stories, or jokes; Abusive or vulgar language with sexual implications;
- Commentary about an individual’s body, sexual prowess or deficiencies.

2.9.2.2 Harassment Based on Other Protected Characteristics

Harassment based on other protected characteristics is also strictly prohibited. Under this policy, harassment includes verbal, visual, written or physical conduct that denigrates or shows hostility or aversion toward an individual based on race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity, gender identity, and status as a transgender individual), sexual orientation, age, physical or mental disability, AIDS/HIV status, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law and that 1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

This prohibited conduct shall include, but is not limited to, the following, whether occurring in the workplace or otherwise on company time, using company equipment, or otherwise related to the City events:

- Visual forms of harassment, such as markings, cartoons, graffiti and drawings;
- Verbal harassment, such as racial remarks, jokes, epithets, slurs or negative stereotyping;

- Threatening, intimidating or hostile acts;
- Written or graphic materials that denigrates or shows hostility or aversion toward an individual or group;
- Denigrating remarks and jokes related to a protected class;
- Actions against or actions that tend to exclude persons due to their association with a protected class.

2.9.2.3 Reporting Procedure

Any individual who believes that he or she has been the victim of conduct or has witnessed conduct prohibited by this policy, whether it is conduct of another team member, customer, vendor, or anyone else associated with The City, should report the incident(s) immediately to the Human Resources Department or City Administrators Office. Employees are urged to use this procedure to report any incidents so that management is made aware of the situation and may conduct a prompt investigation and take appropriate corrective action to remedy the situation. The complaint procedure is always available without first confronting the offender. It is important that the situation is addressed without delay. This reporting procedure should be used to report instances involving agents and supervisory personnel, coworkers and any other persons involved in the workplace, including but not limited to customers, vendors, and visitors or any other person involved in the workplace.

2.9.3 Responsibility

- It is the responsibility of all employees to refrain from any form of harassment, including sexual harassment, or inappropriate verbal or physical conduct of a sexual or harassing nature.
- Any employee observing violations of this policy should report it to their immediate supervisor, a supervisor other than their direct/immediate supervisor, the department director, Human resources officer, or the City Administrator
- It is the responsibility of the employee who believes they or others are being or have been subjected to sexual or other harassment to report any violations of this policy to the employee's immediate supervisor, a supervisor other than their direct/immediate supervisor, the department director, Human resources officer, or the City Administrator
- Any person who receives such a report, or observes violations of this policy, should immediately convey the report and/or report the violations to Human Resources or the City Administrator.
- Employees have a responsibility to:
    - cooperate fully with the investigating parties;

- provide full and complete information when reporting an incident or when being interviewed about an incident as a possible witness; and understand this policy and its consequences for violations.

2.9.4 Investigation

The City has a compelling interest in protecting the integrity of the investigation and endeavors to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. In some instances, The City may decide that to achieve these objectives, those involved must maintain the investigation and any person's role in said investigation as confidential to the extent necessary to protect the investigation. Employees are expected to cooperate fully in any investigation. False and bad faith complaints of harassment, discrimination or retaliation will be subject to disciplinary action. If the complainant does not agree with the resolution, an appeal can be made to the City Administrator or his/her designee.

2.9.5 Consequences

The City forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints. If an individual feels they have been retaliated against for their role in an investigation they should report using the same reporting process as described above. Any person found to have retaliated against another individual will be subject to the same disciplinary action provided for harassment offenders.

Any individual found to have engaged in any prohibited form of harassment or retaliation, either directly or indirectly, or to have engaged in behavior that is disrespectful or disruptive or otherwise prohibited by this or other City Policies, *regardless* of whether that behavior constitutes harassment prohibited by law, may be subject to appropriate disciplinary actions, up to and including discharge.

** This policy does not preclude the City from taking disciplinary action, up to and including termination, against anyone who knowingly discloses false information and/or makes a report regarding harassment in bad faith.

2.10 Workplace Threats and Violence Policy

Threats, threatening behavior or acts of violence against employees or citizens visiting City facilities, by anyone on City property, will not be tolerated.

Workplace violence includes, but is not limited to, the following conduct, when such conduct is committed on the City's premises or in connection with the City's activity or event or off-site business:

- Offensive and/or unlawful touching or application of force by one person against another when done in a rude, insolent or angry manner;
- Assault or threat of physical assault;
- Damage to work area or property;
- Threats to do bodily harm to another; and
- Wrongfully excluding or disregarding a person in work-related activities.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City property may be removed from the premises as quickly as safety permits, and may be required to remain off City property pending the outcome of an investigation.

All City employees are responsible for notifying their supervisor, Department Head or the Human Resources Department of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on City property. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person and/or persons who were threatened or were the focus of the threatening behavior.

Employees who apply for or obtain a protective or restraining order which lists City property as being protected areas, must inform their supervisor, Department Head and the Human Resources Department. The City understands the sensitivity of the information requested and recognizes and respects the privacy of the reporting employees. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible.

2.11 Immigration Law Compliance

The City is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. The City will comply with federal and state immigration law in hiring and recordkeeping.

2.12 GINA (Genetic Information Non-Discrimination Act)

The City does not request, require, purchase, or deliberately acquire any genetic information (including information from genetic tests, the genetic tests of family members, family medical history, or information about any employee's, applicant's or family member's request for or receipt of genetic information). Tests for drug or alcohol use are not considered "genetic testing" and may be required by the City in appropriate circumstances.

To the extent the City receives information about an applicant's or employee's family medical history or other genetic information inadvertently (e.g., in the administration of a leave request or accommodation request), that information will not be used except as required for any legitimate purpose (e.g., to consider a leave request for a family member's medical condition), and will be treated and maintained as a confidential medical record and will not be disclosed except as allowed or required by applicable law.

2.13 ADA (Americans with Disabilities Act)

It is the policy of the City to consider qualified applicants with disabilities in its hiring process and it commits to non-discrimination under the Missouri Human Rights Act (MHRA). If an applicant with a disability is qualified for a position that is available and can perform the essential functions of the employment position, either with or without reasonable accommodation, it is the City's policy to consider that person on an equal basis with any other applicants who apply for the job. The City will not make disability a factor in its hiring process; its employment decisions are based on job-related criteria alone.

Qualified individuals with disabilities may make requests for reasonable accommodation to their supervisor, Department Head or the Human Resources Department. If an employee has any questions regarding whether they qualify for a reasonable accommodation, they should contact Human Resources for more information.

Any accommodation request received by a supervisor or Department Head should be immediately reported to Human Resources. The City will not retaliate against any individual for making a request for accommodation. Employees can bring forth issues under this policy without fear of retaliation.

2.14 Religious Accommodation

The City respects the religious beliefs and practices of all employees and will make, upon request, accommodation(s) for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business.

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with the City's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for accommodation to the Human Resources Department. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The Human Resources Department will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice, and whether an accommodation is available which is reasonable, and which would not create an undue hardship on the City's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the Human Resources Department will confer with the City Administrator or his/ her designee

The supervisor and employee will meet to discuss the request and decision regarding an accommodation. If the employee accepts the proposed religious accommodation, the direct supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may appeal following the City's Suggestions and Complaints policy and procedure (Section 10).

2.13 Workers' Compensation Benefits

If an employee sustains a work-related injury, the City's workers' compensation insurance will provide medical coverage and income replacement for the period of the employee's disability.

Following a work-related injury, workers' compensation benefits will not be paid until three (3) days have passed from the date of injury when the employee is treated by an authorized medical provider. Medical expenses will, however, be paid from the time of injury. Compensation benefits will begin the day after the waiting period ends. If the employee is disabled for 14 days or more, benefits will be paid retroactively to cover the waiting period. If it appears that the employee will be off work and the City is unable to accommodate the employee for 14 days or more, the waiting period may be waived.
If an employee is injured on the job, the employee, the employee's supervisor, and any witness must complete the appropriate forms and forward them to the Human Resources Department no later than three (3) working days following the incident, in order to preserve the employee's right to workers' compensation benefits. Forms for reporting injuries may be obtained in the Human Resources Department.

Off-duty recreational activities sponsored by The City are not covered under this program. Additionally, use of drugs or alcohol, voluntary fighting or horseplay prior to the incident, failure to report an injury to the employer immediately or file a claim in a timely manner could impact the receipt of benefits. A team member's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may impact your ability to receive workers' compensation benefits. Further, failure to timely report an incident may result in team member disciplinary action, up to and including discharge.

Your release and return to work will be coordinated with the Workers' Compensation carrier and in compliance with applicable law. Questions regarding workers' compensation insurance should be directed to the Human Resources Department. Refer to the official state posting for more information regarding your rights and obligations under this program.

2.14 Employee Smoking Policy

The City's facilities are smoke free and tobacco free. Smoking, and other tobacco use is not allowed in or around City buildings, in City Vehicles, or while using City equipment. Smoking, or other tobacco use, is permitted *only* outside and in clearly marked designated smoking areas and during break times. The City asks that those employees who smoke or use tobacco provide and utilize proper containers for extinguishing and disposing of tobacco products. For purposes of this policy, "smoking" and "tobacco use" includes the use of electronic cigarettes, vaporizers, or the like.

The City also prohibits any use including but not limited to smoking, ingesting or otherwise consuming marijuana at the workplace in any form (such as vapors, edibles or oils).

2.15 Workplace Investigations and Searches

In order to safeguard the security and property of our employees, our customers, and the City, and to help prevent workplace violence and/or the possession, use, and sale of illegal drugs on City premises, the City reserves the right to question employees regarding any suspected illegal activity occurring on City premises or in the workplace.
All offices, desks, files, lockers, computers, equipment and vehicles are the property of the City. Employees, officers, agents, or visitors of the City shall have no expectation of privacy in property owned by the City. Further, the City may search any of its property, at any time, without prior notice or consent.

The City will conduct searches only when it deems that there is a legitimate business reason to do so. Searches will be conducted in a selective and nondiscriminatory manner and only when there is a reasonable suspicion of a violation of policy. An effort will be made to conduct the search in as unobtrusive manner as possible. A team member who fails to cooperate with such a search will be subject to disciplinary action, which may include separation of services. Any illegal activity discovered as a part of this search process will be communicated to law enforcement authorities.

2.16 Emergency Procedures

In case of an emergency such as an accident, medical situation, bomb threat, threat of violence or potential fire, immediately notify your direct supervisor or the nearest company official. The City has developed an emergency procedure to be followed in the event of emergencies. All team members must make themselves fully aware of the proper procedures to address these incidents. If you have questions about the City emergency procedures, see your Department Head.

Summon assistance immediately and never try to personally handle a dangerous situation. Only after assistance is summoned should any attempt to deal with the situation be made ***and only when it can be done without risk of personal injury.***

A summary of emergency procedures is provided below:

2.16.1 Fire

- ***DIAL 911 if warranted***. Be clear on the exact location and type of fire.
- Evacuate the immediate area if there is any risk to health and safety and remain a safe distance from the building. Make sure all client s are evacuated safely as you are exiting. Meet in the designated area and account for all personnel.
- Be sure all non-exit doors are closed as ventilation will feed the fire.

2.16.2 Accidents

- ***DIAL 911 if warranted***. Be clear on the exact location and type of emergency.
- Make the injured party comfortable, using care not to move anyone in a manner which could exacerbate the injury.
- Report the accident to your direct supervisor, who will commence an investigation.
- Guard the privacy of the injured party by not discussing the incident publicly.
- Tornadoes
- Cease operation (turn off any equipment currently in use).
- Close all windows.
- Proceed quickly and in an orderly fashion to an internally located hallway or area without outside windows. Outside windows and glassed areas should be avoided due to the possibility of flying glass and other debris as it presents one of the chief hazards under these conditions.
- Use the telephone to summon help for sick or injured team members if necessary.
- Remain in your safe area until the "All Clear" is given by management.
- Once the "All Clear" is given, return to your normal work duties.

2.16.3 Active Shooter

- ***DIAL 911 if warranted***. Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.

- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at the close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

2.16.4 Bomb Threat

By Phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the BOMB THREAT CHECKLIST immediately (found at www.dhs.gov). Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with the information and await instructions.

By Email:

- Do not delete and contact authorities.

By handwritten note:

- Handle note as minimally as possible.
- Suspicious package:
- DO NOT TOUCH OR MOVE PACKAGE.
- DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. Radio Signals have the potential to detonate a bomb.

When working on a customer site, make sure you understand their emergency procedures to protect yourself in the event of the above situations.

2.17 Outside Employment

No full-time employee shall accept outside employment, whether part-time, temporary, or permanent, without prior written approval of the City Administrator. Any employee engaged in outside employment must fill out a form advising his/her Department Head or Supervisor and the City Administrator where he/she is working, the hours he/she is working, and the telephone number where he/she may be reached. (A copy of the outside employment form must be filed in the Human Resource office to be included in the employee's personnel file.) Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere with the employee's municipal service or where it creates the appearance of impropriety. Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with his/her official duties. Failure of an employee to seek approval, or openly disregard the denial of the City Administrator for said outside activity, may result in dismissal from City employment.

2.18 Personal Appearance of Employees

The City wishes to maintain a work environment that functions well and is free of unnecessary distractions. Each employee, volunteer, and contractor must maintain a groomed, clean, and businesslike appearance that is appropriate for the workplace and the type of work being performed. Depending upon the department, or the type of work being performed, certain individuals may be required to meet specific dress codes and appearance standards. For example, some individuals may be required to wear uniforms or protective clothing. Individuals who fail to comply with this policy may be subject to disciplinary action. If you have questions about these standards for your department or position, please contact your supervisor.

At the discretion of the department head or city administrator, a more "casual" dress code may be permitted under special circumstances. If you believe you need a reasonable accommodation from the requirements of this policy to comply with your religious beliefs, please inform the Human Resources Department.

Employees required to wear uniforms will receive a clothing allowance or will be provided uniforms, depending on department policy. Uniformed personnel are expected to keep their uniforms clean and neat, and wear them according to their respective department regulations. Uniforms are not to be worn outside of work activities, and the City's logo is not to be affixed to any non-approved clothing. Further, uniformed personnel are not eligible to participate in City recognized casual days without prior approval by their Supervisor, with the consent of the City Administrator.

2.19 Mutual Aid Policy

Before, during or after an emergency event, City of Harrisonville may be called upon to provide Mutual Aid and Assistance to areas outside of the City of Harrisonville. In the event City of Harrisonville agrees respond by providing personnel and equipment, the following shall apply:

In the event City of Harrisonville Staff are called upon to participate in Mutual Aid, the City Administrator or his/her designee has the authority to modify overtime and other personnel procedures based on the Mutual Aid Agreement with the requesting city and/or agency.

SECTION 3

APPLICATIONS AND APPLICANTS

3.1 Announcement

The City Administrator, or his/her designee, shall practice suitable and effective methods for distributing information relative to job openings and securing the most qualified applicants available. Announcements for positions in the classified service shall be published by posting announcements on bulletin boards at City Hall, in the local newspaper or in such other places as shall be deemed appropriate. The announcement shall specify the title and salary range of the class for which the job opening is announced; the nature of the work to be performed; preparation desirable for the performance of the work of the class; the time, place and the manner of making application; closing date for receiving applications; and other pertinent information. It will also state: "The City of Harrisonville is an equal opportunity employer." Posting announcements only within the organization will be done when appropriate. On occasion an internal posting of a job opening may be the only announcement utilized.

3.2 Application Forms

All applications shall be made on forms prescribed by the City and shall be submitted to the Human Resources Office on or prior to the closing time specified in the announcement. Applications shall include complete information relating to the applicant's contact information, education and training, experience and other pertinent information. The City Administrator, or his/her designee, shall require such proof of minimum age, education, experience, and other requirements as may be appropriate when such information is pertinent to the position for which the applicant applies. The person applying must sign the application. All applications for employment shall be processed through the designated office. An applicant who intentionally bypasses this procedure and submits an application directly with the Supervisor causes his/her application to become null and void.

3.3 Disqualification

The City Administrator, or his/her designee, may reject any application from further consideration if the application indicates on its face that the applicant does not possess the minimum qualifications or if the applicant has made any false statement of any material fact or practice, or attempted to practice any deception or fraud in his/her application. Applications, whether accepted or rejected, shall remain on file for two years and shall not be returned.

3.4 Background Check and Self Representation

All offers of employment at the City are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees, who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of the City funds and/or handling of cash or credit cards.

Procedure

Final candidates must complete a background check authorization form and return it to Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. A designated HR representative will review all results.

The Human Resources Department will notify the Department Head regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

The City reserves the right to modify this policy at any time without notice.

3.5 Residence of Employees and Applicants

Principle Place of Residence-defined as that place the employee declares his/her home for voting purposes or with the intent to remain there permanently for a definite, indefinite or undermined length of time.

All City employees shall report changes of principal addresses to their respective department/division managers and the Human Resources Department within five (5) working days from the date of change of address.

All City employees are encouraged, but not required, to live inside Harrisonville city limits. At the time of appointment, promotion, etc.

All first responders, . shall respond to their departments within thirty (30) minutes. Department directors shall establish the first responders for their respective service areas.

Exceptions to this policy are as follows: TheCity Administrator, Police Chief, and Fire Chief , City Clerk, Public Works Directormust live within 15 miles of corporate city limits of Harrisonville.

Prior approval from the Board of Aldermen may supercede residence requirement.

3.6 Relatives – Hiring and Continued Employment of Relatives

It shall be the City's policy to not employ individuals in the same department within the 2nd degree of Consanguinity with a current employee. If a supervisor and subordinate marry or in any other way become members of the same immediate family, one of them must obtain employment in another department or sever employment with the City within six (6) months. This policy shall not apply to relationships/employment existing prior to June 1, 2018.

3.7 Valid Driver's License

Any employee who is required to drive a City vehicle as a part of his/her employment must have a valid driver's or Missouri CDL license (if required by department). A suspended, expired or revoked license will not be considered to be a valid license. Driving a City vehicle without a license or with a suspended or revoked license, will subject the employee to disciplinary action.

SECTION 4

METHOD OF FILLING VACANCIES

4.1 Request to Post Position

When a vacancy occurs, the appointing authority shall notify the City Administrator, or his/her designee, of the position that is to be filled.

4.2 Appointment

After an interview, the appointing authority may make appointments based on ability, training, education, and experience, and shall immediately obtain the approval of the City Administrator, or his/her designee, of the person or persons appointed. The City Administrator, or his/her designee, shall thereupon notify the person of the appointment contingent upon a successful drug test and background check; if the applicant accepts the appointment and presents himself/herself for duty within such period of time as the appointing authority shall prescribe, he/she shall be deemed to be appointed; otherwise, he/she shall be deemed to have refused the appointment.

4.3 Types of Appointments

4.3.1 Introductory

Except as may be provided otherwise in accordance with these policies, all appointments to regular full-time positions in the classified service, whether entry or promotional, shall be considered introductory for the period of time prescribed in these policies.

4.3.2 Transfer

If an employee wishes to be transferred to another department, he/she may so notify the City Administrator in writing, who, after consultation with the Supervisors concerned, may affect transfers which are to the advantage of the service. No person shall be transferred to a position for which he/she does not possess the required qualifications. The Supervisor of the department from which the employee is transferring shall complete a performance evaluation review form on the transferring employee for submission to the properly designated office.

4.4 Promotion

Whenever possible, vacancies are encouraged to be filled by promotion of a qualified employee within the City service. Such promotion will be based on qualifications, past performance, abilities, education, length of service and other legitimate nondiscriminatory factors

External applicants may be recruited for vacant positions along with internal applications at the time of the job posting. If no acceptable applicant is found within the City service, the vacancy will be filled from outside the City service, in accordance with the procedures established herein.

Transfer between departments within the same position classification will be considered when a vacancy occurs, but preference may be given to promotion within the department.

SECTION 5

INTRODUCTORY PERIOD

5.1 Objective

The introductory period shall be regarded as an integral part of the examination process and shall be utilized for closely observing newly appointed or promoted employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards to which he/she has been appointed or promoted.

5.2 Duration

5.2.1 General Employees

The introductory period for general employees in the classified service, whether originally appointed or promoted, shall be a minimum period of six (6) months with an evaluation at three (3) months. A general employee who is transferred to a new position or is promoted shall begin a new six (6) month period of introduction for that position upon assuming the new position with an evaluation at three (3) months.

5.2.2 Public Safety Employees

The introductory period for public safety employees shall be a minimum period of twelve (12) months from date of initial appointment and six months from date of promotion.

5.2.3 Extended Introductory Period

The City Administrator or Department Supervisor, with City Administrator approval, may extend the introductory period for general or public safety employees as deemed necessary.

5.3 Introductory Service Ratings

5.3.1 General Employees

One performance evaluation report will be submitted on each employee prior to the completion of the six (6) months introductory period.

5.3.2 Public Safety Employees

Two (2) evaluation reports shall be submitted on employees serving a twelve (12) month introductory period - the first at the end of six (6) months employment and the second prior to the completion of twelve (12) months employment. Public Safety employees serving a six (6) month introductory period will be evaluated the same as general employees.

5.4 Release During Introductory Period

An employee, who is released and/or dismissed during the original hire introductory period or the extended introductory period, shall not have the right to appeal such action.

5.5 Rejection Following Promotion

Any employee who fails to qualify during an introductory period following a promotional appointment will be terminated unless the position from which the employee was promoted is vacant and the employee's supervisor, department head, and City Administrator believes a return to that position would be for the good of the service to the City.

5.6 Employment At-Will

Nothing in this Section 5 of this policy changes the fact that employment with the City shall be At-Will. Employment with The City is voluntary and at-will, you may terminate your employment at any time during or after the Introductory Period, with or without cause or notice. Likewise, The City also may terminate your employment at any time during or after the Introductory Period, with or without cause or notice.

SECTION 6

CLASSIFICATION, COMPENSATION, AND BENEFITS

6.1 Classification Plan

6.1.1 Preparation of Classification Plan

The position classification plan, based upon and graded according to assigned work duties and responsibilities, shall be developed and maintained by the City Administrator or his/her designee to provide the standardization and the proper classification of all positions in the classified service of the City. This plan shall include:

a. A descriptive title for each class of positions, and
b. Job descriptions in such form as approved by the City Administrator.

6.1.2 Adoption of the Plan

The classification plan, as approved by the City Administrator and adopted by the Board of Aldermen by resolution, or as amended by resolution in accordance with these policies, shall constitute the classification plan for the City of Harrisonville, Missouri.

6.1.3 Amendment of the Plan

The classification plan may be amended in the same manner as prescribed for adoption of the plan. (See 6.1.2)

6.1.4 New Positions

New positions may be added to the classification plan in the manner prescribed for amendment of the classification plan. (See 6.1.3)

6.2 Classification of Positions

Each position in the classified service shall be allocated to the similar appropriate class therein on the basis of its duties, authority, and responsibilities. Positions shall be allocated to the same class when:

6.2.1 The positions are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;

6.2.2 Substantially the same requirements as to education, experience, knowledge and ability are demanded of incumbents;

6.2.3 Substantially the same job-related test of fitness may be used in selecting qualified appointees; and

6.2.4 The same salary range may be made to apply with equity.

6.3 Reclassification of Positions

Positions, the duties of which have changed sufficiently to require reclassification in the approved Compensation Structure, shall be allocated to a more appropriate class (level), whether new or already created, in the same manner as originally classified and allocated. Reclassification shall not be used for the purpose of avoiding rules governing promotion and demotion or solely as the means of increasing the rate of pay of individual employees. An employee may, at any time, submit a written request to his/her appointing authority for review of the classification of his/her position. This request must set forth the employee's reasons justifying a review. The appointing authority shall notify the City Administrator, who may make an investigation of the position to determine its correct allocation, and if appropriate, seek a reclassification of the position.

6.4 Job Descriptions

The City Administrator, or his/her designee, shall maintain a master set of all approved job descriptions. Such job descriptions, as approved by the City Administrator, shall constitute the official job descriptions for the classified service for the City. The City Administrator, or his/her designee, shall provide each Department Head and appointing authority with a set of the job descriptions authorized in that department. Such job descriptions shall be open for inspection by employees under reasonable conditions during regular business hours. It shall be the responsibility of the appointing authorities to report to the City Administrator any and all significant, permanent changes in the duties or responsibilities of positions within their departments. However, job descriptions are descriptive only, and not restrictive and shall not be held to exclude those duties and responsibilities which are not specifically mentioned but are similar as to kind and level or directly connected to the functions of the position. Also, any specifications as approved may be subject to change predicated on City needs or Federal/State specification or requirements.

6.5 Use of Class Titles

Following the adoption of the classification plan and the assignment of positions in the classified service to classes therein, the class titles set forth therein shall be used to designate such positions on all official records, vouchers and payrolls.

6.6 Compensation Plan

6.6.1 Preparation of Plan:

A basic salary plan, directly related to the classification plan, shall be developed and maintained by the City Administrator or his/her designee. This plan shall consist of salary ranges, expressed in annual or hourly rates, for each class of positions, which shall constitute the minimum, median and maximum rates of pay for each salary range. Salary ranges shall be proposed with due regard to ranges of pay for other classes, prevailing rates of pay for comparable work in other public and private employment in the area, cost-of-living factors, benefits received by employees, the financial condition of the City, and other economic considerations.

6.6.2 Adoption of the Plan:

The basic salary plan, as proposed by the City Administrator and adopted by the Board of Aldermen, or as amended in accordance with these policies, shall constitute the pay plan for the City of Harrisonville, Missouri.

6.7 Amendment of the Plan:

The pay plan may be amended in the same manner as prescribed for adoption of the plan.

6.8 Personnel Action Request:

A Personnel Action Request (PAR) form must be completed before hiring any employee, whether regular full-time, regular part-time, temporary, seasonal or reserve positions.

6.9 Administration of the Pay Plan

6.9.1 Appointment Rate:

The minimum rate of pay for a class shall normally be paid upon appointment to the class. The rate above the minimum rate may be paid provided the appointing authority submits a written request justifying reasons for such action for approval by the City Administrator.

6.9.2 Date of Rate Adjustment:

Pay rate adjustments are effective on the first of the first pay period beginning on or after (1) performance pay advance, (2) transfer, (3) promotion, (4) demotion, or (5) reclassification, unless otherwise determined by the City Administrator.

6.10 Pay Rate Adjustments:

The following action shall affect the pay status of an employee in the manner provided. Such action must be reflected on a PAR form.

6.10.1 Transfer

When an employee is transferred between departments or divisions to a job of equal or higher classification, the salary rate of the employee will remain unchanged unless the employee's current rate is below the minimum rate established for the class to which the employee is transferring; in which event, the employee's salary shall be increased to the minimum rate for the class in the new department or division. When an employee is transferred between departments or divisions to a job of lower classification, the salary rate of the employee will be established within the range of the new classification by the appointing authority. Employees transferred to a different department begin a new period of 6 month's introduction.

6.10.2 Promotion

When an employee is promoted from a position in one class to a position in another class having a higher maximum salary rate, the salary rate of the promoted employee shall be increased to the minimum of the new range. The appointing authority, with the consent of the City Administrator or his/her designee, may establish a salary rate for the employee that is higher than the minimum wage for the class, so long as there are sufficient resources within that department's adopted personnel budget. The employee shall begin a new period of six-month introduction.

6.10.3 Demotion

In the event an employee is demoted, the salary of a demoted employee will be determined by the Department Head or City Administrator and will be within the pay range of the position to which the employee is demoted.

6.11 Reclassification or Reevaluation:

If a position is reclassified to a higher salary range or the salary range for an established classification is reevaluated to a higher maximum rate, the incumbent employee's comparative salary within the new range shall be changed only if it is below the minimum salary for the new range. If the reclassification is to a lower salary range or the reevaluation is to a lower maximum rate, the incumbent employee shall retain his or her present salary, and such employee shall not be eligible for further increases until his or her salary is again within the new salary range. This decision is up to the discretion of the City Administrator.

6.12 Pay Differential

The City Administrator, at his/her discretion, may approve a pay differential, not to exceed 4% for a period not to exceed three (3) months duration, to personnel subject to exceptional pressures, requirements, responsibility and demand for performance due to significantly increased duties over and above those normally associated with the employee's position. The City Administrator, pursuant to this subsection, shall approve no pay differential until after review and concurrence by the employee's Supervisor

6.13 Overtime and Compensatory Time

6.13.1 General Provisions

Exempt

Employees who are exempt from minimum wage and overtime pay under guidelines and standards outlined in the Fair Labor Standards Act. Exempt team members are paid on a salaried basis. Exempt team members may have to work hours beyond their normal schedules as work demands require without adjustment to compensation, in accordance with FLSA.

Non-Exempt

Employees who are eligible for overtime payment for **actual** hours worked more than forty (40) hours per week at 1½ times the base pay rate (or as directed by state law) and minimum wage. Or at the employee's discretion compensatory time off work can be granted equal to the overtime payment, for each hour worked beyond 40 in a week. Employees will be paid overtime unless the employee elects to receive payment in the form of compensatory time off. Work by non-exempt Public Safety personnel in excess of their regular hours of work as established in Section 7.1 of this manual shall be considered overtime. Police and Fire Personnel will be paid one and one-half times the employee's regular rate for hours worked in excess of those specified by department policy in compliance with Section 29 CFR 553.230 (§207 (k) of the Fair Labor Standards Act).

The workweek starts at 12:01 A.M. Monday and ends at midnight, Sunday night. Work shall not include PTO, holidays, compensatory time off or jury duty. Failure to obtain prior supervisor approval for hours worked in excess of 40 hours in a work week may be cause for disciplinary action. Supervisors have the authority to adjust an employee's work schedule in order to avoid overtime. An employee shall not be allowed to exceed more than eighty (80) hours of accumulated compensatory time except upon written request and approval by the City Administrator. Overtime work, for the non-exempt employee, which would result in compensatory time above the eighty (80) hour limits, shall be paid at the employee's overtime rate. Upon termination, an employee shall be paid for all compensatory time accumulated.

6.13.2 Compensatory Time Option:

All new employees hired by the City shall advise the City in writing as to whether or not they desire an agreement related to compensatory time off as opposed to overtime pay.

6.14 Call Out and Court Time Payments

6.14.1 Call Out Payment

All employees who have completed their regular work schedule and left their normal place of work and who are called back to perform unscheduled emergency work, shall be compensated for not less than two (2) hours at a rate of time and one-half. Department supervisors will make the determination on whether work being performed meets the Call Out stipulated guidelines. After an employee has been called out under the above stipulated guidelines, that employee shall receive no additional compensation for any additional call within that stipulated two (2) hour time period beginning with the original call out. All hours worked under the above stipulated Call Out guidelines shall be paid at a rate of time and one-half. Employees who are called to work less than one hour before the beginning of their normal work schedule do not qualify for the minimum two-hour (2) payment. Pay for call in begins at the time the employees arrive at the work site. Only hours actually worked will be counted for determining eligibility for overtime compensation. The City will pay no meal allowance.

6.14.2 Court Time Payment

Any employee required to appear in court arising from your position with the City, shall receive his/her regular rate of pay and be granted time to appear.

6.15 Payroll Deductions

Certain deductions from pay are required by federal and state law, including Federal Income Tax, State Income, etc. The City will withhold as legally required for a garnishment, child support order or other official document. Each team member should monitor his/her pay stub to assure that all deductions are in accordance with their elections for tax withholding and benefits. Care is taken to ensure that paychecks are for the correct amount and paid in a timely manner; however, should an error be discovered, this matter should be immediately brought to the attention of the City Administrator so that a correction can be made promptly.

6.16 Employee Benefits- Premium Only Benefit Plan (Section 125 Internal Revenue Code)

6.16.1 Purpose and Allowed Deduction on a Pretax Basis

The purpose of providing employees benefits through Section 125 is to allow them to make pretax payroll deductions for the purpose of paying premiums on insurance products. The City will allow an employee to make pretax deductions from their payroll check to be applied toward the following insurance benefits through the plan:

a. Health Insurance- including premiums and contributions to a flexible spending account and contributions to a health savings account
b. Dental Insurance
c. City-sponsored Supplemental Insurance (i.e. Aflac products)
d. Vision

6.16.2 City's Contribution to Employee Benefits

Regular full-time employees of the City shall be eligible for life, major medical, vision, dental and disability insurance provided by the City. The City may pay for a portion, or contribute to, the employee insurance benefits as determined by the enacted budget. The City may also pay for a portion, or contribute to, insurance benefits for the employee's spouse, dependent, and or family as determined by the enacted budget. The employee shall pay insurance premiums not paid by the City. For employees who enroll in these programs, the effective date of coverage shall be the first day of the calendar month following employment unless starting on the first day of the month at which time coverage is immediate. The lookback period the City observes for the Affordable Care Act (ACA) is the 12-month period that runs a calendar year, January 1 to December 31.

a. The City will contribute any unused portion of the City's contribution to major medical and vision insurance premium payment to that employees Health Savings Account for an employee enrolled in the High Deductible Health Plan.
b. Employees may elect not to use the City's insurance benefits by showing proof of similar coverage through another source. Notwithstanding the foregoing an employee may request a waiver from this requirement from the City identifying the specific reason for the request.
c. The City will not contribute funds to any insurance benefit that is not provided by the City.
d. During authorized leave of absence with pay, the coverage shall be continued. Employees will be responsible for paying their own health, life and dental insurance while on approved leave of absence without pay in excess of one week unless on approved FMLA or military leave.

6.17 COBRA

Federal law requires continuation of health benefit coverage for a specified period of time for team members and dependents when any of the qualifying events occur, as described below:

- A covered team member's separation of employment for any reason other than gross misconduct;
- Reduction of work hours to fewer than the number required for participation;
- A covered team member's death;
- A covered team member's divorce or legal separation from the spouse (COBRA is then offered to the spouse and dependent children, if any);
- A covered team member's entitlement to Medicare under the Title XVIII of Social Security;
- A covered child's loss of dependent status under the plan.

In general, the period of coverage is 18 months, although this may be extended in specific situations. Other rules defining COBRA, period of coverage, etc., are defined in the health plan Certificate of Coverage. The qualifying event will coincide with the last day the team member actively worked. If you or your eligible dependents elect to continue as members of the City's Plans, you will be charged the full premium charged to the City by our carriers plus an additional 2 percent. The premium is subject to change if the rates charged to the City's increase or decrease.

If you would like additional information regarding COBRA, please contact the Human Resources Department. Alternatively, to COBRA, coverage may be available to the team member and eligible dependents or spouse through the Health Insurance Marketplace. The City provides each eligible team member with a written notice describing rights granted under COBRA when the team member becomes eligible for coverage under the City's health plan.

6.18 Retirement Plan

All qualified regular City employees shall be members of the Missouri Local Government Employee Retirement System (LAGERS).

6.19 Traveling/Training Expense Reimbursement Policy

6.20.1 Purpose

The purpose of this policy is to establish a uniform procedure for reimbursing City officials, officers and employees for travel and related expenses incurred while carrying out official duties, conducting City business, or attending professional conferences and training courses.

All employees need to have prior approval for travel from their immediate supervisor and the City administrator.

6.20.2 Definitions

"Expenses" shall refer only to expenses actually and necessarily incurred in the performance of the official business of the City.

"Employee" shall include all persons employed by the City and all elected and appointed officials of the City, including members of the Board of Aldermen and all Boards and Commissions of the City when such members are acting in their official capacity.

6.20.3 Allowable Expenses

Expenses for which an employee may receive a travel advance or reimbursement when traveling as an official representative of the City shall include:

a. Transportation - The mode of transportation should be selected based on the distance, costs, time involved and the purpose of the trip. Before a travel expense may be reimbursable, the method of travel must be pre-approved by an employee's Supervisor. Whenever practicable, the least expensive form of transportation should be used. If a city vehicle is available and the employee decides to take their own vehicle, the city will not pay for mileage. Air transportation expenses must be supported by documentation, which reflects the destination, dates of travel and cost. Mileage for personal owned vehicles will be paid at the current year Internal Revenue Service Standard Mileage Rates as published.

The employee, with prior approval, may use his/her personal vehicle in lieu of air transportation. The employee will either receive: (1) the "cash equivalent" for use of his/her personal vehicle; the "cash equivalent" will be based on the lowest airfare in effect 30 days prior to the employee's departure date; or (2) will be reimbursed at the mileage rate established annually by the City Administrator, whichever is less. The City will consider mileage to be from city hall to the destination (and back) based on the shortest route.

The City is not liable for damage to an employees' private/personal vehicle that is used for city business.

The rental of a vehicle from a private agency will be reimbursed if it is necessary, justified, approved in advance and is used for a specific period of time (when neither City nor personal vehicle is used). Employees are expected to rent the smallest sized vehicle to meet their needs and they will not be reimbursed for personal use, i.e., sightseeing. The City's insurance policy will cover the employee's liability and collision in a rental vehicle provided the City rents the vehicle. Most major agencies do not require additional coverage or deposits; therefore, this expense will not be reimbursed.

The use of buses, limousines or taxis should be governed by the local ground transportation available between the airport and the hotel/motel and the most economical cost and/or availability. Receipts should be obtained for these charges. Tips for taxi drivers, baggage handlers, etc., for a reasonable and customary amount, should be reported separately.

b. Lodging- It is expected that all employees will endeavor to return to their permanent residence as soon as possible after the conclusion of the conference, business meeting or other approved trip. On one-day trips or at the conclusion of a longer trip, lodging will be reimbursed only in connection with travel, which would preclude the employee from arriving home before 10 p.m.

Employees shall stay in a hotel/motel, which is reasonably close and convenient to the place where the conference, business meeting or seminar is held, and such accommodations will be modestly priced for the local market. If possible, the lodging costs should be billed directly to the City or reserved by the use of the City's credit card. If this is not acceptable, then the costs should be paid directly to the vendor by having the Finance Department issue a check prior to the employee's departure. Lodging costs will be based at the "one person, one bed" rate and must be supported by receipts. The individual shall pay any additional charges due to a guest, such as a spouse, staying in the room. Whenever available, the lower government rate or conference rate must be used.

c. Meals - The cost of all meals while on official City business will be reimbursed to a maximum established by the U.S. General Services Administration (GSA).

It is expected that employees will exercise good judgment when dining and such meals should generally meet the same standards as if the employee were bearing the cost. All meal costs must be supported by itemized receipts. The employee will not be reimbursed for any alcoholic beverages.

For travel beyond the local area (i.e., greater than a 50-mile radius from Harrisonville), reimbursement will be made on the following basis: (1) When travel commences before 7:00 am, breakfast will be reimbursed; (2) When travel extends over the period 12 noon to 1:30 p.m., lunch will be reimbursed; and (3) When travel ends after 6:00 p.m., dinner will be reimbursed.

When deemed appropriate by the Supervisor, meal costs for local training may be eligible for reimbursement but must be approved by the City Administrator prior to incurring the expense.

d. Registration Costs - Conference registration costs will be paid directly to the sponsoring institution. The request for payment submitted to the Finance Department should include a copy of the completed registration form. Pre-registration is required whenever possible, especially if this results in a reduced rate. Cancellations are to be made as soon as possible in order to obtain the maximum refund. Entertainment type activities that are included as additional registration fees are the individual's responsibility.

e. Other Reimbursable Expenses – All communication costs occurred during the travel that are necessary for City purposes are reimbursable (i.e. internet cost) but may need prior approval.

Parking and toll fees for business activities - receipt required; fuel when driving a city vehicle - receipt required; car washes in a reasonable amount; laundry for extended leaves lasting longer than five days - receipt required; valet parking - receipt required; money orders or travelers checks purchases - receipt required.

f. Miscellaneous – The reimbursement of expenses not discussed herein, or not approved prior to being incurred will be at the sole discretion of the City Administrator.

6.20 Travel Time Compensation

The City will compensate an employee for travel time in accordance with the Fair Labor Standards Act.

6.21 Vacation Combined with Official City Travel

Employees wishing to combine a vacation by private vehicle with business or conference trip must have their Supervisor's approval, or where appropriate, the City Administrator's approval.

6.22 Travel Advances

Travel advances should be limited to those items which cannot be prepaid, such as meal costs, transportation costs and for projected expenses which would pose a financial burden to the employee. Requests for travel advances must be approved by the Supervisor and submitted to the Finance Department. The Finance Department may then advance payment of projected expenses if the projected expenses to be incurred by particular employees would pose a financial burden on such employees. If such advance is authorized, then the voucher for the expenses actually and necessarily incurred and the balance of the advance remaining (if any) shall be submitted to the Finance Department according to the procedure established herein for expense reimbursement. Employees shall not be given a travel advance unless all prior travel expense vouchers have been submitted and approved.

6.23 Procedure

Any employee incurring an expense and seeking reimbursement shall prepare, on a form provided by the Finance Department, a voucher of such expenses which has been certified by the employee as being true and accurate. The voucher shall be submitted to the Supervisor for review and approval, unless otherwise provided herein. The employee shall be reimbursed only for those expenses, which have been properly incurred. The City Administrator shall submit his/her vouchers to the Mayor for approval.

The City Administrator shall approve all Travel Expense Reports.

Each Supervisor shall be responsible for ensuring that expenses incurred for travel and training by employees under his/her supervision are essential to their functions and expenses are reasonable and justified. In order to maintain cost control, the Supervisor shall approve, in advance, each proposed trip or activity; review and approve all expenses reported for reimbursement in accordance with the specific provisions outlined below; and review and evaluate these expenses as a guide for future authorization.

The City reserves the right to perform an audit of any expenses submitted by an employee for reimbursement. The Finance Department has the responsibility for performing such audits from time to time. Any findings of misrepresentation will be forwarded to the City Administrator and Supervisor for appropriate action.

It is the responsibility of the Finance Manager or his/her designee to ensure full compliance by all employees with the procedures set forth in this policy; have all expense reports reviewed for mathematical accuracy, required receipts and authorized approval; review reported expenses for reasonableness and to make inquiries as deemed appropriate; and return all expense reports that are not in compliance with this policy or that require additional documentation, to the responsible individual for appropriate action/response.

Employees are required to submit vouchers and any other expense reports within five (5) days of the completion of any business trip or activity along with a copy of the conference agenda or class agenda.

6.24 City-Owned Vehicles

If a City vehicle is available for the purpose of conducting official City business the employee is required to use that vehicle. Employees may be permitted by a Dept. Head to use a private vehicle for conducting official City business if a City vehicle is not assigned or available in their department. All employees who drive City vehicles or personal vehicles on City business, are expected to exercise due diligence in driving safely and adhere to all local, state, and federal laws, as well as this Personnel Policy. Specifically, users of City vehicles must comply with the following:

6.24.1 Any person operating a vehicle on official City business must obey all applicable local, state, and federal laws relating to the lawful operation of a motor vehicle, including the use of seat belts.

6.24.2 Ensure the security of all vehicles and contents of vehicles. Keys must be removed from the vehicle while not in use and the vehicle locked. Any confidential documentation or information contained in the vehicle must be removed and secured as well. Employees must immediately report any accident, theft or malicious damage involving a City vehicle to their supervisor or Department Head, regardless of the extent of damage or lack of injuries. The supervisor or Department Head will be responsible for reporting the incident to the City Administrator.

6.24.3 Cell phone use is prohibited (phone, text, or any other available service) while operating a City vehicle or while operating any vehicle while on City business unless safely pulled off the road in a parked fashion.

6.24.4 The City Administrator or Department Head must provide prior approval before a City vehicle may be used. Individuals are required to inform their supervisor or Department Head of anything that may affect either their legal or physical ability to drive or their continued insurability.

6.24.5 Employees who drive a personal vehicle on City business must, in addition to meeting eligibility requirements previously mentioned in this policy, carry liability insurance and ensure that their personal vehicles meet all state and legal standards for maintenance and drivability. The City does not provide primary automobile insurance for personal vehicles. Employees are also responsible for any driving infractions or fines as a result of their driving.

6.24.6 Only employees and other individuals directly involved in the conduct of City business shall be permitted to ride in a City-owned vehicle. In certain situations, with the approval of the City Administrator, exceptions to this policy may be made for law enforcement. Under no circumstances may anyone other than an authorized City employee be allowed to operate a City-owned vehicle.

6.24.7 Any traffic violation, parking ticket, or other fine or violation will be the sole responsibility of the employee.

6.24.8 The City reserves the right to review annually or anytime deemed necessary the Motor Vehicle Record of any employee authorized to operate a City vehicle or a personal vehicle while conducting City business.

6.24.9 All City-owned vehicles except those used by the police department and City Administrator, Public Works Director, and Emergency Services Director will be left at their "base" location after hours and during weekends. Exceptions may be approved by the City Administrator if necessary.

6.24.10 Vehicles are not to be taken out of the City limits unless on official City business or as approved by the Supervisor or City Administrator.

6.24.11 All City-owned vehicles are to be maintained at the highest level of cleanliness and appearance. The assigned driver is responsible for regular interior and exterior cleaning, which should be done on their personal time and at their personal expense. A cursory vehicle check should be performed to monitor maintenance issues prior to driving each day.

6.24.12 All Company Vehicles are assigned a WEX fuel card. All Assigned and Authorized Drivers are issued a unique pin number to verify use of card. Depending on your position or level, you may be issued a fuel cap on a monthly basis.

- Pool vehicle pin
- Assigned vehicle is assigned a card

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6.25 Longevity Pay

The City would like to congratulate and honor regular full-time employees that have served an extended amount of time with the City. After ten years of service, the City employee will receive $400 a year. After fifteen years, an employee will receive $600 a year. After twenty years, $800 a year will be received and after twenty-five years or more $1,000 a year. For the determination of Longevity Pay, years of service shall be determined on the anniversary of an employee's appointment date to a full-time position. Longevity payments will be received annually with the first payroll of December. The Longevity payment received in December will reflect the number of years of service achieved during the calendar year. Should an eligible employee leave the City's employment after the anniversary of their appointment date to a full-time position but prior to the first payroll in December, the employee will receive their longevity pay with the final payroll check.

Additionally, in recognition of continuous and faithful years of service, employees will be recognized with a certificate of appreciation and will be given the opportunity to order a gift. The cost of the gift is determined by years of service as follows:

6.25.1 Ten (10) years of service $30

6.25.2 Fifteen (15) years of service $40

6.25.3 Twenty (20) years' service $50

6.25.4 Twenty (25) years of service $60

6.25.5 Thirty (30) years of service or more $75

6.26 Tuition Assistance

It is the policy of the City to encourage employees to increase their education as it relates to their job responsibilities with the City. This policy sets out the guidelines for reimbursement of tuition expenses incurred by employees.

Any regular employee who wants to take an educational course or courses that pertain to his or her employment with the City may apply for tuition reimbursement, subject to the following conditions.

6.26.1 The educational course must relate to the employee's employment with the City. The city reserves the right to determine the value and relevance of the requested course to the employee's employment with the City.

6.26.2 The educational course must be approved in advance by the employee's department director and the City Administrator.

6.26.3 Reimbursement will be made up to $1,500 for any one employee in any one calendar year.

6.26.4 The educational course must be given by an accredited degree-program college or university.

6.26.5 Reimbursement of tuition expenses will be made only upon completion of the course with a grade of "C" or better. Books, lab fees and other expenses are not reimbursable.

6.26.6 Reimbursement will be made only for tuition expenses actually paid by the employee. Tuition paid by grants, scholarships, military education programs, or other sources of funding which the employee is not required to repay will not be reimbursed.

6.26.7 The request for reimbursement must be made on a form provided by the City, which will include an agreement by the employee to reimburse the City the tuition expenses paid by the City should the employee separate from employment with the City for any reason at any time within twelve months from the date of completion of the course. Said form will also include the employee's consent to withholding of monies from the employee's final paycheck to be applied to the tuition reimbursement.

6.26.8 Any deviation of this policy would require a contractual agreement approved by the City Administrator.

SECTION 7

HOURS OF WORK AND LEAVE

7.1 Hours of Work

The regular hours of work for regular employees of all City departments, shall be as follows:

	Hours in Work Period	Days in Work Period
Office, Public Works, Parks, Animal Control, Dispatchers	80	14
Emergency Services (Fire/EMS)	24-hour shifts, 96 or 120, or 144 hours	14mon
Police	84	14

7.1.1 Lunch Period

Each general employee will take a one-hour lunch period during his/her shift. Each emergency service department employee shall take lunch periods in accordance with department policy.

7.2 Attendance

Regular attendance and punctuality is required of all City employees. Absenteeism and tardiness place a burden on other employees and may delay citizens in the transaction of business with the City.

Any employee who is unable to report to work as scheduled, must advise his Supervisor as soon as practicable. You must provide an honest explanation for your delay or absence. Employees are expected to call each day of an absence, unless another arrangement (for example, it is known in advance that you will be gone two days) has been specifically established. Paid time off will be used for all unscheduled time off, unpaid days will only be allowed once PTO is exhausted.

An employee who fails to observe attendance requirements or procedures for recording and reporting of attendance may be subject to disciplinary action up to and including termination of employment.

Supervisors may authorize time off. Each Supervisor shall monitor employee attendance . records, which shall be reported to the payroll department by 10:00 a.m. on Mondays. If Monday is a holiday, Supervisors shall submit the records to payroll the next regular workday by 10:00 a.m. A leave request shall be prepared and approved in advance and forwarded to the payroll department by the Supervisors for the affected employee.F.

7.3 Holidays

7.3.1 General Provisions

All regular employees (whose shifts are less than 24 hours) shall receive normal compensation for twelve (13) legal holidays listed in this section, provided the employee works the last regularly scheduled workday prior to and following the recognized holiday. With regard to holiday pay, the utilization of accrued leave or jury duty will be considered time worked, though proof of incapacity or sick leave may be required by the Supervisor and the City Administrator.

The twelve City holidays are:

New Year's Day	Columbus Day
Martin Luther King, Jr Day	Veteran's Day
President's Day	Thanksgiving Day
Spring Holiday	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Christmas Hoiday
Labor Day	

Whenever one of the designated holidays falls on Sunday, the following Monday shall be observed as the holiday: whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Temporary, part-time, seasonal and reserve employees are not eligible for holiday pay. Regular part-time employees will receive holiday pay in proportion to their part-time schedule if the holiday falls on their regular scheduled workday.

The schedules for the two Christmas Holidays are as follows:

If Christmas is on:	Days Off Are:
Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Tuesday and Wednesday
Thursday	Thursday and Friday
Friday	Thursday and Friday
Saturday	Thursday and Friday

7.3.2 Employees Required to Work on Holidays

Employees who are required to work a scheduled holiday will be compensated for that holiday within the pay period it occurs.

7.4 Paid Time Off

7.4.1 Generally

Full-time employees are eligible for Paid Time Off (PTO), as long as they are in good standing with the City. Employees on unpaid suspension and/or personal/medical leave do not earn PTO leave during the period of unpaid suspension or paid or unpaid leave.

PTO time cannot be taken in advance of being earned.

PTO is calculated according to our City's fiscal year, which begins January 1 and ends December 31.

7.4.2 Eligibility

Payroll/Benefits will inform you of the amount of PTO and the date on which you become eligible. Thereafter, you receive PTO as follows:

Years of Employment (as of 01/01)	**Hours Earned** (per pay period)	**Hours Earned** (annually)	**Police Sworn & Fire 24 Hour** *(Hours Earned Per Pay Period)*		**Police Sworn & Fire 24 Hour** *(Hours Earned Per Pay Period)*	
			P. S.	**Fire**	**P.S.**	**Fire**
0-5	7.5	195	8.0	10.77	208	280.02
6-10	8.5	221	9.2	12.93	239.20	336.10
11-15	9.0	234	9.5	13.	247	338
16-20	10.5	273	11.0	15	286	390
21-24	12.0	312	12.5	15.2	325	395.2
25 +	13.5	351	14.0	16	364	416

7.4.3 Procedure

Submit PTO requests in writing at least twenty-four hours in advance to your supervisor. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters. Pay is not granted in lieu of taking the actual time off. However, unused PTO time can be carried over to the following year. Up to a maximum of 380 hours of PTO scheduled may be used each fiscal year and 100 hours unscheduled PTO may be used in each fiscal year. Once the 100-hour benchmark has been met documentation will be required thereafter. Corrective action up to and including termination, may be taken.

No more than ten (10) days of PTO can be taken at one time without City Administrator or his/ her designee approval. PTO should be taken in blocks of a minimum of one-hour increments.

Eligible employees who provide at least two (2) weeks' advance notice of their resignation will be paid for accrued but unused PTO according to the years of service chart, unless state law dictates otherwise. All other employees will not be paid for accrued but unused PTO upon discharge.

Years of Service at Separation	**Maximum Dollars Allowed**
1-5	$2,500
6-10	$3,500
11-15	$5,000
16-20	$7,500
21-24	$10,000
25+	$15,000

These maximums are calculated as follows:
Carry over balance at the end of the fiscal year - Hours used through final day of employment + PTO earned through last day of complete month of employment

7.4.4 Holidays Observed During Scheduled PTO

Said holiday shall be counted as a holiday and not a PTO day.

7.4.5 Effect of Employee's Termination

Employees who are separated from the City service shall be compensated forPTO time accrued up to the date of separation, to the maximum dollars allowed stated in Section 7.4.3 . will only be given to those employees who provide two (2) weeks written notification. This requirement may be waived at the sole discretion of the City Administrator. This compensation will be at the employee's pay rate upto the maximum allowed.. The City Administrator shall deduct from any ordinary PTO pay any sums which such employee may owe to the City, and such employee shall be entitled to receive only the amount of such PTO pay, less the amount of such deduction.

7.4.6 Pay in Lieu of PTO

Pay in lieu of PTO will only be granted when the Supervisor and City Administrator affirm that the employee cannot take PTO without jeopardizing the City's services.

7.4.7 Absence Verification

When absence is for three (3) consecutive work days or more, or for more than one 24-hour shift, the employee will be required, before returning to work, to file a written statement by a physician certifying that the employee's condition prevented him/her from appearing for work. Or, in the case of caring for a child, spouse, or parent, that the employee was needed to care for the child, spouse, or parent. The employee will provide verification of absence to his/her Supervisor by the start of their regular workday.

7.4.8 Sick Leave/PTO Donation Policy.

The policy has been suspeneded until it can be reviewed for taxing consideration.

7.5 Family and Medical Leave Act/Military Family Leave

Rights and Responsibilities

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; * and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.
Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.
Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

FMLA Posting
In accordance with federal law, The City will post a notice summarizing the main provision of the FMLA including enforcement of the law. To view the notice online go to: https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf

** Questions regarding an employee's eligibility for family and medical leave should be directed to the Human Resources Department. Because the Family and Medical Leave Act is extensive, and not all portions are reproduced in this handbook, if you believe that your leave may qualify under the Family and Medical Leave Act, please seek the assistance of the Human Resources Department for information.

7.9 Lactation/ Breastfeeding

For up to one (1) year after a child's birth, any team member who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Breaks of more than twenty (20) minutes in length will be unpaid, and the team member should indicate this break period on her time record. Nursing mothers wishing to use the designated room must request/reserve the room by contacting the Human Resources Department. Additional rules for use of the room are posted in the room. Any breast milk stored in the refrigerator must be labeled with the name of the team member and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of in our regular cleaning process. Individuals storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

7.10 Military Leave

The City supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

7.6 Use of Paid Leave

Employees are required to exhaust all accrued compensatory time and PTO. prior to receiving unpaid leave. In other words, employees are required to utilize their accrued leave concurrently with their unpaid leave. Once an employee has exhausted his/her accrued compensatory time, and .PTO, the remainder of the employee's FMLA leave will be unpaid.

7.7 Notification/Certification

There are both notification and certification requirements for both family and medical and military family leave. An employee should consult the Human Resource Personnel with regard to the specific requirements applicable to the type of leave sought. Inquiries brought to a supervisor or Department Head regarding FMLA, including eligibility, notification and/or required certification, should be brought to the attention of the Human Resource Personnel.

7.8 Benefit Coverage During Leave

During a period of family and medical leave, an employee will be retained on the City 's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before leaving. Failure of any employee to pay his or her share of the health insurance premium may result in loss of coverage. The employee shall contact the Human Resources Department to discuss payment procedures for health insurance and other payroll deductions.

If the employee fails to return to work after the expiration of the family leave, the employee will be required to reimburse the City of Harrisonville for payment of health insurance premiums during the family leave, unless:

(1) the employee utilized accrued leave during his/her absence or;
(2) circumstances beyond the employee's control;
(3) the employee does not return due to the continuation, recurrence or onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to FMLA leave.

Accruable time (i.e., sick leave, PTO, personal, holiday) shall discontinue accruing and all the benefits, excluding health insurance (which shall be paid for 12 weeks), shall discontinue being paid by the City when an employee on family leave exceeds one month of unpaid leave. An employee who takes family and medical leave will not lose any seniority or employment benefits that accrued before the date leave began (excluding accrued time substituted for family and medical leave).

7.9 Extending Leave

If an employee, who is on Family and Medical Leave, sees that he or she is going to have to extend the length of his/her absence from work due to continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, he/she must submit a request for extension, in writing, to the employee's immediate supervisor and the City's Human Resources Department. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period. A medical certification, of the need to extend the leave has to be provided by a health care provider.

7.10 Return from Leave

An employee must complete a "Notice of Intention to Return from Leave" before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family and medical leave of absence, notification must be given to the employee's supervisor and the City's Human Resources Department at least five (5) working days prior to the Employee's planned return.

7.11 Restoration to Employment:

An employee eligible for leave under the Family Medical Leave Act will be restored to his or her old position or equivalent position.

An employee who fraudulently obtains family or medical leave from the City of Harrisonville is not protected by the Family and Medical Leave Act for job restoration or maintenance of health benefit provisions.

7.12 Failure to Return from Leave:

The failure of an employee to return to work upon the expiration of a family and medical leave of absence will subject the employee to immediate termination unless an extension is granted as soon as possible.

7.13 Time off to Vote

In accordance with state law, The City will allow up to three (3) hours paid time off from work to vote in local, state or national elections in the unlikely event the team member cannot reach their polling place outside of work hours. This time must be requested in advance and scheduled with your supervisor. A voter's receipt will be required upon your return to work.

7.14 Volunteer Firefighter Job Protection Act

Employee will be provided unpaid time off to perform duties as a volunteer firefighter, MO-1 Disaster Medical Assistance Team, MO Task Force One, Urban Search, Rescue Team and FEMA. When possible, employees should provide advance written notice to the City Administrator for such service. In addition to the written notice, a certification should be provided at the end of leave and include the date and time that the emergency was responded to. This leave does not run concurrently with other leave laws.

7.15 United States Coast Guard Auxiliary Leave

Any employee who is or may become a member of the United States Coast Guard Auxiliary is eligible for this leave during the periods in which the employee is required to engage in US Coast Guard or US Coast Guard Auxiliary duties.

An employee is entitled to 15 working days of leave within a calendar year. However, the time limit does not apply when the employee is responding to a state or national emergency declared:

- Within Missouri.
- On a navigable waterway in or adjacent to Missouri.

The 15 days of leave allowed by this law include time for travel related to the Coast Guard duties for which the employee is taking leave.

The City may request that the employee be exempted from responding to a specific mission, which must be honored by the employee's supervising Director of Auxiliary or other Coast Guard authority. This leave does not run concurrently with other leave law.

7.16 Civil Air Patrol Leave

Any employee who has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter narcotics missions will be granted a leave of absence to perform Civil Air Patrol emergency service duty or counter narcotics missions. Such leave may not exceed 15 working days in any calendar year. However, his time limit does not apply when the employee is responding to a state or national emergency in Missouri. This leave does not run concurrently with other leave law.

7.17 Witness and Crime Victim Leave

Under Missouri law, eligible employees may take time off from work to comply with a criminal proceeding by honoring a subpoena to testify; attending the proceeding; or participating in the preparation for the proceeding.

Employees are eligible for time off under this policy if they are: (1) the victim of a crime, (2) a witness of a crime, (3) an immediate family member of the victim of a crime. An immediate family member is defined as a spouse, child, sibling, parent or grandparent, or legal guardian. When possible, employees should provide advance written notice to the President for such compliance. This leave will not run concurrently with other leave law. The City will not retaliate when responding to such proceedings nor require the use of PTO or sick leave.

7.18 Modified Duty

7.18.1 Policy Statement

It is the policy of the City, when possible, to modify work assignments for a limited period to assist employees who are temporarily restricted from performing their regularly assigned duties due to an on-the-job injury. (Note: This policy should not be construed as recognition that an employee has a disability as defined by the Americans with Disabilities Act (ADA) of 1990 or any subsequent revision.)

7.19 Scope

This policy applies to all administrative, court, police, fire/EMS and public works employees.

7.20 Eligibility:

7.20.1 Temporarily unable to perform his/her essential duties, following an employment related injury or illness; and

7.20.2 Capable of carrying out work of a modified nature from his/her regular duties and is expected to return to his/her regular duties within 90 calendar days.

7.21 Process

7.21.1 Once notified of an on-the-job injury or illness, the department shall contact Human Resources who shall inform the employee in writing of the Modified Duty program.

7.21.2 The employee must be seen and evaluated by his/her physician to determine if the employee is able to return to work, and if so, with or without restrictions. At the time of the evaluation, the employee must inform the physician of the availability of Modified Duty.

7.21.3 When the employee is able to return to work with restrictions, the employee's physician shall submit his/her evaluation form, indicating the specific restrictions, and the duration of those restrictions. Clarification regarding temporary restrictions may be requested of the treating physician.

7.21.4 Taking into consideration the information provided by the physician, the employee's department, in consultation with the city administrator, will determine if a temporary Modified Duty assignment can be offered. It should be understood there may be instances in which the city will not be able to offer a Modified Duty assignment. If the employee's regular department is unable to meet the employees need for Modified Duty, the employee's department is responsible for payment of the employee's salary and benefits while performing a Modified Duty position in a different department which has been able to meet the employees' need for Modified Duty.

7.22 Compensation

In most cases, there will not be an adjustment in the compensation of the employee that is placed in a Modified Duty position. However, the employee placed in a Modified Duty position will be paid a salary that is equivalent to the salary of other employees holding the same position. The salary and benefits of the employee will remain the responsibility of the original employing department, including during any period of temporary placement external to the department.

7.23 Offer of Modified Duties Position

Once the employee has been approved to participate in the Modified Duty Program, the city must provide a Modified Duty job offer letter. This letter shall include:

a. The position offered.

b. The location and duties of the position offered.

c. The wages and work schedule of the position offered.

d. The duration of the temporary work assignment.

e. A statement that the department will only assign a position/ duty consistent with the employee's knowledge and skills, and will provide training if necessary.

f. A statement acknowledging that the employer is knowledgeable about and will abide by the limitations under which the treating physician has authorized the return to work.

7.24 Refusal of Modified Duties Offer

An employee may choose to accept or refuse the Modified Duty job offer. However, an employee who refuses a Modified Duty job offer is subject to termination. Rejection of the job offer might also result in cancellation of income benefits under Workers' Compensation Insurance.

7.25 Duration of Modified Duty

A Modified Duty offer will be extended for an initial period not to exceed ninety (90) calendar days. The duration of approved time will be based upon the information provided by the employee's physician. If the employee is unable to return to work at full duty after the initial approved time, he/she may request a continuation of Modified Duty not to exceed a total of 90 additional calendar days in a Modified Duty capacity. An employee requesting an extension of Modified Duty, beyond the originally approved amount of time shall submit documentation to the city from his/her treating physician. This document should include what limitations continue to exist and the probable duration of those limitations from the employee's physician.

7.26 End of Modified Duty

An employee who is unable to return to his/her regularly assigned duties at the end of the Modified Duty agreement may request a leave of absence through his/her department or may elect to terminate his/her employment with the city. Provided the employee has exhausted any entitlement under the Family and Medical Leave Act (FMLA), the department has the option to approve or deny the leave of absence request. If Leave Without Pay is denied, employment with the city will be terminated. If the employee believes that the condition is permanent, progressive, or chronic, the employee may pursue the Americans with Disabilities Act Accommodation Policy to determine if they are a qualified individual with a disability.

7.26.1 For Assistance:

The City Administrator or his/her designee is responsible for administering the Modified Duty Program in consultation with the employee's department. Questions regarding the Modified Duty Program should be directed to human resources.

7.26.2 Benefits While Disabled Due to On-the-Job Illness or Injury. During any approved disability leave of absence an employee will continue to earn PTO and sick leave as previously outlined. Additional employee benefits that are provided by the City and are in place at the beginning of the leave will continue as long as the employee is receiving Workman's Compensation benefits from the City. Accruable time (i.e., sick leave, PTO, personal, holiday) shall discontinue accruing and all the benefits, excluding health insurance (which shall be paid for 12 weeks) shall discontinue being paid by the City when an employee's leave exceeds one month of unpaid leave.

7.26.3 Effect upon Employee's Retirement. The provisions of Section 7 concerning the separation from the service of an employee for disability shall not be deemed, in any manner, to affect any right such employee may have to apply for, or receive, disability retirement or other retirement benefits to which such employee is entitled pursuant to the Local Government Employees' Retirement System.

7.26.4 Application for Disability Retirement. Any employee who is finally determined to be permanently disabled within the meaning of this Section 7 and who does not desire and who is not eligible for employment in a different position of the City service, and who formally applies for disability retirement pursuant to the Local Government Employees' Retirement System laws and regulations shall follow the requirements of LAGERS.

7.27 Bereavement Leave

An employee may be granted, by the City Administrator, up to twenty-four (24) hours of leave in the event of death of a member of the employee's immediate family. Eight (8) hours may be granted for the death of a member of the employee's extended family. Such leave shall not be deducted from the employee's sick leave or vacation leave.

7.28 Jury Duty

An employee shall be granted leave with pay during normal working hours for required jury duty or appearance in court as a witness as a result of performing their duties as an employee of the City or litigation involving the Ctiy. The check stub for any compensation for jury duty during the time when the employee would normally be working for the Cith Shall be turned over to the Hurman Resources Department and the amount will be deducted form the employee's paycheck in the following period.

7.29 Approved Leave of Absence without Pay

Supervisors, with the approval of the City Administrator, may grant a regular full-time employee a leave of absence without pay not to exceed:

Work Period	Number of Hours
40 Hours and Police Dispatchers	160
Police Department Employees With 84 Hour Work Period	168
42.5 Hours	170
45 Hours	180
24 Hour Shifts	212

Leave without pay shall be granted only when it will not result in prejudice to the interest of the City. No leave without pay shall be granted except upon the written request of the employee and the approval of the Supervisor and the City Administrator. Upon expiration of a regularly approved leave without pay, the employee may be reinstated in his/her former position or one of equal status and pay. Failure on the part of an employee on leave to report promptly at its expiration shall be considered to be a voluntary resignation. Employees granted leave of absence without pay in excess of 5 consecutive working days in a month shall not earn PTO . or accrue any other benefits or service time provided herein unless otherwise stated. Employees will be responsible for paying the full expense (employee and employer cost) of their own health, life and dental insurance while on approved leave of absence without pay in excess of five (5) days. For 24-hour shift employees this will be in excess of 48 hours. Employees on Leave of Absence without pay will not be paid for holidays.

7.30 Unapproved Absence

PTO or compensatory time leave must be approved forty-eight (48) hours prior to the date of leave. An employee who is absent from duty, including any absence for a single day or part of a day, without notice or prior authorization as provided by these rules shall be deemed to be on unapproved leave. Any such leave shall be without pay and the employee subject to disciplinary action, up to and including discharge.

7.31 Tardiness/Absence Due to Inclement Weather

Unless the Mayor or City Administrator declares otherwise, time off due to poor weather conditions will not be considered as special, compensable leave, but shall be treated as PTO, compensatory time and/or leave without pay.

7.32 Absence - Exempt Employees

In no event will an exempt employee lose pay for an absence of less than one day.

SECTION 8

SUBSTANCE ABUSE

8.1. Policy Statement

The City, in a positive effort to provide a healthy and safe working environment for all its employees and the citizens of this community, adopts the following policy. The City believes that use of controlled substances and misuse of alcohol by City employees is detrimental to the achievement of these goals.

In order to meet the goals of providing safe and efficient service and a safe and healthy workplace, the City is implementing this policy to prevent alcohol and controlled substance abuse by its employees. This City will not tolerate unauthorized use, abuse, possession or sale of controlled substances or misuse of alcohol by any of its employees, including part-time and seasonal employees. Drug and alcohol testing will be an integral part of the City's program.

It is the policy of the City of Harrisonville not to hire or continue the employment of any individual who violates this policy. The purpose of this policy is to clarify, for employees, conditions under which drug or alcohol screening may be required, the testing procedures to be utilized and the consequences of positive test results.

8.2. Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, and the public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug programs.

It should be noted that while this policy details the City's prohibition against the use of alcohol and drugs in the workplace, it is the position of the City that it would prefer to help, rather than punish, employees who abuse drugs and/or alcohol.

8.3. Safety-Sensitive Employees

Employees who perform safety-sensitive functions will be subject to random testing. The following is a list of City of Harrisonville's safety-sensitive functions:

8.3.1. Any employee required to obtain a Commercial Driver's License (CDL)

8.3.2. Public Safety Officers (Police, EMS, and Fire)

8.3.3. Communication Officers

8.3.4. Public Works Employees

8.3.5. Animal Control Officers

8.4. Application

This policy applies to all safety-sensitive and non-safety-sensitive employees, paid part-time employees, seasonal employees, and contractors when they are on City property in an official capacity or when performing any City related business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Meetings and functions, which are primarily social in nature, are not defined as performance in an official capacity for the purpose of this policy. Visitors, vendors, and contractor employees are governed by this policy while on City premises and will not be permitted to conduct City business if found to be in violation of this policy.

8.5. Prohibited Substances

Prohibited substances addressed by this policy include the following:

8.5.1. Illegally Used Controlled Substances or Drugs: Federal regulations as outlined by the Department of Transportation identify illegal drugs and substances. This includes, but is not limited to: Marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the United States Drug Enforcement Administration or the United States Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

8.5.2. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, the use of any substance which carries a warning label that indicates the mental functioning, motor skills, or judgment may be adversely affected should be reported to supervisory personnel and medical advice should be sought, as appropriate, before performing work-related duties.

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing City business is prohibited.

8.5.3. Alcohol: The use of beverages containing alcohol or substances including any medication such that alcohol is present in the body while performing City business is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

8.6. Prohibited Conduct

8.6.1. Manufacture, Trafficking, Possession, and Use: Any employee engaging in manufacture, distribution, dispensing, possession, or use of prohibited substances on City premises, in City vehicles, in uniform, or while on City business will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

8.6.2. Intoxication/Under the Influence: Any employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Any employee found to be under the influence of prohibited substances or who fails to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in federal regulations administered by the Department of Transportation.

8.6.3. Alcohol Use: No employee should report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol No employee shall use alcohol while on duty. No employee shall have used alcohol within four hours of reporting for duty. No employee shall use alcohol during the hours that they are on compensated stand-by. Violation of these provisions is punishable by disciplinary action up to and including termination.

8.7. Employee Responsibilities

An employee must:

8.7.1. Not report to work or be subject to duty while his/her ability to perform job duties is impaired due to alcohol or drug use, on or off duty;

8.7.2. Not possess or use, or have the odor of alcohol or drugs on his/her breath during work hours, on breaks, during meal periods, while on City property in an official capacity, or while operating any City vehicle, while on City business, or while on compensated stand- by time;

8.7.3. Not directly or through a third party sell or provide drugs or alcohol to any person or to any other employee while either employee or both employees are on duty or on compensated stand-by;

8.7.4. Consent to and submit immediately to reasonable requests for alcohol and/or drug analysis when requested by a Supervisor and/or the City Administrator or their designee;

8.7.5. Notify his/her supervisor, before beginning work, when taking any medication or drugs, prescriptions or non-prescription, which may interfere with the safe and effective performance of job duties or operation of City equipment;

8.7.6. Provide within twenty-four (24) hours of request a current valid prescription for any drug or medication identified when a drug screen/analysis is positive. The prescription must be in the employee's name.

8.7.7. Notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

8.8. Supervisor Responsibilities and Guidelines

8.8.1. Generally, the City is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action up to and including termination.

8.8.2. Reasonable Suspicion Testing. Supervisors may request that an employee submit to a drug and/or alcohol analysis when a supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. Reasonable suspicion is a belief based on objective and articulable facts sufficient to lead a reasonably prudent Supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion.

(a) Slurred Speech
(b) Alcohol on Breath
(c) Inability to walk a straight line
(d) An accident involving City property
(e) Physical Altercation
(f) Verbal Altercation
(g) Behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority
(h) Use or possession of alcohol or drugs

(i) Information on use or possession of alcohol and drugs provided either by a reliable and credible source or independently corroborated

(j) Arrest or conviction for a substance abuse offense or being the subject of a criminal investigation into illegal drug possession, use, or trafficking

This list is not intended to be all inclusive of conduct that constitutes reasonable suspicion.

Drug/alcohol tests are required for employees whenever there is a pattern of on-duty accidents or an accident resulting in severe property damage or bodily injury.

Any supervisor who has a reasonable suspicion that an employee is impaired on the job by alcohol or other substance will, with the approval of the Supervisor and the City Administrator or his/her designee, immediately arrange for a substance screening. If a screening is required after normal business hours, the supervisor will make direct contact with the facility that has been designated to perform screenings for the City. The following procedures shall be followed:

(a) The supervisor should document in writing the facts constituting reasonable suspicion that the employee in question is impaired on the job by alcohol or other substances.

(b) Any supervisor requesting an employee to submit to a drug and/or alcohol analysis shall be responsible for the employee's transport to the City's designated facility where a drug and /or alcohol analysis will be performed.

(c) Any supervisor encountering an employee who~~m~~ refuses to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and consequences of this policy. Such continued refusal will constitute grounds for termination.

(d) Supervisors shall not physically search employees, nor should they search the personal possessions of employees without sufficient reasons to suspect wrongdoing as well as the freely given consent of, and in the presence of the employee.

(e) Supervisors shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession or in an area not jointly or fully controlled by the City.

(f) Supervisors shall not confiscate, without consent, prescription drugs or medication from an employee.

8.8.3. <u>Post-Accident Testing.</u> Supervisors must produce employees for post-accident drug and alcohol testing within two hours of the accident or explain in writing why the employee was not produced. The employee may be given necessary medical treatment and if such treatment prevents normal drug and alcohol testing, the supervisor shall immediately inform the Human Resources Department.

8.8.4. Other Required Testing. Whenever drug or alcohol tests are required under this policy, supervisors must produce the employee for those tests, and when current impairment is reasonably suspected, the supervisor shall not allow the employee to drive.

8.8.5. Documentation. Observations supporting a supervisor's reasonable suspicion of drug or alcohol use must be made just before, during or after the employee performs his/her job. These observations must be reduced to writing within twenty-four (24) hours of the observation.

Whenever drug or alcohol tests are required by this policy and the employee is not tested within eight (8) hours of notice of the need to test, the supervisor shall explain in writing why the test or tests were not performed.

8.8.6. Confidentiality. Supervisors are responsible for maintaining the confidentiality of all substance abuse issues.

8.9. Results of Drug and/or Alcohol Analysis

Upon a negative result, the employee shall return to work.

If the test is confirmed positive, the employee will then be given the opportunity, at the employee's expense, to have a second screen using a different technique given on the same sample pursuant to Paragraph 8.11.7, Employee Requested Testing. If the second screen shows a negative result, it will be assumed that the individual is not under the influence of or impaired by alcohol or drugs, and the employee shall return to work. If negative, the City will reimburse the employee for the expense of the second screen.

If all tests indicate a positive result, the employee must submit to evaluation by a Substance Abuse Professional. In addition, the employee is subject to disciplinary action up to and including termination. If the City determines not to terminate the employment of the employee, the employee may be required to participate in and complete a rehabilitation program recommended by the Substance Abuse Professional at the employee's expense.

8.10. Testing for Prohibited Substances

8.10.1. General Procedures. Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations. All employees shall be subject to testing prior to employment, for reasonable suspicion, and following an accident. In addition, all employees will be tested prior to and after return-to-duty after failing a drug test and/or completion of rehabilitation treatment. Those employees who perform safety-sensitive functions as defined in this policy shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U. S. Department of Health and Human Services (DHHS).

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in federal regulations administered by the Department of Transportation.

Tests for alcohol concentration will be conducted utilizing a National Highway Safety Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An employee who has a confirmed alcohol concentration greater than 0.02 but less than 0.04 will result in removal from his/her position for twenty-four (24) hours unless a re-test results in a concentration measure of less than 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy.

Any employee who has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and evaluated by a Substance Abuse Professional (SAP). A positive drug and/or alcohol test will also result in disciplinary action up to and including termination.

The City of Harrisonville affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

8.10.2. <u>Post Offer Pre-Employment Testing</u>: all applicants, to whom an offer of employment has been made, including part-time and seasonal, shall undergo urine drug testing and alcohol testing prior to employment. Receipt by the City of satisfactory test results is required prior to employment and failure of a drug or alcohol test will disqualify an applicant for employment for a period of 120 days. Evidence of the absence of drug and alcohol dependency from a Substance Abuse Professional (SAP) and negative drug and alcohol tests will be required prior to further consideration for employment.

8.10.3. <u>Reasonable Suspicion Testing</u>: All employees may be subject to reasonable suspicion testing to include appropriate urine and/or breathe testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the long or short-term effects of substance abuse. Examples of reasonable suspicion include (See also Section X, Paragraph I), but are not limited to the following:

a. Adequate documentation of unsatisfactory work performance or on-the-job behavior

b. Physical signs and symptoms consistent with prohibited substance use

c. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.

d. Occurrence of a serious or potentially serious accident that may have been caused by human error.

e. Fights (to mean physical contact), assaults, and flagrant disregard for violations of established safety, security, or other operating procedures.

8.10.4. Post-Accident Testing: Employees will be required to undergo urine and breathe testing if they are involved in an accident with a City vehicle. This includes all employees who are on-duty in the vehicles and any other employee whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; and/or one or more vehicles incurs substantial damage, and/or the employee receives a citation under state or local law for a moving traffic violation arising from the accident, or evidence that the employee has previously tampered with a previous drug test.

Following an accident, the employee will be tested as soon as possible, but not to exceed eight (8) hours after the accident for alcohol and drug testing. Any employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees under this provision will include not only the operations personnel, but also any other covered employees whose performance could have contributed to the accident.

8.10.5. Random Testing: Employees in safety-sensitive positions will be subjected to random, unannounced testing. Employees will be randomly selected for testing from a pool of employee's subject to testing. Each employee will have an equal chance of being tested more than once. The testing dates and times will be unannounced and will be conducted throughout the year.

Each year, the number of random tests conducted by the City must equal at least 50% of all the safety-sensitive employees or other percentage as required by the federal regulations.

8.10.6. Return-to-Duty Testing: All employees who previously tested positive on a drug or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional before returning to work. Employees will be required to undergo frequent unannounced random urine and breath testing during the period of their re-entry statement of conditions. The Department of Transportation requires at least six (6) tests within the first twelve (12) months and the return-to-duty testing can be as long as sixty months.

8.10.7. Employee Requested Testing: Any employee who questions the results of a required drug test under this policy may request an additional test be conducted. This must be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. The employee pays all costs for such testing unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in federal regulations administered by the Department of Transportation. The employee's request for a re-test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee and the split sample remains available.

8.11. Medical Review Officer. The City will employ a Medical Review Officer (MRO) to review the drug test results. The MRO shall be a licensed physician with knowledge of drug abuse disorders. Only the MRO may review and interpret each positive drug test and after discussing with the employee, report the results to the City.

8.12. Return to Work; Drug Test: In order to recommend return to work after a positive drug test, the MRO shall ensure the employee has subsequently tested drug free, the employee has been evaluated by a Substance Abuse Professional, and the employee is in compliance with rehabilitation conditions.

The MRO shall determine whether and when a return to duty recommendation shall be made for an employee who has failed a drug test or refused to be tested and shall determine the schedule for return to work drug testing.

8.13. Substance Abuse Professional. The City will also employ a Substance Abuse Professional (SAP). The SAP shall be a licensed physician (M.D. or D.O.), or a licensed psychologist, social worker, employee assistance professional or addiction counselor (certified by MHADACCC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.

8.14. Return to Work; Alcohol Test: In order to recommend return to work after an alcohol test which indicates blood alcohol content greater than 0.04%, the SAP must first evaluate the employee to determine whether the employee has an alcohol-related disorder.

If the SAP determines that an employee has an alcohol disorder which requires assistance, the employee shall be subject to counseling, treatment and follow-up alcohol testing as directed by the SAP. Follow-up testing shall only occur just before, during or just after the employee performs City business.

8.15. Actions Taken in Response to Test Results/Refusal to be Treated

8.15.1. Refusal/What Constitutes Refusal: An employee who refuses to be tested will be treated as having had a positive test. Failure to report to a collection site on a timely basis, sign any required consent form or otherwise fail to fully cooperate with the testing procedure shall be treated as a refusal to be tested. Employees refusing to be tested shall be subject to immediate disciplinary action up to and including dismissal.

8.15.2. Positive Drug Test: An employee whose drug test result is reported to the City as positive shall be immediately referred to the Substance Abuse Professional for evaluation and will be subject to disciplinary action up to and including dismissal.

8.15.3. Positive Alcohol Test: An employee whose breath test results in a reading of 0.02-0.039% blood alcohol content shall be removed from duty and not returned to work for at least twenty-four (24) hours, and all hours not worked shall be recorded as uncompensated time. An employee who has a continuing pattern of breath test results between 0.02-0.039% blood alcohol content shall be referred to the Substance Abuse Professional for evaluation and may be subject to disciplinary action up to and including dismissal.

An employee whose breath test results in a reading of 0.04% blood alcohol content or greater shall be removed from duty and not returned to work for at least twenty-four (24) hours, and all hours not worked shall be recorded as uncompensated time. Additionally, the employee shall be referred to a SAP for evaluation and may be subject to disciplinary action up to and including dismissal.

8.15.4. Subsequent Positive Test(s): An employee whose drug test result is reported to the City as positive or whose breath test result is 0.04% blood alcohol content or greater and who has previously had positive drug tests and previous breath tests with a result greater than 0.04% blood alcohol content or who has previously been referred to a rehabilitation program under the provisions of this Policy shall be subject to disciplinary action up to and including dismissal.

8.15.5. Rehabilitation: Failure to immediately begin an approved rehabilitation program, successfully complete the program and/or participate in required or recommended after-care may result in disciplinary action up to and including dismissal. Rehabilitation may consist of, but is not limited to, in-depth counseling and hospitalization and will be paid directly by the employee or their insurance provider. When appropriate the City may require a treatment agreement as a condition of continued employment and failure to comply is grounds for dismissal. Employees will be allowed to take accumulated sick leave, PTO, and compensatory time to participate in the prescribed rehabilitation program.

8.15.6. City's Right to Discipline: The above notwithstanding, the City has the right to take immediate disciplinary action for a violation of this policy, including termination, based on the severity of the violation.

8.15.7. Federal Highway Administration (FHA) Consequences: In addition to the penalties set out by the City for violations of this policy, the following consequences for those with CDL are required by FHA rules:

a. No employee shall drive if they have used a drug (marijuana, cocaine, amphetamines, opiates, PCP), and no employee may drive within four hours of using alcohol or at any time when an alcohol test indicates an alcohol concentration of 0.04% or greater.

b. A driver violating these rules may not return to work until evaluated and released by an SAP, and subsequently tested for alcohol and drugs with negative results.

c. An employee tested with an alcohol concentration greater than 0.02% and less than 0.04% may not drive or perform other safety sensitive functions for twenty-four (24) hours after the test.

8.16. Re-entry Statement of Conditions

Employees who re-enter the workforce must comply with a re-entry statement of conditions. The statement may include but is not limited to:

8.16.1. A release to work statement from an approved Substance Abuse Professional.

8.16.2. A negative test for drugs and/or alcohol.

8.16.3. An agreement to unannounced frequent follow-up testing.

8.16.4. A statement of expected work-related behaviors.

8.16.5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry agreement is grounds for termination.

8.17. Policy Contact. Any questions regarding this policy or any other aspect of the drug-free and alcohol-free program4 should be directed to the Human Resources Office.

8.19 Medical Marijuana

This policy outlines the rules and regulations around workers who possess a Medical Marijuana card and consume or possess Medical Marijuana.

- The presence of marijuana in your system as verified by a random or post-accident test will be grounds for disciplinary action up to and including termination even if the employee has a Medical Marijuana card.
- Operating a motor vehicle while under the influence of medical marijuana is prohibited.
- Medical marijuana cannot be consumed or possessed on company or client property at any time. Failure to follow this will result in disciplinary action up to and including termination.

8.20 Infectious Disease Control Policy

The City will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of The City during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace
The City will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. The City Administrator or his/ her designee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel
All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact the Human Resources Department for more information.

Telecommuting
Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill
Many times, with the best of intentions, employees report to work even though they feel ill. We provide PTO tocompensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation
If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an

absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information
Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, The City may implement these social distancing guidelines to minimize the spread of the disease among the staff.
During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities
Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

SECTION 9

SEPARATION AND DISCIPLINARY ACTIONS

9.1. Resignation

To resign in good standing, an employee must give the appointing authority at least fourteen (14) calendar days or two (2) weeks prior notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. The employee shall supply a written resignation to his/her Supervisor, giving reasons for his/her leaving. Failure to resign in good standing shall be entered on the service record of the employee and shall be cause for denying future employment by the City. The resignation, and any other pertinent information concerning the cause of resignation, shall be forwarded to the City Administrator's office for inclusion in the employee's personnel file. An exit interview will be conducted by the City Administrator or his/her designee at the time employee leaves the city service as referenced in Section 9.12.

9.2. Reemployment after Resignation

A former employee shall be eligible for rehire at the discretion of the appointing authority and the City Administrator after four (4) months of seperation . . ., He/she returns to City employment, he/she can be considered for reemployment at a a salary level by the current paystructure and years of experience. However, in the police department, if a ranking officer resigns, he/she can only be reemployed as a patrolman with a pay rate agreed upon between the appointing authority and the City Administrator. ~~Those~~ All employees returning are subject to an interview or other applicable testing, provided such former employee meets the minimum qualifications for the position and has had a satisfactory prior record of service. Former employees reemployed in the classified service shall be subject to the provisions of these policies that are applicable to new employees, including serving of the appropriate introductory period. However, an employee who is rehired and who remains an employee of the City for a period of five (5) continuous years shall receive credit for his/her previous period of employment when computing PTO and other benefits, as provided in these rules if allowed by their current insurance and retirement group plans such as LAGERS retirement plan. An employee shall be eligible only once for previous employment credits.

9.3. Lay Offs

An appointing authority may lay off an employee, subject to approval of the City Administrator, because of a material change in duties or organization, or because of a shortage of work or funds. Ten (10) working days before the effective date of lay off, such an appointing authority shall notify the Human Resources Department of the intended action, with reasons and support thereof, and a statement certifying whether the service of the employee is affected.

9.3.1. Order of Lay Offs

Laid off employees shall be determined on the basis of service reports and other pertinent data. If it is found that two (2) or more persons in the organizational unit in which a lay off is to be made have equal ratings as determined by service reports or other pertinent data, the order of lay off shall be made based on length of service.

9.3.2. Reemployment after Lay Off

The appointing authority may rehire employees who have been laid off subject to the approval of the City Administrator. Employees who are rehired under this provision shall be reinstated and credited for his/her previous employment when computing vacation and other benefits, as provided in these rules except that, if the layoff has been for less than one (1) year, the five (5) continuous years of employment after rehire will be waived with the exception of the LAGERS Retirement and that will be based upon the LAGERS requirements at that time.

9.3.3 Quit

Voluntary employment termination initiated by an employee, without proper written notice to management of at least two weeks. The lack of proper notice will result in the individual being ineligible to receive pay for available PTO benefits or rehire.

9.3.4 Job Abandonment

Employees who fail to report to work or follow call in procedures outlined in the Attendance Policy for two (2) consecutive workdays will be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Employees who abandon his/her job are ineligible for rehire.

9.4. Retirement

Participating employees are eligible for retirement from the municipal service in accordance with the terms and conditions of the Missouri Local Government Retirement System (LAGERS).

9.5. Reason for Disciplinary Action

The City does not use a progressive disciplinary policy. As a result, any action which, in the discretion of an employee's Supervisor, Department Head, or the City Administrator, reflects discredit upon the municipal service or is a hindrance to the effective performance of the municipal government functions may result in disciplinary action against any officer or employee of the City. Disciplinary action may include oral reprimand, letter of instruction, written reprimand, suspension, demotion or termination. Some of the major reasons for disciplinary action are listed below. However, this list does not describe all conduct which could lead to disciplinary action and, in no way, modifies the at-will employment relationship between the City and its employees:

9.5.1. Incompetence, inability or failure to perform the duties as required

9.5.2. Offensive conduct that brings discredit upon the City or the service

9.5.3. Insubordination

9.5.4. Misappropriation, destruction, theft or conversion of City property

9.5.5. Conviction of felony or other crimes involving moral turpitude (this conviction constitutes grounds for dismissal)

9.5.6. Excessive absenteeism, absence without good cause or failure to report after a leave of absence has expired or has been revoked or canceled.

9.5.7. Violations of the provisions of city policies

9.5.8. Disregard of others

9.5.9. Falsification of any information required by the City

9.5.10. Failure to properly report accidents or personal injuries

9.5.11. Neglect or carelessness resulting in damage to City property

9.5.12. Knowingly driving a City vehicle without a valid driver's license or CDL license.

9.5.13. Disregard for the City's safety policies.

9.5.14. Repeated convictions during employment of misdemeanor and/or traffic charges.

9.5.15. Introduction, possession or use, on City property or City equipment, of intoxicating liquors or any controlled substance, as set out in these policies. These acts constitute grounds for dismissal.

9.5.16. Unauthorized use of City vehicles

9.5.17. Inducing or attempting to induce any officer or employee in the City service to commit an illegal act, or to act in violation of any lawful and reasonable departmental order, or assisting in the commission of such an act.

9.5.18. Solicitation or acceptance for personal use of a fee, gift or other valuable thing - from any vendor seeking to do business with the City or any person having a matter before the City the disposition of which could be influenced by the employee. Employees shall avoid any conflicts of interest that will bring discredit to the City. This section shall not prohibit acceptance of items of nominal value used as promotional items, such as pens, mugs, and note pads, nor gifts of food made available to employees of a department, such as gifts of food for holidays.

9.5.19. Willful failure to comply with Department Standard Operating Procedures (SOP) manual.

9.5.20. Other actions which an employee's supervisor, Department Head, and/or the City Administrator do not believe were for the good of the service of the City.

Oral Reprimand

An employee may receive an oral reprimand from his/her immediate Supervisor. No appeal will be accepted.

9.6. Letter of Instruction

An immediate Supervisor or Department Head informs employee in writing that changes need to be made in regard to work performance or employee conduct. This will be included in the immediate supervisor's coaching file. Information contained shall not be considered a part of the employee's personnel file.

9.7. Written Reprimand

An Employee may be reprimanded by the immediate supervisor with Department Head approval. Such reprimand shall be in writing and shall be signed by the employee, the Supervisor and the Department Head and delivered to the appropriate office for inclusion in the employee's Personnel file. An employee's refusal to sign an acknowledgment of receipt of a reprimand shall be cause for immediate suspension without pay. The employee may file a letter of response to the reprimand, which shall be attached to the reprimand in his/her personnel file. An employee who receives three (3) reprimands within one year will be discharged, unless, the City Administrator believes mitigating circumstances exist.

9.8. Suspension

An employee may be suspended by the immediate supervisor with Department Head approval. Such suspension may be with or without pay for such length of time as may be considered appropriate, not exceeding thirty (30) calendar days in any twelve (12) month period. The City Administrator shall be furnished with a written statement setting forth reasons for such suspensions for filing in the employee's personnel file. A copy of such statement shall be furnished to the affected employee and to the appropriate department for inclusion in the employee's personnel file.

9.9. Demotion

An employee may be demoted by the immediate supervisor with Department Head approval. Such demotion shall be in compliance with the provisions for involuntary demotion prescribed in these policies. The City Administrator shall be furnished, with a written statement setting forth reasons for such demotion for filing in the employee's personnel file. A copy of such statement shall be furnished to the affected employee and to the appropriate department for inclusion in the employee's personnel file.

9.10. Discharge

An employee, with the exception of the Chief of Police, may be discharged by the immediate supervisor with Department Head approval. The City Administrator shall be furnished with a written statement setting forth reasons for such discharge for filing in the employee's personnel file. A copy of such statement shall be furnished to the affected employee and to the appropriate department for inclusion in the employee's personnel file. The Chief of Police may be discharged in accordance with the requirements of R.S.Mo. § 106.273, a copy of which can be provided upon request.

9.11. Exit Interviews

All employees of the City may request the opportunity to participate in an exit interview with the City Administrator, or his or her designee, upon separation from employment with the City. The interview provides information to the City about working conditions, pay and benefits. The ideas and suggestions of individuals who have chosen to leave the City might offer opportunities for the City to enhance its appeal as an employer. The interview will not be required but is encouraged.

9.12. Release of Information

The Human Resource Manager will provide or verify the following information upon verbal or written request for both current and former employees.

- employment dates
- job title (s)
- rate of pay

No other information will be released.

SECTION 10

SUGGESTIONS AND COMPLAINTS

10.1. Suggestions and Complaints

The City Administrator may set up a system for employees to express their concerns in an effort to improve the municipal service. Unless otherwise prescribed by this policy, this procedure shall be used by employees to inform the City of their suggestions or concerns.

10.2. Procedures for Handling Complaints

10.2.1 An employee who has a complaint shall discuss the issue(s) orally with their immediate supervisor within seven (7) standard workdays of the incident causing the issues. The employee shall specifically state the oral discussion should be considered a complaint.

10.2.2 If the issue is not satisfactorily resolved within three (3) standard workdays of the date of the oral discussion the employee shall present, his/ her complaint in writing to his/her immediate supervisor within five (5) standard workdays of the oral discussion. Said writing shall refer to the oral discussion and present the complaint.

10.2.3 The immediate supervisor shall consider the written complaint and provide the employee with a written notice of his/her decision within five (5) standard working days of receipt to the written a complaint

10.2.4 If the issue is not resolved, the employee may, within three (3) standard working days of the notice of decision submit a written the complaint with supporting documentation, of the immediate supervisor's decision to the Department Head. If the Department Head is the immediate Supervisor, the complaint shall be submitted directly to City Administrator, and the procedures outlined in subsection seven (7) shall apply.

10.2.5 The Department Head shall confer with the aggrieved employee within ten (10) standard workdays and the employee's immediate supervisor before rendering a decision. Such decision shall be in writing and shall be delivered to the complaining employee within five (5) standard workdays of the conference.

10.2.6 If appeal to the Department Head fails to resolve the complaint, the employee may, within three (3) standard workdays of receipt of the decision, submit the complaint to the City Administrator.

10.2.7 On receipt of the complaint, the City Administrator or his/her designated representatives may hear matters pertinent to the complaint. The City Administrator will designate the date and time for the employee to speak with the City Administrator or his/her designee. The decision of the City Administrator shall be final. The decision of the City Administrator shall be delivered to the employee and a copy to the Department Head involved and to the Human Resource Department.

10.2.8 If the employee fails to submit or process his/her complaint within the time frames set forth in this section, the matter is assumed to be resolved. If the immediate supervisor or Department Head fails to respond within the time frame set forth in this section, then the employee shall immediately file the complaint with the City Administrator pursuant to the procedures set forth in this section. In the event that the employee, immediate supervisor, or Department Head must be absent from work in a manner that affects the time periods listed herein, these periods may be reasonably extended to allow for adequate response time at the request of the absent party as approved by the City Administrator.

10.2.9 In case of a grievance regarding the Americans with Disabilities Act, see City Resolution R-92-14 dated November 23, 1992.

10.2.10 Complaints concerning discrimination and/or harassment should be handled in accordance with Section 2.9.

10.3. <u>Procedures for Handling Appeals of Discipline</u>

Any regular full-time employee who is suspended, demoted (reduced in rank or compensation 'pay grade') or who is discharged, may appeal the discipline, in writing, to the City Administrator within five (5) days after the effective date thereof. Both the appealing employee and the Supervisor/Department Head, whose action is reviewed, will have the opportunity to informally present information to the City Administrator, or his/her designee, during a meeting to either support or oppose the discipline. The City Administrator or his/her designee will render the decision, in writing within five (5) working days of the meeting. The City Administrator's decision will be final and not subject to any further review. The City Administrator has complete discretion in deciding whether to uphold, modify, or overturn the disciplinary decision at issue and the City Administrator's decision is not dependent upon the existence or nonexistence of any criteria.

SECTION 11

TECHNOLOGIES-SEPARATE POLICY

SECTION 12

HANDBOOK ACKNOWLEDGMENT

I have entered my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City can terminate the relationship at-will, with or without cause, at any time. At-will does not, and is not intended to, interfere with, limit or relinquish a team member's right to join with others to work toward altering the terms or conditions of his/her employment, including at-will status.

I understand and agree that nothing in this Handbook creates or is intended to create a promise or alter my employment-at-will status. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. No team member has a contract of employment unless expressly agreed to in writing and signed by the City Administrator or his/her designee.

I understand that, except for employment-at-will status, all policies and practices may be changed at any time by the City and the City reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices.

I understand that revised information may supersede, modify or eliminate existing policies. Only the City Administrator or his/her designee of the City can adopt any revisions to the policies in this Handbook.

I acknowledge that I have received a copy of the City Employee Handbook, dated **January 2021**, to read to fully understand the guidelines contained in the Handbook, and that if any of these policies are unclear to me in any way, I am to ask my direct supervisor for clarification.

____
Employee's Signature

____
Employee's Name (Print)

____
Date

Please detach/print this page after signing and return it within five (5) days to the Human Resources Department to be placed in team member's personnel file.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Daniel Barnett,**

DATE: **December 3, 2020**

SUBJECT: **Highway 71/291 TDD Property Sale**

Type of Item: *Approval*

G. Action Item (ID # 3731)

AN ORDINANCE APPROVING THE SALE OF PROPERTY BY THE HIGHWAY 71/291 PARTNERS IN PROGRESS TRANSPORTATION DEVELOPMENT DISTRICT.

Attachments:

Board Packet Letter 12-7 (DOCX)

Highway 71-291 Property Sale 2020 (DOCX)

GILMORE BELL

2405 Grand Boulevard, Suite 1100
Kansas City, Missouri 64108-2521

(816) 221-1000 / (816) 221-1018 FAX / gilmorebell.com

December 3, 2020

Mayor and Board of Aldermen
City of Harrisonville, Missouri
300 E. Pearl Street
Harrisonville, Missouri 64701

Re: Sale of Additional Property by the Highway 71/291 Partners in Progress Transportation Development District (the "District")

Mayor and Aldermen:

Enclosed in this board packet is an ordinance approving the sale of property by the District (the "Ordinance").

On November 2, 2020, the Board of Aldermen approved Ordinance No. 3521 approving the sale of certain property shown on **Exhibit A**. A potential buyer is now interested in property adjacent to that previously approved. The new property, which includes the 0.2377 acres previously approved, is shown on **Exhibit B** (the "Property").

The District is the fee simple owner of the Property. When purchased, this entire parcel was intended to facilitate the right-of-way development, provide better access to Highway 291 from the local street network, and provide better traffic circulation for the District's projects. Originally the property to the south of Royal Street, which is what is now being included, was specifically intended to be vacated for right-of-way purposes. Because the entire Property is no longer needed for those purposes, they desire to dispose of the Property for fair market value.

Pursuant to the Transportation Development District Act, Sections 238.200 through 238.280, RSMo. (the "TDD Act"), this Ordinance will provide additional approval by the City, who is the local transportation authority.

If the City provides their approval for the sale of the Property, the District will sell the Property at a later date for fair market value in compliance with the Section 238.245 of the TDD Act.

Very truly yours,

Megan Miller

Enclosures

EXHIBIT A

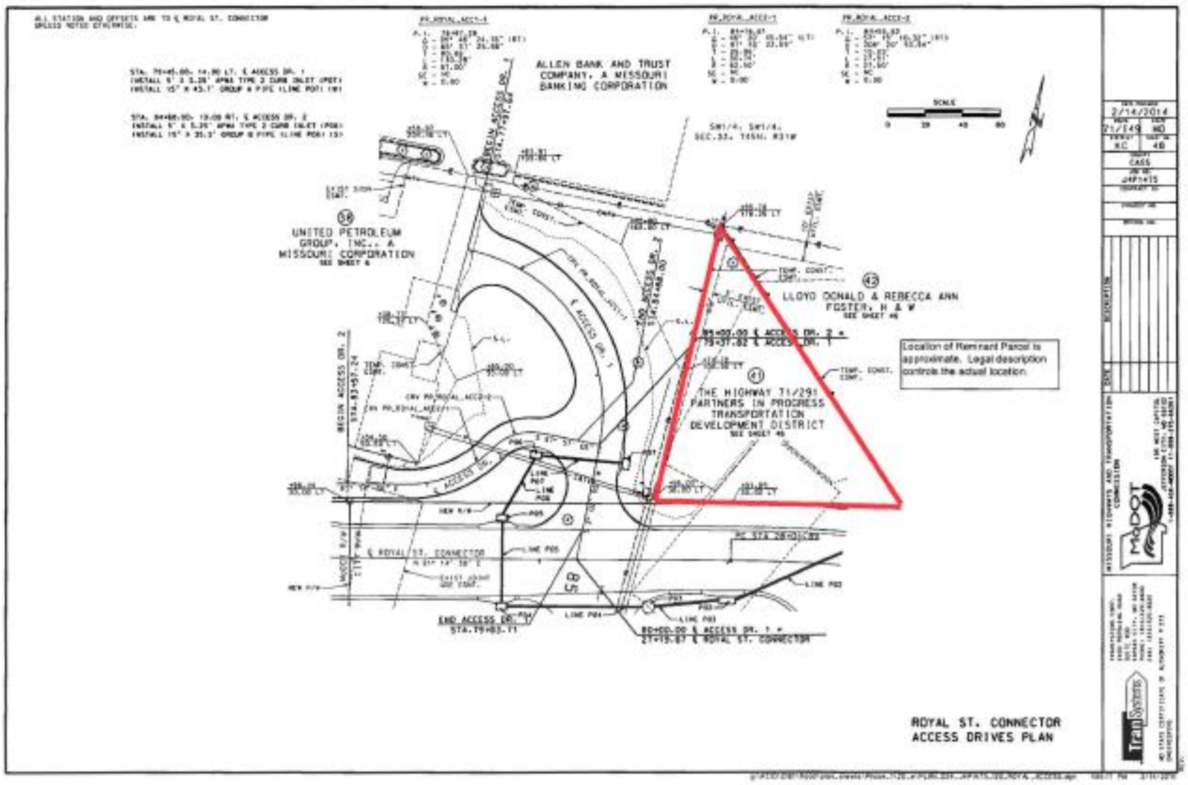

ALLEN BANK AND TRUST COMPANY, A MISSOURI BANKING CORPORATION
UNITED PETROLEUM GROUP, INC., A MISSOURI CORPORATION
LLOYD DONALD & REBECCA ANN FOSTER, H & W
THE HIGHWAY 71/291 PARTNERS IN PROGRESS TRANSPORTATION DEVELOPMENT DISTRICT
Location of Remnant Parcel is approximate. Legal description controls the actual location.
ROYAL ST. CONNECTOR ACCESS DRIVES PLAN
2/14/2014
CASS

EXHIBIT B

Council Bill No. 2020 -______
Ordinance # _____

AN ORDINANCE APPROVING THE SALE OF PROPERTY BY THE HIGHWAY 71/291 PARTNERS IN PROGRESS TRANSPORTATION DEVELOPMENT DISTRICT.

WHEREAS, the Highway 71/291 Partners in Progress Transportation Development District (the "District"), which was formed on January formed on January 12, 2009, by order of the Circuit Court of Cass County, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted to it pursuant to the Transportation Development District Act, Sections 238.200 through 238.280, RSMo (the "TDD Act"); and

WHEREAS, on November 2, 2020, the City of Harrisonville, Missouri (the "City") approved Ordinance No. 3521 approving the disposal of property by the TDD totaling approximately 0.2377 acres; and

WHEREAS, an additional amount of property is now being considered for disposal; and

WHEREAS, the District is fee simple owner of certain real property legally described in **Exhibit A** (the "Property"), which includes the approximately 0.2377 acre parcel previously approved for disposal by the City; and

WHEREAS, because the Property is no longer needed for the purposes of the District, the District desires to dispose of the Property for fair market value; and

WHEREAS, pursuant to the TDD Act, the District must obtain the approval of the local transportation authority, which is the City; and

WHEREAS, the Board of Aldermen of the City desires to approve and authorize the sale of the Property by the District for fair market value.

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

<u>SECTION 1. Approval of Sale of Property.</u> The City hereby approves the sale of the Property legally described and attached hereto as **Exhibit A** for fair market value.

<u>SECTION 2. Further Authority.</u> The officers, agents and employees of the City, including the Mayor and the City Administrator, shall be, and they hereby are, authorized and directed take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Ordinance.

<u>SECTION 3. Repeal of Conflicting Ordinances.</u> All prior ordinances of the City or any parts thereof in conflict with any or all of the foregoing provisions are hereby repealed to the exnted of such conflict.

<u>SECTION 4. Effective Date.</u> This Ordinance shall take effect and be in full force from and after its passage by the Board of Aldermen and approval by the Mayor.

VOTE TAKEN AS FOLLOWS:

AYES:
NAYES:
ABSENT:
ABSTAIN:

[remainder of page intentionally left blank]

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Harrisonville, Missouri this 7th day of December, 2020.

____

Judy Bowman, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

____

Daniel Barnett, City Clerk

WITNESS my hand and seal this 7th day of December 2020.

EXHIBIT A

Lot 2, Ventures, a subdivision in Harrisonville, Cass County, Missouri, according to the recorded plat thereof, filed in plat Book 10 at Page 25.

City of Harrisonville est. 1836

STAFF REPORT

TO: Board of Aldermen
FROM: Roger Kroh, Planner
DATE: December 3, 2020
SUBJECT: Final Plat - Zaroor Addition 300-304 E. Mechanic St.

Type of Item: *Approval*

GENERAL INFORMATION

Applicants/Property Owners: **City of Harrisonville and Rhita S. Zaroor Trust**

Requested Actions: **Approval of Final Plat of Zaroor Addition**

Date of Application: **November 19, 2020**

Location: **300, 302 and 304 E. Mechanic St.**

Location: **City of Harrisonville 300 and 304 E. Mechanic St.**
Rhita S. Zaroor Trust 302 E. Mechanic St.

Acres **.82 acres**

PROPOSAL

This final plat comes to the BOA with a unanimous recommendation of approval from the P&Z Commission. This plat allows the two city lots at 300 and 304 E. Mechanic to be split with portions sold to the Rhita S. Zaroor Trust and portions retained for right of way. Following approval of the plat, the closing of the sale will be scheduled.

In the 300 block of Mechanic Street, the Zaroor family home at 302 E. Mechanic is bordered on the east and west by lots owned by the City. The City is selling a portion of the City-owned lots to Rhita S. Zaroor Trust who wishes to increase the size of her lot at 302 E. Mechanic St. The City is retaining13-ft. of its west lot at 300 E. Mechanic St. as right of way and 15-ft. of its east lot at 304 E. Mechanic St. should Wirt ever need to be widened.

Before Sale

After Sale

The attached replat of the three lots reflects the land being retained by the city and Mrs. Zaroor's new lot with the land purchased from the City.

The plat is being completed and will be emailed to each of you on prior to the meeting.

STAFF AND P&Z RECOMMENDATIONS

Staff Recommendation: Approval.

P&Z Commission Recommendation: Approval (9-0)

ATTACHMENTS

Ordinance and Final Plat

STAFF CONTACT: Roger Kroh, Community Development Planner

H. Action Item (ID # 3730)

AN ORDINANCE TO APPROVE THE FINAL PLAT OF ZAROOR ADDITION, BEING A REPLAT OF LOTS 66, 67 AND 68 IN BLOCK 24, ORIGINAL TOWN OF HARRISONVILLE, CASS COUNTY, MISSOURI

Attachments:

Ordinance Zaroor Plat(PDF)

Final Plat (PDF)

P Z Meeting Minutes for November 19 2020   (DOC)

AN ORDINANCE TO APPROVE THE FINAL PLAT OF ZAROOR ADDITION, BEING A REPLAT OF LOTS 66, 67 AND 68 IN BLOCK 24, ORIGINAL TOWN OF HARRISONVILLE, CASS COUNTY, MISSOURI

WHEREAS, the City of Harrisonville, Missouri (the "City") has received an application from the City of Harrisonville and Zaroor Family Trust, owners of Lots 66, 67, and 68 in Block 24 of the Original Town of Harrisonville, to replat such lots, and

WHEREAS, the final plat was considered by the Planning and Zoning Commission on November 19, 2020 and recommended by a vote of 9 ayes and 0 nays that the Board of Aldermen approve the final plat; and

WHEREAS, the City will retain easements and street right-of-way rights; and
, t
WHEREAS, in accordance with the provision of Chapter 89 RSMo, and Chapter 410 of the Code of Ordinance of the City of Harrisonville, Missouri, the Board of Aldermen, after careful and due deliberation find that approval of the final plat is in the best interest of the City of Harrisonville and its residents.

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

Section 1. That the Board of Aldermen of Harrisonville, Missouri, hereby approves the Final Plat of Zaroor Addition, being a replat of Lots 66, 67, and 68 in Block 24 of Original Town of Harrisonville, Cass County, Missouri.

Section 2: The Zaroor Addition Final Plat comprises the following described real estate in the City of Harrisonville, Cass County, Missouri, to-wit:

Legal Description

Block 24 in the Original Town of Harrisonville, Cass County, Missouri, as previously platted and recorded in Plat Book 1 at Page 22 in the Office of the Recorder of Deeds, Cass County, Missouri.

Section 3. 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 4. Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 5. Effective Date. This 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 7TH DAY OF DECEMBER 2020 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 7TH DAY OF DECEMBER 2020 AND PASSED BY THE BOARD OF ALDERMEN THIS 7TH DAY OF DECEMBER 2020.

____

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

ATTEST:

____

Daniel Barnett, City Clerk
WITNESS my hand and seal this 7th day of December 2020

Attachment I: Final Plat of Zaroor Addition, a replat of Lots 66, 67 and 68 in the Original Town of Harrisonville, Cass County, Missouri

SITE ADDRESS:
302 E. MECHANIC
HARRISONVILLE, MO 64701

Final Plat of "Zaroor Addition"

Being a Replat of
Lots 66, 67 & 68, Block 24
Original Town of Harrisonville
Cass County, Missouri

40' 0 40' 80'
SCALE IN FEET SCALE: 1" = 40'

○ = FOUND MONUMENT AS NOTED

● = SET 1/2" IRON BAR WITH 1" PLASTIC CAP STAMPED PLS 2616

Description:

BLOCK 24, IN THE ORIGINAL TOWN OF HARRISONVILLE, CASS COUNTY, MISSOURI, AS PREVIOUSLY PLATTED AND RECORDED IN PLAT BOOK 1 AT PAGE 22 IN THE OFFICE OF THE RECORDER OF DEEDS, CASS COUNTY, MISSOURI.

Reference Surveys

PLAT OF SURVEY
BY: TROY S. BOWERS, PLS 2616
DATED: 2/19/19
FOR: CITY OF HARRISONVILLE

Dedication:

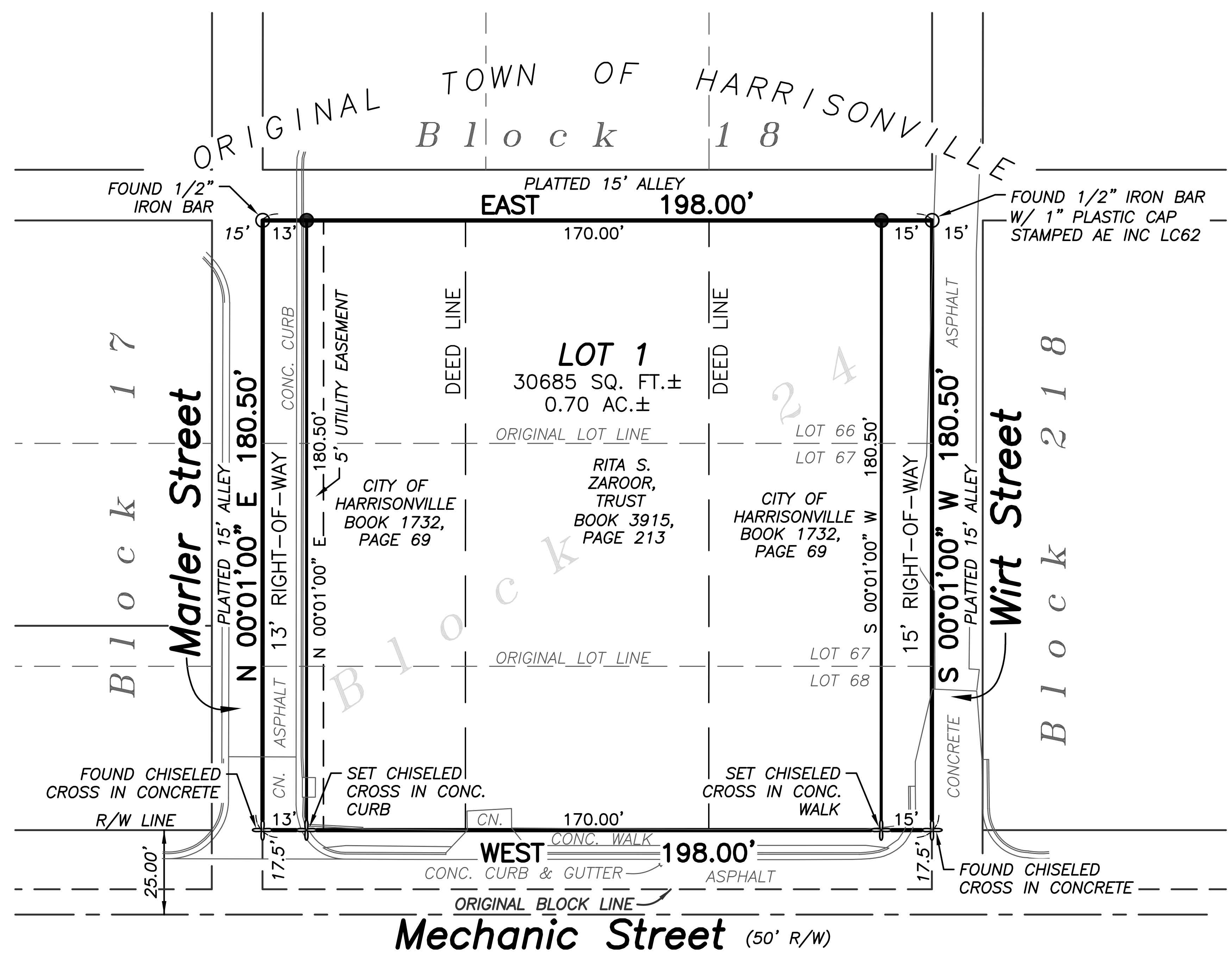
THE UNDERSIGNED PROPRIETORS OF THE REAL ESTATE DESCRIBED HEREIN HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THIS PLAT, WHICH SUBDIVISION AND PLAT SHALL HEREAFTER BE KNOWN AS "ZAROOR ADDITION". IT SHALL BE A SUFFICIENT DESCRIPTION OF EACH LOT PLATTED HEREON TO BE DESIGNATED BY THE NUMBER WHICH APPEARS ON SAID LOT FOLLOWED BY THE WORDS "ZAROOR ADDITION".

AN EASEMENT OR LICENSE IS HEREBY GRANTED TO THE CITY OF HARRISONVILLE, TO LOCATE, CONSTRUCT AND MAINTAIN OR TO AUTHORIZE THE LOCATION, CONSTRUCTION AND MAINTENANCE OF CONDUITS, WATER, GAS AND SEWER PIPES, POLES, WIRES AND ANCHORS AND ALL OR ANY OF THEM UPON THOSE AREAS IN THIS SUBDIVISION OUTLINED ON THIS PLAT AND DEDICATED BY THE WORDS "UTILITY EASEMENT" (U.E).

THE STREETS OR ROADS SHOWN ON THIS PLAT AND NOT ALREADY DEDICATED TO THE PUBLIC ARE HEREBY SO DEDICATED.

BUILDING LINES OR SETBACK LINES SHALL CONFORM TO ORDINANCES OF THE CITY OF HARRISONVILLE, MISSOURI.

THE USE OF ALL LOTS ON THIS PLAT SHALL BE SUBJECT TO ANY AND ALL RESTRICTIONS RECORDED IN THE OFFICE OF THE RECORDER OF DEEDS IN CASS COUNTY, MISSOURI.



Owner's Certificate:

AS OWNER I HEREBY CERTIFY THAT I HAVE CAUSED THE LAND DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED, DEDICATED AND ACCESS RIGHTS RESERVED AS REPRESENTED ON THIS PLAT.

IN WITNESS WHEREOF, THE UNDERSIGNED PROPRIETORS HAVE HEREUNTO SET THEIR HANDS THIS

________ DAY OF __________________________, 2020.

____

____

____

STATE OF ____________________ }
COUNTY OF ____________________ } SS

BE IT REMEMBERED THAT ON THIS ________ DAY OF ____________________________,2020.

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, CAME ________________

________________________________, TO ME, PERSONALLY KNOWN TO BE THE SAME PERSON WHO EXECUTED THE FOREGOING INSTRUMENT OF WRITING AND DULY ACKNOWLEDGED THE EXECUTION OF SAME. IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL THE DAY AND YEAR ABOVE WRITTEN.

(SEAL)

NOTARY PUBLIC ________________________________

MY COMMISSION EXPIRES: ____________________________

THIS PLAT OF "ZAROOR ADDITION" HAS BEEN SUBMITTED TO AND APPROVED BY THE HARRISONVILLE PLANNING AND ZONING COMMISSION THIS ________ DAY OF ________________________,2020.

____
PLANNING & ZONING COMMISSION CHAIRMAN

Owner's Certificate:

AS OWNER I HEREBY CERTIFY THAT I HAVE CAUSED THE LAND DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED, DEDICATED AND ACCESS RIGHTS RESERVED AS REPRESENTED ON THIS PLAT.

IN WITNESS WHEREOF, THE CITY OF HARRISONVILLE, MISSOURI, A MUNICIPAL CORPORATION, HAS CAUSED THIS PLAT TO BE SIGNED THIS ________ DAY OF ________________________, 2020.

SIGNED: ________________________________
MAYOR

ATTEST: ________________________________
CITY CLERK

STATE OF ____________________ }
COUNTY OF ____________________ } SS

BE IT REMEMBERED THAT ON THIS ________ DAY OF ____________________________,2020.

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, CAME ________________

________________________________, TO ME, PERSONALLY KNOWN TO BE THE SAME PERSON WHO EXECUTED THE FOREGOING INSTRUMENT OF WRITING AND DULY ACKNOWLEDGED THE EXECUTION OF SAME. IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL THE DAY AND YEAR ABOVE WRITTEN.

(SEAL)

NOTARY PUBLIC ________________________________

MY COMMISSION EXPIRES: ____________________________

THIS PLAT OF "ZAROOR ADDITION" INCLUDING EASEMENTS AND RIGHTS-OF-WAY ACCEPTED BY THE BOARD OF ALDERMAN HAS BEEN SUBMITTED TO AND APPROVED BY THE HARRISONVILLE BOARD OF ALDERMAN BY ORDINANCE NO. ________________, DULY PASSED AND APPROVED BY THE MAYOR OF HARRISONVILLE, MISSOURI, ON THE ________ DAY OF ________________, 2020.

(SEAL)

MAYOR: ________________________________

ATTEST: ________________________________
CITY CLERK

____
CITY ENGINEER

____
COMMUNITY DEVELOPMENT DIRECTOR

ENTERED ON TRANSFER RECORD THIS ________ DAY OF ________________________, 2020.
DEPUTY COUNTY RECORDER OF DEEDS

Notes:

WITH THIS SURVEY WE DO NOT GUARANTEE THAT OWNERSHIP IS TO THE SURVEY LINES DEPICTED HEREON. THIS SURVEY IS A GRAPHIC REPRESENTATION OF THE OPINION OF THE SURVEYOR AS TO THE LOCATION OF THE RECORD DESCRIPTION. NO OPINION AS TO THE VALIDITY OF TITLE IS GIVEN OR IMPLIED.

BEARINGS SHOWN ARE BASED ON AN ASSUMED BEARING OF EAST-WEST, ALONG THE NORTH LINE OF MECHANIC STREET, AS NOW LOCATED.

THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS OF AN URBAN CLASS SURVEY AS DEFINED BY THE MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS.

RECORD DEED AND ADJACENT PARCEL DEED INFORMATION WAS NOT PROVIDED BY THE CLIENT, THIS INFORMATION WAS OBTAINED BY THE SURVEYOR FROM THE CASS COUNTY GIS MAP.

THIS SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

NO ATTEMPT HAS BEEN MADE AS A PART OF THIS SURVEY TO OBTAIN OR SHOW DATA CONCERNING EXISTENCE, SIZE, DEPTH, CONDITION, CAPACITY, OR LOCATION OF ANY UTILITY OR MUNICIPAL/PUBLIC/PRIVATE SERVICE FACILITY. FOR INFORMATION REGARDING THESE UTILITIES OR FACILITIES, CONTACT THE APPROPRIATE AGENCIES.

THE SUBJECT PROPERTY IS NOT WITHIN THE LIMITS OF THE 100 YEAR FLOOD PLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NO. 29037C0188F, DATED JANUARY 2, 2013.

THE UNDERSIGNED REGISTERED LAND SURVEYOR HEREBY STATES THAT THE WITHIN PLAT OF ZAROOR ADDITION IS BASED ON AN ACTUAL SURVEY MADE BY HIM OR UNDER HIS DIRECT SUPERVISION AND THAT SAID SURVEY MEETS OR EXCEEDS THE CURRENT MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS AS ADOPTED BY THE BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS, AND THE MISSOURI DEPARTMENT OF AGRICULTURE LAND SURVEY PROGRAM. HE FURTHER STATES THAT HE HAS COMPLIED WITH ALL STATUTES, ORDINANCES AND REGULATIONS GOVERNING THE PRACTICE OF SURVEYING AND PLATTING OF SUBDIVISIONS TO THE BEST OF HIS PROFESSIONAL KNOWLEDGE AND BELIEF.

THE FIELD WORK WAS COMPLETED ON NOVEMBER 13, 2020.

FOR: CITY OF HARRISONVILLE 300 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: 302 E. MECHANIC, HARRISONVILLE, MO 64701

SECTION	TOWNSHIP	RANGE	COUNTY	STATE	DATE	JOB NO.
4	44	31	CASS	MISSOURI	11/13/20	21657–20

DRAWING NO. 21657FP.DWG DRAWN BY: TSB CHECKED BY: TSB

BOWERS LAND SURVEY CO. LLC, LAND SURVEYING, MISSOURI STATE CERTIFICATE OF AUTHORITY NO. LS-2020010824

STATE OF MISSOURI
TROY S. BOWERS
LS-2616
REGISTERED LAND SURVEYOR
11/13/20

TROY S. BOWERS Digitally signed by TROY S. BOWERS Date: 2020.11.13 16:11:32 -06'00'

TROY S. BOWERS
PROFESSIONAL LAND SURVEYOR
MO LS 2616

Attachment: Final Plat (Final Plat - Zaroor Addition 300-304 E. Mechanic St.)

City of Harrisonville est. 1836

DRAFT

MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
NOVEMBER 19, 2020
6:00 PM

I. Call to Order

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

Attendee Name	Organization	Title	Status	Arrived
Chris Chiodini	Harrisonville	Chair	Present	
Scott Milner	Harrisonville	Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	
Judy Reece	Harrisonville	Board Liaison	Present	
Virgil Butler	Harrisonville	Member	Present	
Dorothy Young	Harrisonville	Member	Present	
Cheryl Bush	Harrisonville	Member	Present	
Barrett Welton	Harrisonville	Member	Present	
Wilbert Crawford	Harrisonville	Member	Present	
Brian Pulliam	Harrisonville	Member	Present	

Also, in attendance: Patrick Joyce with Anderson Engineering on behalf of applicant Housing Plus, applicant Deborah Hart on behalf of applicant Housing Plus, LLC, City Planner Roger Kroh, and Recording Secretary Cyndora Gauthreaux.

II. Minutes Approval

1. Planning & Zoning Commission - Regular Meeting - Jun 18, 2020 6:00 PM

With no additions or corrections, the minutes from June 18, 2020 meeting were unanimously accepted.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Dorothy Young, Member
SECONDER:	Virgil Butler, Member
AYES:	Chiodini, Milner, Bowman, Butler, Young, Bush, Welton, Crawford, Pulliam

III. Public Hearing

1. Public Hearing -- Harrisonville Villas Phase II

The Chairman opened the public hearing at 6:18 PM. There were no comments. The public hearing was closed at 6:23 PM

RESULT:	**PRESENTED**

IV. Action Items

1. Harrisonville Villas Phase II Rezoning from R-1 to R-3

Roger Kroh presented an application from Patrick Joyce with Anderson Engineering and Housing Plus, LLC to re-zone 8.97 acres for the second phase of the Harrisonville Villas affordable senior housing project at the corner of Jefferson Parkway and Timber Drive. The 8.97 acres is just north of the first phase of Harrisonville Villas and part of a 132 acre tract that has been zoned R-1 for more than 50 years. The request is to rezone the property to R-3 Cluster or Garden-type Residential, the same zoning of the first phase. The developer has said that if it is successful in obtaining Affordable Housing Tax Credits from the Missouri Housing Development Commission this year, they intend to begin construction in 2021 and also complete the Timber Drive extension to the west property line of Harrisonville Villas as a part of Phase II. However, if they do not receive affordable housing tax credits for 2021 and the project is not completed at that time, Debbie Hart, the developer, confirmed that they have posted a letter of credit with the City and agreed to complete the Timber Drive extension no later than August 31, 2022.

Roger said that staff recommends approval for the reasons that are listed in the staff report.

Debbie Hart said that they are proposing to do Phase II because there is a large demand for senior housing in Harrisonville. They currently have a waiting list with about 240 names. Patrick Joyce with Anderson Engineering, LLC, the engineer for the project, briefed the commission on Phase II. He described the street configuration and said that the villas are to be the same size and design as in Phase I.

Commissioner William Crawford said the only complaint that he had heard about Harrisonville Villas is that it is hard for senior drivers to pull out onto Jefferson Parkway from Timber Drive due to traffic coming from the north. Roger Kroh said that staff will have the developers have a traffic engineer look at the sight distance when the project moves to the next stage.

Commissioner Virgil Butler said that all he has ever heard from residents at the Villas is that they are happy to have a two bedroom villa with a garage at an affordable price.

Commissioner Bush made a motion to approve the request from Harrisonville Phase II to re-zone from R-1 to R3 and was seconded by Commissioner Butler. The motion was unanimously approved.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Cheryl Bush, Member
SECONDER:	Virgil Butler, Member
AYES:	Chiodini, Milner, Bowman, Butler, Young, Bush, Welton, Crawford, Pulliam

2. Final Plat - Zaroor Addition 300-304 E. Mechanic St.

Roger Kroh presented an application from both the City of Harrisonville and the Rhita S. Zaroor Trust for approval of a final plat of the Zaroor Addition in the 300 block of Mechanic Street. The Zaroor family home is in the middle of the block and on both sides are lots owned by the City. The City is selling a portion of both lots to the Zaroor Trust.

The family wishes to increase the size of their existing lot.   The City is retaining 13-ft. of its west lot as right of way for existing Marler Lane and 15-ft. of the east lot should Wirt Lane ever be widened.

There were no questions.

Commissioner Young made a motion to approve the Zaroor Addition Final Plat and was seconded by Commissioner Butler. The motion was unanimously approved.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dorothy Young, Member
SECONDER:	Virgil Butler, Member
AYES:	Chiodini, Milner, Bowman, Butler, Young, Bush, Welton, Crawford, Pulliam

V. Adjournment

With no further discussion or items to come before the Board, Commissioner Butler made a motion to adjourn the meeting at 6:33 PM and was seconded by Commissioner Young. The motion was unanimously approved.

____

Chris Chiodini,
Chairperson of the Planning & Zoning Commission

ATTEST:

____

Cyndora Gauthreaux, Secretary

City of Harrisonville est. 1836

STAFF REPORT

TO: Board of Aldermen

FROM: Roger Kroh, Planner

DATE: November 27, 2020

SUBJECT: Harrisonville Villas Phase II Rezoning R-1 to R-3

Type of Item: *Public Hearing*

PUBLIC HEARING

Applicant:	**Patrick Joyce, P.E., Anderson Engineering, Inc.**
Developer:	**Becky Selle, CPA, Housing Plus, LLC** **Harrisonville Villas**
Requested Action:	**Public Hearing to Rezone 8.97 Acres at NW Corner of Jefferson Parkway and Timber Dr. from R-1 Single Family Residential to R-3 Cluster or Garden-type Residential Zoning**
Date:	**December 7, 2020**
Location:	**NW Corner of Jefferson Parkway and Timber Drive**
Property Owner:	**James D Welborn Trust, etal.**

This is a public hearing to receive public testimony on an application from Patrick Joyce, PE, with Anderson Engineering, Inc., on behalf of Housing Plus, LLC, and Harrisonville Villas senior housing to rezone 8.97 acres from (R-1) Single Family Residential Zoning to (R-3) Cluster or Garden Type Residential District Zoning at the northwest corner of Jefferson Parkway and Timber Drive. The developer intends to construct Phase II of the Harrisonville Villas, a 12-building 48 unit senior housing project.

See next agenda item for staff report

I. Action Item (ID # 3714)

Public Hearing to Rezone 8.97 Acres at NW Corner of Jefferson Parkway and Timber Dr. from R-1 Single Family Residential Zoning to R-3 Cluster or Garden-type Residential Zoning

City of Harrisonville est. 1836

STAFF REPORT

TO: Board of Aldermen

FROM: Roger Kroh, Planner

DATE: November 27, 2020

SUBJECT: Harrisonville Villas Phase II Rezoning from R-1 to R-3 Ordinance

Type of Item: *Approval*

GENERAL INFORMATION

Applicant: **Patrick Joyce, P.E., Anderson Engineering, Inc.**

Developer: **Becky Selle, CPA, Housing Plus, LLC**
Harrisonville Villas

Action: **Approve Rezoning of 8.97 Acres from the (R-1) Single Family Residential District to the (R-3) Cluster or Garden-type Residential District**

Date: **December 7, 2020**

8.97 Acres at the NW Corner of Jefferson Parkway and Timber Drive

Property Owner: **James D Welborn Trust, etal.**

GENERAL

ation comes to the Board of Aldermen with a unanimous recommendation of approval from the Planning and Zoning Commission to rezone 8.97 acres at the northwest corner of Jefferson Parkway and Timber Drive (north of the Community Center) from (R-1) Single Family

District to the (R-3) Cluster or Garden-type Residential District. Housing Plus, Inc, the developers of Harrisonville Villas senior housing, wish to construct the second phase of the project. It will consist of 48 units in 12 four-plex buildings. The 2-bedroom units are the same size and configuration as in Phase I.

per has made application to the Missouri Housing Development Commission for Affordable Housing Tax Credits for this project as was done with Phase I. Each year the process is very competitive. If the developer is successful in obtaining tax credits, they intend to begin construction in 2021 and complete Timber Drive as a part of Phase II. If they are not awarded the tax credits in this round, they have posted a letter of credit with the City and agreed to complete the Timber Drive extension independent of Phase II no later than August 31, 2022.

During deliberations at the Planning and Zoning Commission Meeting, a commissioner stated that the one complaint he has heard about Phase I is the limited sight distance of traffic coming from Waters Street on Jefferson Parkway for drivers pulling onto Jefferson Parkway from Timber Drive. Staff said that if the project moves forward they will have the developer have a traffice engineer look at the sight distance.

There may be concern on the part of the Board about approving Phase II with the issues that occurred in Phase I such as Timber Drive not being completed. Recently, the City and developer agreed that the developer will complete Timber Drive by August 22, 2022. The developer has also posted a letter of credit. In terms of issues in Phase I, city staff intend to work closely with the project engineer, architect and constractor during plan review and construction to ensure that Phase II goes more smoothly than Phase I.

Vicinity Map

Preliminary Master Site Plan

ZONING ORDINANCE REVIEW

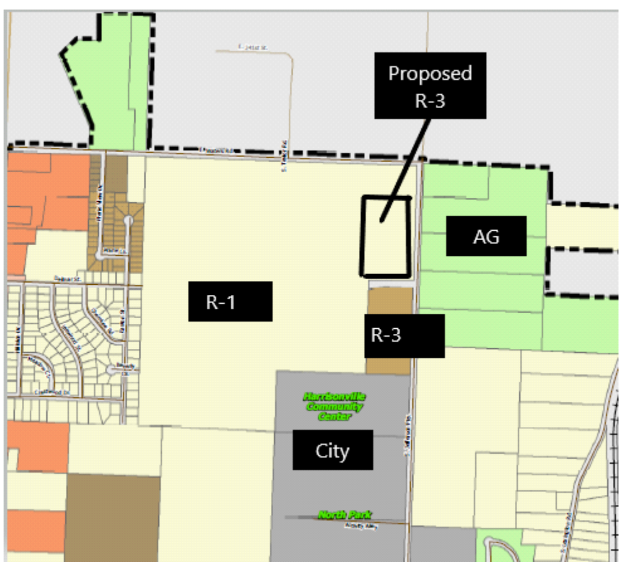
1. The character of the surrounding neighborhood, including the existing uses and zoning classification of properties near the subject property.

The proposed R-3 zoning is consistent with the zoning of Phase I. The land zoned Ag on the east of the Harrisonville Villas in master planned low-density residential in the Future Land Use Map of the City.

<u>Existing Zoning</u>

North:	R-1 Single-family Residential District
East:	AG Agriculture
South	R-3 Cluster or Garden Type Residential
West	R-1 Single-family Residential District

<u>Zoning</u>



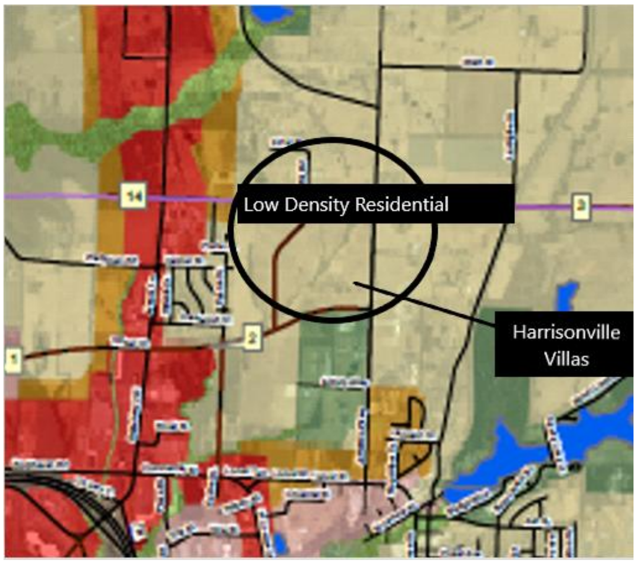
2. The physical character of the area in which the property is located.

The gently rolling terrain is suitable for the proposed development.

3. Consistency with the goals and objectives of the Comprehensive Plan and other plans, codes and ordinances of the city.

The proposed 48 units on 8.97 acres calculates to a density of 5.35 units per acre. This is consistent with the low density residential designation on the Future Land Use Map.

Future Land Use Map



4. Suitability of the subject property for the uses permitted under the existing and proposed zoning districts.

Given that the second phase of Harrisonville Villas is consistent with the already existing first phase, the subject property is suitable for the uses permitted under R-3.

5. The trend of development near the property, including changes that have taken place in the area since the subject property was placed in its current zoning districts.

The 8.97 acres is part of a 132 acre tract that has been zoned R-1 for approximately 50 years. The only nearby development that has occurred in that time is construction of Harrisonville Villas Phase I in 2017 and Harrisonville Community Center. The proposed project is consistent with both of those existing uses and will be consistent with subsequent low-density residential development.

6. The extent to which the zoning amendment may detrimentally affect nearby property.

The proposed R-3 zoning is consistent with the R-3 zoning in Phase I and will be compatible with future low-density residential development.

7. Whether public facilities and services will be adequate to serve development allowed by the requested zoning map amendment.

Subject to details being worked out during review of the civil plans, the existing public facilities are adequate in the area. As Harrisonville Villas Phase II moves forward in obtaining development approvals, the developer shall have a traffic engineer look at whether there is adequate sight distance of traffic on Jefferson Parkway coming from Waters Street for drivers entering Jefferson Parkway at Timber Drive.

8. The suitability of the property for the uses to which it has been restricted under the existing zoning regulations.

We see the property as suitable for the proposed project.

9. The length of time (if any) the property has remained vacant as zoned.

The 8.97 acres is part of a 132 acre tract that has been zoned R-1 for approximately 50 years.

10. Whether the proposed zoning map amendment is in the public interest and is not solely in the interest of the applicant.

We see the second phase of Harrisonville Villas as being very much in the public interest. When seniors decide to downsize, it allows them to stay in the community where they have lived most of their adult lives. It also frees up houses in the price ranges that young families can afford which keeps established neighborhoods strong and viable.

11. The gain, if any, to the public health, safety, and welfare due to the denial of the application, as compared to the hardship imposed upon the landowner, if any, because of denial of the application.

We see no gain to the public health, safety, and welfare by denying this application for rezoning.

RECOMMENDATION

Staff recommendation: Approval

P&Z Commission recommendation: Approval

OTHER INFORMATION

Ordinance and Exhibit I

P&Z Minutes

STAFF CONTACT: Roger Kroh, Community Development Planner

J. Action Item (ID # 3715)

AN ORDINANCE OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, APPROVING AN APPLICATION TO REZONE 8.97 ACRES FROM THE R-1 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT TO THE R-3 CLUSTER OR GARDEN-TYPE RESIDENTIAL ZONING DISTRICT FOR HARRISONVILLE VILLAS PHASE II SENIOR HOUSING AT THE NORTHWEST CORNER OF JEFFERSON PARKWAY AND TIMBER DRIVE AND ESTABLISHING AN EFFECTIVE DATE THEREOF.

Attachments:

Ordinance (DOCX)

Exhibit I (DOCX)

P Z Meeting Minutes for November 19 2020 (DOC)

AN ORDINANCE OF THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI, APPROVING AN APPLICATION TO REZONE 8.97 ACRES FROM THE R-1 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT TO THE R-3 CLUSTER OR GARDEN-TYPE RESIDENTIAL ZONING DISTRICT FOR HARRISONVILLE VILLAS PHASE II SENIOR HOUSING AT THE NORTHWEST CORNER OF JEFFERSON PARKWAY AND TIMBER DRIVE AND ESTABLISHING AN EFFECTIVE DATE THEREOF.

WHEREAS, the City of Harrisonville, Missouri (the "City") has received an application from Patrick Joyce, P.E., Anderson Engineering Inc., on behalf of Housing Plus, LLC and Harrisonville Villas senior housing to rezone 8.97 acres from the R-1 Single Family Residential Zoning District to the R-3 Cluster or Garden-type Residential Zoning District at the northwest corner of Jefferson Parkway and Timber Drive in the City of Harrisonville, Cass County, Missouri;

WHEREAS, on November 19, 2020, the Planning and Zoning Commission did conduct a public hearing, and after evaluating the application for rezoning, did recommend with a vote of 9 ayes and 0 nays that the Board of Aldermen approve the rezoning;

WHEREAS, on December 2, 2020 the Board of Aldermen did conduct a public hearing and did consider the staff report, input from the public, and the recommendation of the Planning and Zoning Commission.

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

Section 1. The application for rezoning 8.97 acres from the R-1 Single Family Residential Zoning District to the R-3 Cluster or Garden-type Residential Zoning District at the northwest corner of Jefferson Parkway and Timber Drive is hereby approved based upon the findings in the staff report and meeting minutes of the Planning and Zoning Commission Meeting and Board of Aldermen Meeting at which this application was considered.

Section 2: The rezoning comprises the following real estate in the City of Harrisonville, Cass County, Missouri, described as follows:

Legal Description

ALL THAT PART OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 45 NORTH, RANGE 31 WEST, ALL IN THE CITY OF HARRISONVILLE, CASS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE ALONG THE EAST LINE OF SAID NORTHEAST QUARTER ON AN ASSUMED BEARING OF SOUTH 02°01’23” WEST, A DISTANCE OF 344.99 FEET TO THE **POINT OF BEGINNING**; THENCE NORTH 87°21’30” WEST, A DISTANCE OF 484.00 FEET; THENCE SOUTH 02°01’23” WEST, PARALLEL WITH THE EAST LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 807.05 FEET TO THE

NORTHWEST CORNER OF LOT 1 OF HARRISONVILLE VILLAS, AS RECORDED IN PLAT MAP 4028 AT PAGE 34; THENCE SOUTH 87°21’30” EAST, ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 484.00 FEET TO A POINT ON THE EAST LINE OF SAID NORTHEAST QUARTER; THENCE NORTH 02°01’23” EAST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 807.05 FEET TO THE **POINT OF BEGINNING**. CONTAINING 8.97 ACRES, MORE OR LESS

Section 3. 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 4. Governing Law. This ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 5. Effective Date. This 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:

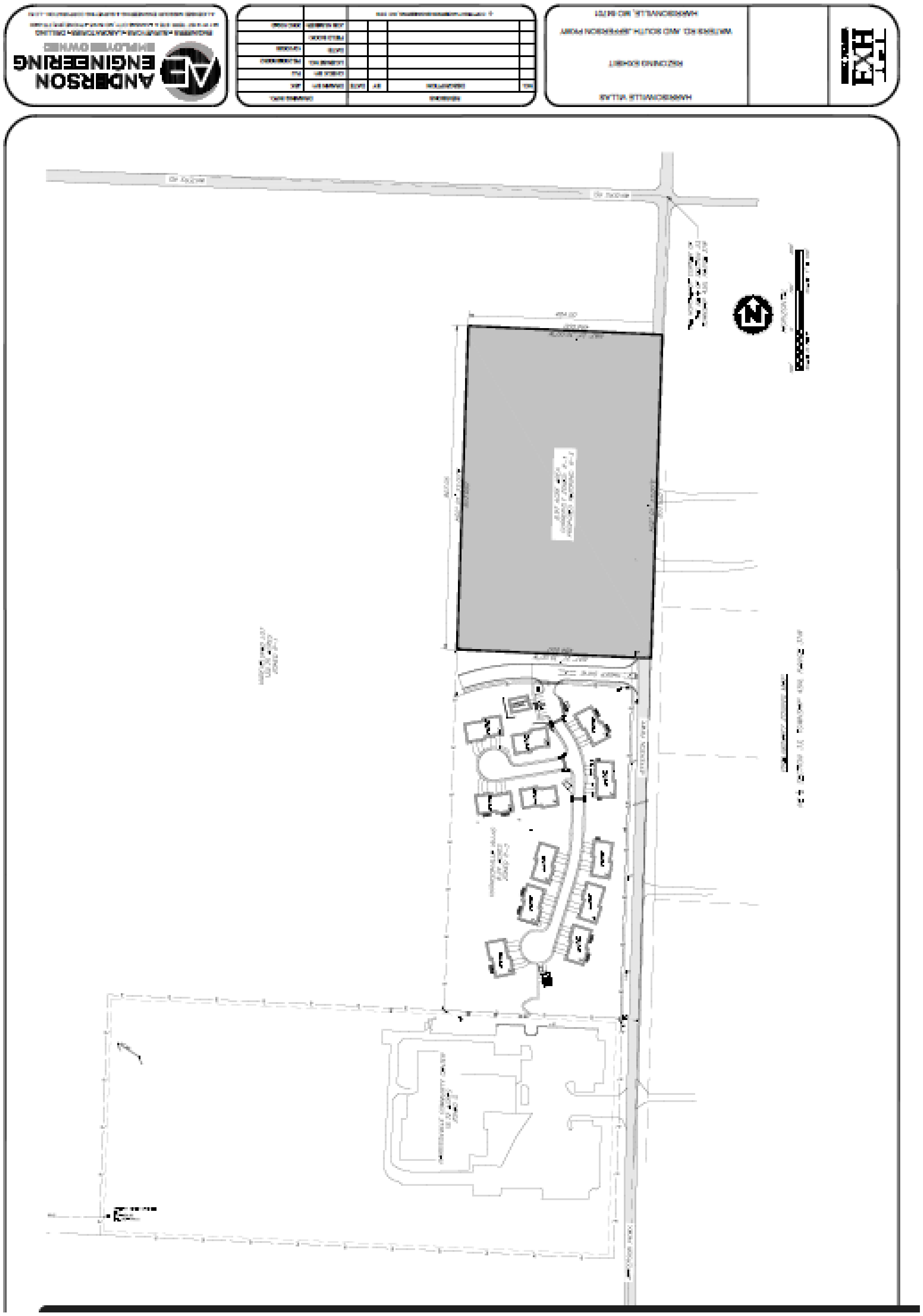
READ FOR THE FIRST TIME BY TITLE ONLY ON THE 2ND DAY OF DECEMBER 2020 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 2ND DAY OF DECEMBER 2020 AND PASSED BY THE BOARD OF ALDERMEN THIS 2ND DAY OF DECEMBER 2020.

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

ATTEST:

____
Daniel Barnett, City Clerk
WITNESS my hand and seal this 2nd day of December 2020

Exhibit I: Map of Harrisonville Villas Phase II, 8.97 acres



DRAFT

MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
NOVEMBER 19, 2020
6:00 PM

I. Call to Order

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

Attendee Name	Organization	Title	Status	Arrived
Chris Chiodini	Harrisonville	Chair	Present	
Scott Milner	Harrisonville	Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	
Judy Reece	Harrisonville	Board Liaison	Present	
Virgil Butler	Harrisonville	Member	Present	
Dorothy Young	Harrisonville	Member	Present	
Cheryl Bush	Harrisonville	Member	Present	
Barrett Welton	Harrisonville	Member	Present	
Wilbert Crawford	Harrisonville	Member	Present	
Brian Pulliam	Harrisonville	Member	Present	

Also, in attendance: Patrick Joyce with Anderson Engineering on behalf of applicant Housing Plus, applicant Deborah Hart on behalf of applicant Housing Plus, LLC, City Planner Roger Kroh, and Recording Secretary Cyndora Gauthreaux.

II. Minutes Approval

1. Planning & Zoning Commission - Regular Meeting - Jun 18, 2020 6:00 PM

With no additions or corrections, the minutes from June 18, 2020 meeting were unanimously accepted.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Dorothy Young, Member
SECONDER:	Virgil Butler, Member
AYES:	Chiodini, Milner, Bowman, Butler, Young, Bush, Welton, Crawford, Pulliam

III. Public Hearing

Publish

1. Public Hearing -- Harrisonville Villas Phase II

The Chairman opened the public hearing at 6:18 PM. There were no comments. The public hearing was closed at 6:23 PM

RESULT:	**PRESENTED**

IV. Action Items

1. Harrisonville Villas Phase II Rezoning from R-1 to R-3

Roger Kroh presented an application from Patrick Joyce with Anderson Engineering and Housing Plus, LLC to re-zone 8.97 acres for the second phase of the Harrisonville Villas affordable senior housing project at the corner of Jefferson Parkway and Timber Drive. The 8.97 acres is just north of the first phase of Harrisonville Villas and part of a 132 acre tract that has been zoned R-1 for more than 50 years. The request is to rezone the property to R-3 Cluster or Garden-type Residential, the same zoning of the first phase. The developer has said that if it is successful in obtaining Affordable Housing Tax Credits from the Missouri Housing Development Commission this year, they intend to begin construction in 2021 and also complete the Timber Drive extension to the west property line of Harrisonville Villas as a part of Phase II. However, if they do not receive affordable housing tax credits for 2021 and the project is not completed at that time, Debbie Hart, the developer, confirmed that they have posted a letter of credit with the City and agreed to complete the Timber Drive extension no later than August 31, 2022.

Roger said that staff recommends approval for the reasons that are listed in the staff report.

Debbie Hart said that they are proposing to do Phase II because there is a large demand for senior housing in Harrisonville. They currently have a waiting list with about 240 names. Patrick Joyce with Anderson Engineering, LLC, the engineer for the project, briefed the commission on Phase II. He described the street configuration and said that the villas are to be the same size and design as in Phase I.

Commissioner William Crawford said the only complaint that he had heard about Harrisonville Villas is that it is hard for senior drivers to pull out onto Jefferson Parkway from Timber Drive due to traffic coming from the north. Roger Kroh said that staff will have the developers have a traffic engineer look at the sight distance when the project moves to the next stage.

Commissioner Virgil Butler said that all he has ever heard from residents at the Villas is that they are happy to have a two bedroom villa with a garage at an affordable price.

Commissioner Bush made a motion to approve the request from Harrisonville Phase II to re-zone from R-1 to R3 and was seconded by Commissioner Butler. The motion was unanimously approved.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Cheryl Bush, Member
SECONDER:	Virgil Butler, Member
AYES:	Chiodini, Milner, Bowman, Butler, Young, Bush, Welton, Crawford, Pulliam

2. Final Plat - Zaroor Addition 300-304 E. Mechanic St.

Roger Kroh presented an application from both the City of Harrisonville and the Rhita S. Zaroor Trust for approval of a final plat of the Zaroor Addition in the 300 block of Mechanic Street. The Zaroor family home is in the middle of the block and on both sides are lots owned by the City. The City is selling a portion of both lots to the Zaroor Trust.

The family wishes to increase the size of their existing lot. The City is retaining 13-ft. of its west lot as right of way for existing Marler Lane and 15-ft. of the east lot should Wirt Lane ever be widened.

There were no questions.

Commissioner Young made a motion to approve the Zaroor Addition Final Plat and was seconded by Commissioner Butler. The motion was unanimously approved.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dorothy Young, Member
SECONDER:	Virgil Butler, Member
AYES:	Chiodini, Milner, Bowman, Butler, Young, Bush, Welton, Crawford, Pulliam

V. Adjournment

With no further discussion or items to come before the Board, Commissioner Butler made a motion to adjourn the meeting at 6:33 PM and was seconded by Commissioner Young. The motion was unanimously approved.

Chris Chiodini,
Chairperson of the Planning & Zoning Commission

ATTEST:

Cyndora Gauthreaux, Secretary

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Daniel Barnett,**

DATE: **November 8, 2020**

SUBJECT: **2020 Budget Ordinance**

Type of Item: *Approval*

TO: Mayor and Board of Aldermen

FROM: Kim Hubbard, Finance Manager

DATE: December 7, 2020

SUBJECT: 2021 Budget

The following are the changes that were made to the 2021 proposed budget which came from the Board work session, which was held on Monday, November 30, 2020.

- Eliminating the purchase of an additional Code's truck
- Postponing the hiring of a second Facilities position until the third quarter
- Electric Department to wait until the second fiscal quarter to begin the Map Entire Electric System & Pole Inventory project.
- Electric Department to wait until the third fiscal quarter to begin the Overhead Lines Conversion to Underground project.
- Update the budget numbers to reflect the LAGER new percentages which will have an impact of $50,782 to the 2021 budget. The increase will be offset by the decreases that have been made.

K. Action Item (ID # 3697)

AN ORDINANCE OF THE HARRISONVILLE BOARD OF ALDERMEN ADOPTING AN OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021.

History:

11/16/20 Board of Aldermen TABLED Next: 12/07/20

CPA Ben Hart presented the 2021 Operating Budget to the Board.

Hart said the budget for 2021 would see a 3-percent increase as compared to 2020.

Hart spoke to the challenges and new opportunities that the COVID-19 pandemic has presented.

Hart spoke to a few highlights of the budget, including capital improvement projects, staffing additions, equipment purchases and some notable items within specific funds. Hart mentioned that the sustainability of the EMS fund will be a focus for 2021.

Hart said Harrisonville saw a similar sales tax impact as surrounding areas during the pandemic and said that the area has not struggled as much as some other environments - such as the entertainment industry. Hart said his advice to the Finance Department would be to be very cautious and to weigh any increases against the health of the fund it pertains to.

Hart said he would like to come back and look deeper at 2020 to see how that would affect projections for 2021. Hart said he hopes to do so in February.

Hart said he appreciated the patience of Department Heads during the process. Hart thanked Director of Administrative Services Smith and Finance Manager Hubbard for their patience and willingness to learn during this process.

Alderman Davidson said his concern is what cannot be seen in 2021. Davidson said he is concerned by the $1.2 million in expenses. Davidson said he believes we need to consider going through the budget a little more and seeing what can be cut and seeing if the expenses can be lowered and the deficit closed. Davidson proposed having a special meeting to further inspect the budget and said he would suggest the Board not complete a vote but instead have another work session to have further discussion about the budget.

Mayor Bowman stated that she appreciated Mr. Hart's comments about wanting to proceed with caution, as they are uncertain times. Bowman reminded the Board that an item's inclusion in the budget does not provide carte blanche for spending the funds and that items can be removed, depending on the financial climate at that time.

City Administrator Ratliff stated that if the Board would move forward with the budget, his philosophy would be to wait and see what the conditions are before spending for a project or staffing need. Ratliff said there will certainly be some items that are of greater need and provided multiple examples of potential cost-saving scenarios in various funds. Ratliff said he feels these decisions and discussions will be the topic of several future meetings. Ratliff reminded the Board that any spending will be dependent upon revenues throughout 2021, and said that amendments to the budget might be necessary in 2021.

Hart clarified that the bulk of the revenue that is under expenses is within the EMS fund and explained scenarios in which the City could utilize various methods to reduce some of that amount. Hart said the General Fund is one of the larger operating funds that has to be balanced, to a certain degree. Hart said the City currently has 60-percent fund balance left in that fund, which he feels is a fantastic level to be at.

Davidson stated that he feels that there is no demand to approve the budget during this meeting and that he would like to look closer at the budget before the next meeting.

Alderman Milner said she agrees with Davidson. Milner said she would like to do a work session with Department Heads to walk through specifics within the budget. Milner said she appreciates hearing from the Department Heads about what their specific spending would go toward.

Alderman Dickerson said he did not have a copy of the budget to examine and that he would like to wait and have a work session before the next meeting to further examine the specifics of the budget.

Mayor Bowman advised Dickerson that her understanding was that since he does not have Wi-Fi, staff had downloaded documents to his computer for him. Dickerson acknowledged that he did indeed have a copy of the budget but did not know how to access it from his computer. Bowman said staff would see to it that he has access to a copy.

Ratliff asked City Attorney Felzien if the first reading could be approved during the current meeting with the second reading coming at the first meeting in December.

Felzien said yes.

A motion was made to accept the first reading of the Ordinance to approve the 2021 Operating Budget, with the second reading to come during the December 7, meeting.

Attachments:

Annual Budget 2020-Second Reading (DOCX)

Budget 2021 Final (PDF)

Pay Structure Changes 2021 (DOCX)

Updated Pay Structure-2021 (XLSX)

Council Bill No.

Ordinance No.

AN ORDINANCE OF THE HARRISONVILLE BOARD OF ALDERMEN ADOPTING AN OPERATING BUDGET FOR THE CITY OF HARRISONVILLE, MISSOURI, FOR THE FISCAL YEAR JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

WHEREAS, the Board of Aldermen of the City of Harrisonville, Missouri ("Board") shall pass a budget for the Fiscal Year of 2021 (January 1, 2021 to December 31, 2021);

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

WHEREAS, the Board conducted public meetings on October 5, 2020, October 19, 2020 and November 2, 2020 determined the budget amounts to be appropriated for Fiscal Year 2021;

WHEREAS, on Monday, August 17, 2020, the Board voted to accept, via resolution, the results of the 2020 Water/Sewer Rate Study from Burns and McDonnell, setting the 2021 Water Rate at $14.24 for the first 1,000 gallons of usage and $8.93 for each additional 1,000 gallons used and the 2021 Sewer Rate at $17.17 for the first 1,000 gallons of usage and $9.62 for each additional 1,000 gallons used;

WHEREAS, on Monday, December 2, 2019, the Board voted to approve, via ordinance, to establish new rates for municipal electric services, setting the 2021 municipal electric service rate at $5.25 per month for the residential monthly base service charge, $5.25 per month for the total electric residential service charge, $10.50 per month for the commercial service rate and $31.50 per month for the combined light and power service rate; with all portions being "monthly base service charge" 'kWh/volume' and 'Demand KW' being increased by 2-percent on January 1, 2021;

WHEREAS, on Monday, October 19, 2020, the Board voted to authorize, via ordinance, the refunding and improvement Certificates of Participation Series 2020, including specified projects, costs and funding, and authorize certain documents in connection with the delivery of the certificates;

WHEREAS, on Monday, November 2, 2020, the Board voted to declare, via resolution, the Official Intent of the City of Harrisonville to finance the costs of repairs and improvements to the Harrisonville Community Center and repairs and improvements to certain Park locations in the City;

WHEREAS, the Board of Aldermen after careful and due deliberation find that the presented budget is in the best interest of the City of Harrisonville and that the Board shall adopt said budget to begin January 1, 2021.

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

Section 1: That the annual operating budget for the City of Harrisonville, Missouri, for the fiscal year beginning January 1, 2021, and ending on December 31, 2021, a copy of which is appended hereto and made a part hereof, is hereby adopted. Maximum amounts to be expended by fund are as follows:

FUND	BUDGETED REVENUE	BUDGETED EXPENDITURES
GENERAL	$ 9,742,402	$ 9,742,402
PARK	1,681,092	1,681,092
COMMUNITY CENTER	3,733,445	3,733,445
EMERGENCY SERVICES	4,375,396	4,375,396
DEBT SERVICE	855,350	855,350
REFUSE	606,805	606,805
ELECTRIC	12,493,088	12,493,088
CWSS	17,041,089	17,041,089
AQUATIC CENTER	163,700	163,700
	50,692,367	50,692,367

Section 2: That the City Administrator is hereby authorized to amend the line items of the budget as needed, but in no event shall more funds be expended for any particular fund than that authorized by this budget without prior approval of the Board of Aldermen. The City Administrator will follow the Purchasing Policy in Section 130.020.

Section 3: That in accordance with the budget meeting November 30, 2020, the original presented budget shall reflect these changes: Eliminating the purchase of an additional Code's Truck, postponing the hiring of a second Facilities position until the third fiscal quarter, postponing the Electric Department's Map Entier Electric System & Pole Inventory project until the second fiscal quarter, postponing the Electric Department's Overhead Lines Conversion to Underground project until the third fiscal quarter, and updating the budget numbers to reflect the LAGER percentages reported on November 30, 2020 to the City.

Section 4: That this ordinance shall become effective January 1, 2021 upon its passage and approval.

READ FOR THE FIRST TIME BY TITLE ONLY ON THE 16TH DAY OF NOVEMBER 2020 AND WAS READ FOR A SECOND TIME BY TITLE ONLY ON THE 7TH DAY OF DECEMBER 2020 AND PASSED BY THE BOARD OF ALDERMEN THIS 7TH DAY OF DECEMBER 2020.

VOTE TAKEN AS FOLLOWS:

AYES:
NAYS:
ABSENT:
ABSTAIN:

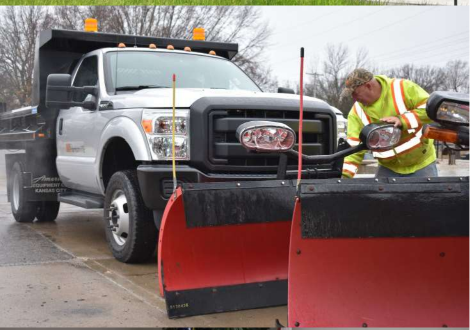
____
Judy Bowman, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

____
Daniel Barnett, City Clerk
WITNESS my hand and seal this 7th day of December, 2020.

CITY OF HARRISONVILLE

MISSOURI



ANNUAL OPERATING BUDGET

FY 2021

City of Harrisonville est. 1836

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Attachment: Budget 2021 Final (2020 Budget Ordinance)

City of Harrisonville est. 1836

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

The Honorable Mayor, Members of the Board of Aldermen and the Citizens of the City of Harrisonville, Missouri.

RE: 2021 Fiscal Year Budget Message

The City of Harrisonville continues to experience a healthy budget growth with the 2021 budget. The annual budget for Fiscal Year 2021, as proposed, represents the administrative and financial plan for the City of Harrisonville. This budget is the product of a comprehensive team effort of the municipal organization.

Despite the Coronavirus' economic impacts to our residents, this fiscal year the City continues to look beyond a year to year plan and implemented a planned strategy for the next 5 years of infrastructure needs. The enclosed City of Harrisonville budget document and supporting information constitutes the City's recommended improvements on many fronts for Fiscal Year 2021 starting January 1, 2021. We continue efforts to improve infrastructure in the City, projecting needs 5 years out. This budget will be formally adopted by the Board of Alderman on November 16, 2020 and will establish the fiscal plan for the City's fiscal year ending December 31, 2021. The budget addresses many of the policies and goals the Board of Alderman discussed in budget work sessions, previous work sessions and Board of Alderman meetings over this past fiscal year.

Critical Issues for the Board of Alderman include:

1. Expanding Maintenance of the City's Existing Infrastructure and Equipment
2. Improving New Home Residential Building
3. Address and Plan Improvements for Storm Water Issues
4. Marketing the City to Position for Economic Opportunity.
5. Employee Retention and Quality Employee Recruiting.

Budget preparation began in August of 2020 by Administrative staff with a conclusion in November. The City Administrative and Financial staff met regularly during the year to review the ongoing 2020 expenditures compared to budget, progress toward achieving set revenue targets and accomplishments of the City's financial goals.

Budget preparation instructions were given to Departments Heads in August at the start of the budget planning process and they were provided guidelines consistent with adopted Financial Policies. Budget expenditure requests for 2021 were to include critical improvements or needs within the departments.

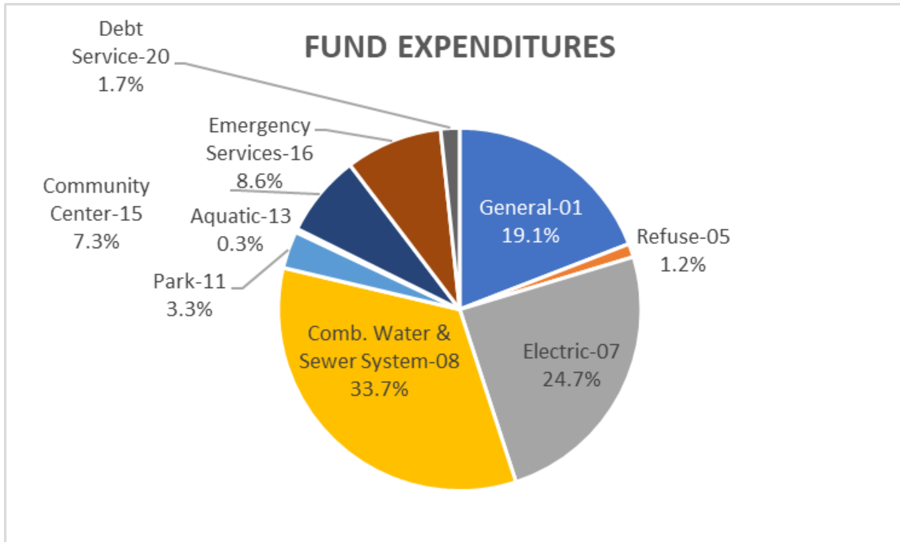
A narrative of activities, services or functions carried out by the City's Departments was requested in the budget preparation instructions. Budgets needed to be consistent with the overall community goals/initiatives set by the Mayor and Board of Alderman. The purpose of the linkage was to confirm departments and Alderman were on the same page to complete desired objectives. Departments were asked to provide objectives or goals for specific units and programs; objectives and measures needed to be linked and outcome related. In October staff presented the recommended budget and capital improvement plan to the Board of Alderman with a follow up workshops in the remaining meetings in October and November.

The Financial Summaries section of the Fiscal Year 2021 budget book contains 2020 achievements and 2021 goals on a departmental basis.

CURRENT FISCAL CONDITION

For the general fund, over 70% of revenues are made up of property tax, sales taxes, franchise fees and enterprise fund administrative charges. The City expects to see modest increases in property tax revenue without an increase in mill levy. In addition, building permit revenue continues to increase this for 2020. There is no doubt the City's address of building fees, impact fees and streamlining the building process, has made an impact. The City expects to see a modest increase in sale tax on December 31, 2021 over fiscal year ending December 31, 2020. With limited revenues and increasing costs, the City must continue to be strategic in allocating resources and take advantage of opportunities to limit growth in fees charged and rely more on general revenues. The proposed budget focuses on funding both Alderman and resident's priorities including streets, airport, parks, community center, public safety, electric system, water, and sewer infrastructure.

The City budget is presented to the Board of Alderman by Department and Fund. A five-year capital plan is included for departments and Transportation, Parks, Facilities/Equipment and Utilities.



Fund Structure

This budget book includes the results of the year's ended December 31, 2017, 2018 and 2019 actuals along with the 2020 amended, and the 2021 budget.

Overall, the city's proposed budget is $50,692,367. The operating portion of this budget is $ 34,640,869, a 3.64% increase from the 2020 amended operating budget of $33,425,223. The bulk of the 2021 budget is attributable to planned $10.557MM COP issue for sewer and stormwater projects within the Water, Sewer and Stormwater Fund. Secondly is a short-term note that will provide for an estimated $2.0MM in repairs and improvements to the outdoor pool, indoor pool as well as other exciting amenities within parks and recreation. The capital improvement plan includes any major projects and carry-over of funding for specific projects previously approved. Some of those projects being carried over were held up, due to COVID. Additional projects were not approved until the 4th quarter of the current fiscal year, when the Aldermen approved the funding.

Basis of Budgeting

The City prepares its budget for all funds on the modified cash basis of accounting. This basis is consistent with the basis of accounting used in preparing and presenting the basic financial statements. All unexpended appropriations lapse at year end of the fiscal year.

Long-range Financial Planning

City Department heads were asked to create an out-year budget plan along with their budget for the 2021 fiscal year to identify future funding needs. The Capital Outlays were requested for a five-year period beginning with 2021. In addition to the funded portion of the capital projects from 2021 to 2025 there is a long list of unfunded Capital Outlay which department heads have developed. Below are excerpts of a few of the City's funds For a complete summary of funds please refer to the fund summary section of this document.

General Fund

Revenues within the general fund are estimated to increase from the prior year. The primary driver behind revenues continues to be related to new improvements within the city. This year total general fund revenues and expenditures are on par to meet expectations of the amended 2020 budget.

Parks Fund
Revenues for the park fund primarily consist of sales tax, building permits and program fee revenues. The fund continues to experience increases in building permits and recreation fee revenues with the recreation programs developed by parks.

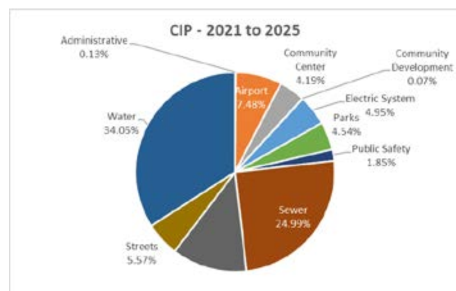
Community Center Fund
This fund is responsible for the operations of the City's Community Center. The fund is financed by the park sales tax and charges for services. Approximately $1.1MM of the short-term note mentioned above is attributed to improvements to the Community Center. Critical repairs such as the complete replacement of the heating an air conditioning system, pool equipment replacement and other needed items.

Debt Service Fund
These funds account for the collection and repayment of the City's 2012 COP. This COP funded the City's Community Center with a payment source coming from the Community Center revenues. The final payment will occur in FY 2022.

Electric Fund
The 2021 budget does anticipate a small rate increase for the electric system approved by the Aldermen in 2019, as recommended by the Toth study. Major initiatives in this fund are the mapping of the complete electric system and a $250,000 allocation to bury overhead power lines. This allocation is expected to continue annually in the current CIP.

Water, Sewer and Stormwater Fund
The 2021 budget anticipates an increase in water and sewer rates as recommended by Burns and McDonnell to ensure the funding of major capital initiatives driven by compliance with state regulations.

Capital Expenditures
The City's 2021-2025 Capital Improvement Projects Plan (CIP) totals $39,792,172 over the 5-year period. The breakout of capital projects includes streets, airport, parks, community center, public safety, electric system, water, and sewer infrastructure projects discussed further in this document.



Conclusion
In conclusion, the programs outlined in the following pages of the budget document are attainable and reasonable. My sincere appreciation goes to all Department Heads, the Administrative Services and Finance Department, for their diligent efforts composing their departmental budget(s). As you can see by the budget before you, many hours of thought and care were put into it.

The budget continues to show the sound fiscal policy established by the Mayor and Board of Alderman. We have met the fund balance policies established by the elected body and we have maintained restricted cash reserves in the General Fund and Enterprise fund.

Respectfully,

Brad Ratliff

Brad Ratliff
City Administrator

History and Form of Government

The City is located in west central Missouri and is the county seat of Cass County. It is located approximately 33 miles south of the City of Kansas City, Missouri. Its location in Cass County makes it part of the Kansas City Metropolitan Statistical Area ("Kansas City MSA"), which is comprised of the counties of Bates, Caldwell, Cass, Clay, Clinton, Jackson, Lafayette, Platte and Ray in Missouri, as well as the counties of Franklin, Johnson, Leavenworth, Linn, Miami, and Wyandotte in Kansas. The total area of the City is approximately 8.7 square miles (5,568 acres), and the current estimated population is 10,100.

Form of Government

The City was established in 1837 and incorporated in 1851. The City is a fourth-class city and political subdivision of the State of Missouri (the "State"), organized and existing under the Constitution and laws of the State. The City is governed by a Mayor-Board of Aldermen form of municipal government. The legislative body of the City is the Board of Aldermen, which is comprised of a mayor who is elected at large every four years and eight aldermen, who are elected from four wards to serve alternating four-year terms.

Community Profile

DEMOGRAPHIC PROFILE

Since 1970 the city of Harrisonville's population has doubled from 5,052 to 10,023 in 2019. This growth is not expected to subside any time soon. By 2020 an estimated 10,100 folks will call Harrisonville home.

The City is currently just over 8.7 square miles divided by one of the Kansas City metropolitan's key economic corridors, Interstate 49 running north and south. Additional information is available on the city's website at ci.harrisonville.mo.us.

Other Fast Facts:

Average Household income:
2000 - $39,498
2018 - $45,278

Median value of housing, 2018; $134,100

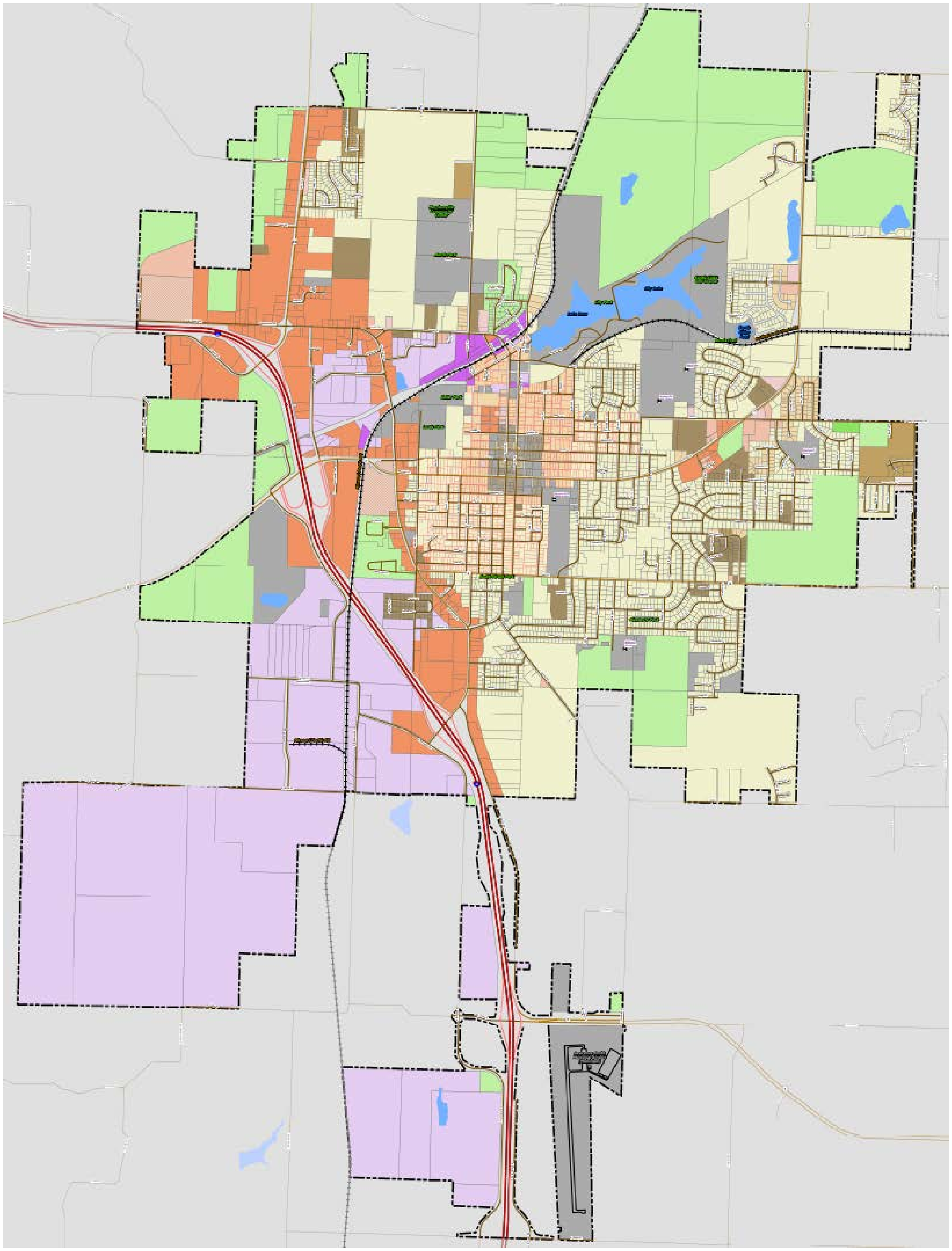
Travel time to work variance, 1990 to 2000: 1990 – average minutes 27.1, 2000 – average minutes 30.1, a 11.1% increase.

Employer	Product/Service	Approximate Number of Employees
Wal-Mart Distribution Center	Warehouse Distribution	680
Cass Medical Center	Healthcare	385
Cass R-IX School District	Public Schools	306
Wal-Mart	Retail Sales	298
Cass County Government	Government	251
Church & Dwight Co., Inc.	Consumer Products	230
Casco Area Workshop	Service Contracts	194
City of Harrisonville	Government	119
Crown Care Center	Healthcare	105
Family Center	Retail Sales	81

Schools:
- The Harrisonville School District serves approximately 2,228 students in the Harrisonville area.
- The District employs over 300 people with teachers having an average of 12 years' experience and over 59.1% have their master's degree.
- Student to teacher ratio is 17:1.

Taxpayer	2019 Assessed Valuation	% of City's Total Assessed Valuation
Church & Dwight	$ 6,959,075	4.73%
Wal-mart	4,796,390	3.26
HFMD Properties LLC	2,522,350	1.71
Harrisonville MP II LLC	2,422,730	1.65
Love's Travel Stops & Country Store		1,947,1901.32
Advanced Drainage Systems	1,905,557	1.30
Mill-Walk Mall	1,753,760	1.19
Sutherlands Lumber Co.	1,628,040	1.11
Universal Forest Products	1,444,630	0.98
Harrisonville Crossing Properties	1,053,250	0.01
Total	$26,432,972	17.26%

Future Land Use: The city is a fourth-class city 30 miles southeast of downtown Kansas City, Missouri. Displayed below is the current land use map for the city.



City of Harrisonville est. 1836

- Citizens of Harrisonville
  - Board of Aldermen
    - Park & Recreation Board
    - Boards & Commissions
    - City Administrator
      - Parks & Recreation Director
        - Community Center
        - Outdoor Pool
        - Recreation Programs
        - Parks Maintenance
      - Legal
      - Exe. Administrative Assistant
      - Electric Department
      - Director of Administrative Services
        - Finance
        - Payroll
        - Utility Services
        - Information Technology
      - Law Enforcement
        - Admin/Dispatch
        - Patrol/Investigations
        - Animal Control
      - Emergency Services
        - Fire & EMS
        - Emergency Mgmt
      - City Clerk
        - Municipal Court
        - Public Information
      - Public Works
        - Streets/Stormwater/Airport
        - Combined Water/Sanitary Sewer
        - Project Engineer
        - Building Official/Inspections
      - Community Development
        - Economic Developmer
        - Planning and Zoning

Strategic and Long-Range Planning

Each budget year, the City modifies the budget process to adjust to the climate of that specific year; it is also important to consider the Long-Range Financial Forecast.

The Long-Range Financial Forecast is a “living document” which includes the revenue and expenditure forecasts of the City's budgeted funds. The purpose is to identify financial trends, shortfalls, and issues so the City can proactively address them. The forecast projects into the future the fiscal results of continuing the City's current service levels and policies, which provides a snapshot of what the future will look like as a result of the decisions made in the recent past.

The Long-Range Financial Forecast is not intended as a budget, nor as a proposed plan. It serves to set the stage for the budget process, assisting both the City Administrator and Alderman in establishing priorities and allocating resources appropriately.

Forecasting & Methodology

The forecast assumes the continuation of current service levels and the impact that the cost of maintaining current service levels will have in the years ahead. Revenues are projected based on anticipated growth patterns. The forecast does consider increases in revenues generated by increases in fees and charges above their current levels in certain cases along with historical levels of that specific type of revenue.

The information contained herein is therefore a forecast of the projected financial position of the City and does anticipate strategies to meet the needs of the City. The forecast provides the basis for discussion and policy decisions that will need to be made in future years to maintain services at their current levels or enhance service levels in specific areas.

In many cases, the forecast will indicate areas where available financial resources may be insufficient to maintain current service levels as the funds available drop below acceptable levels. The forecast will also assist in identifying where increased revenues or decreased expenditures will be required in future years.

Furthermore, the forecast does consider the potential for a realignment of revenues between funds with careful analysis of the impact of such revenue shifts. In many cases, revenues are restricted to specific purposes either by statute, local policy, or prudent financial management. In all cases, the impact of shifting revenues between funds must be carefully examined.

The most beneficial feature of the forecast is that it can indicate undesirable financial trends before they occur and can provide the basis for policy discussion and direction. It is with this intention that the City’s Multi-Year Financial Forecast has been developed and presented.

General Assumptions

Any effort to project or forecast the future financial position of the City must be based on certain assumptions regarding revenues and expenditure growth. These assumptions, by necessity, are broadly applied. The Multi-Year Financial Forecast is no exception. The analysis seeks to balance out the peaks and valleys in the revenue stream that occur as a result of general economic conditions and related revenue collection variances.

While the economy will affect inflation rates and revenue growth, current conditions cannot be assumed to be long-term trends since historically such economic trends do not continue indefinitely. Neither can we be too optimistic about the future since we run the risk of creating unreasonable expectations.

The City uses trend analysis over a five-year period, as well as the Capital Improvement Program, as tools for providing the framework for subsequent annual operating and capital budgets. The primary mission is protecting the quality of life for the residents of Harrisonville while providing much needed economic development opportunities to create diverse land uses that will provide long-term economic sustainability for the City of Harrisonville. This mission provides for long-term visioning and multi-year financial performance that allows for the aligning of resources to accomplish priorities established by the Governing Body.

The forecast is based on quarterly data which is reviewed in conjunction with historical trends and any other relevant factors and considerations. These factors include:

1. The City's economic condition, as well as the surrounding areas
2. The various revenue sources and amounts, and their sufficiency to support City services, as well as whether they are the right mix
3. Expenditure levels and their sufficiency to provide the level of service desired, currently and in the future
4. Debt levels, fund balances, and their impact on current City financial resources

Conclusion

The Multi-Year Financial Forecast is a fluid document that is subject to ongoing analysis. The City's financial position is monitored continually throughout the year for changes and modifications in assumptions; changes in the economic climate affecting the community; increases or decreases in program and staffing levels; increases and decreases in charges for services; fines and fees; as well as policy decisions relating to delivery of services in the community.

The distribution of resources between operating expenditures and capital improvements is continually reviewed to ensure that all the needs of the community are being met. Serious considerations must be given to developing funding alternatives that provide a stable and reliable revenue flow to those funds where cost increases in future years will exceed available revenues. In addition, serious consideration must be given to developing revenue strategies that provide the funds necessary to continue the uninterrupted delivery of services to the residents and businesses of the City of Harrisonville.

Fiscal Overview

As indicated in the table below overall revenues are expected to remain flat in 2021 from 2020 year-end estimates due to the coronavirus pandemic. Overall over 75% of the total revenue is made up of property tax, sales tax, and charges for service revenue for all funds in the 2020/2021 budget. The table below depicts revenue and expenses City-wide, across all funds for the City.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Budget
Revenue					
Sales Taxes	3,867,088	3,936,103	4,171,986	4,148,759	4,283,422
Property Taxes	748,893	1,052,645	1,080,146	1,102,990	1,126,309
Charges For Service	20,309,392	21,145,564	20,254,434	21,982,933	22,701,375
Fines & Forfeitures	234,570	240,093	230,931	227,250	237,450
Franchise Fees	1,171,626	1,131,541	1,100,456	1,956,688	2,559,620
Interest	304,681	341,713	622,818	418,110	418,110
Intergovernmental	1,969,997	1,982,296	1,826,318	2,094,914	2,242,939
License, Fees & Permits	149,673	136,545	129,792	131,100	136,925
Misc. Income	864,399	478,277	492,387	513,815	505,774
Transfers	2,708,847	2,592,189	2,966,862	2,095,830	2,852,971
Debt Proceeds	0	0	0	0	13,627,473
Revenue Total	**32,329,168**	**33,036,966**	**32,876,130**	**34,672,389**	**50,692,367**
Expenditure					
Personnel Services	9,019,053	9,358,176	9,783,313	10,292,600	10,525,131
Contractual Services	4,103,887	4,534,315	4,784,640	5,163,198	6,578,876
Commodities	9,723,319	9,118,681	9,114,472	10,449,208	11,022,269
Capital Outlay	2,797,185	2,736,239	2,928,082	2,151,702	16,077,998
Transfers	4,470,228	4,292,919	4,779,316	3,751,400	3,454,336
Debt Payments	1,004,500	1,024,250	1,063,279	2,617,115	3,033,757
Expenditure Total	**31,118,171**	**31,064,579**	**32,453,103**	**34,425,223**	**50,692,367**

Property tax continues to be stable year over year due to the city's proximity to the Kansas City metro and relative stability of the city's housing inventory. The General Fund tax levy for 2020 was $0.5240 per $100 assessed valuation. The rate set aside for 2020 Parks & Recreation Fund was $0.1185 per $100 assessed valuation.

Sales tax has grown by 7.8% from 2017 thru 2019 actuals. During 2020 we expect sales tax to see a slight decrease or at the equal to 2019. However, long-term, the city expects the revenue stream to stabilize back to a 3-4% growth for forecasting purposes.

Charges for services are primarily made up of utility revenue collections from the electric, water and wastewater system use charges to customers. City-wide the charge for service revenue stream make up approximately 50% of the charges for services revenue category. Water and sewer rates are charged based on a rate per gallon used with a minimum charge for 1,000 then an additional rate per 1,000 used above the first 1,000 gallons. The City performs a rate analysis every year internally with external rate studies performed periodically to validate the current forecast. For the water fund the 2020 budget held rates steady. The 2021 budget anticipate a 3% increase in water and a 5% increase in sewer rates.

2021-2024 Long-Range Financial Outlook

The outlook for 2021-2024 takes a conservative approach with both revenues and expenditures. The Board of Alderman and departments understand that while the City does not need a reduction in force or to eliminate major programs or services for 2021, the upcoming years may be as challenging as past years due to slow growth and rising fixed costs.

Aligning Resources with Values: The Board of Alderman believes strongly in aligning resources with public values. The public has expressed to the City that priorities include transportation and public safety, so the long-term financial plans will give high priority to these services. For example, the 2021 budget includes funding for street preservation, sidewalk construction, water, sewer and storm water improvements.

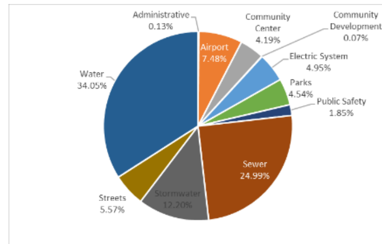
Fund Summaries

General Fund

The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. For financial reporting purposes, the City's Emergency Services Fund's activities are included in the General Fund.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget	2022 Estimate	2023 Estimate	2024 Estimate
Revenue								
Sales Taxes	2,352,115	2,394,265	2,549,518	2,580,565	2,657,962	2,684,542	2,711,388	2,738,501
Property Taxes	609,412	875,473	890,841	916,050	924,043	933,283	942,616	952,042
Franchise Fees	1,171,626	1,131,541	1,100,456	1,956,688	2,559,620	2,585,216	2,611,068	2,637,179
Charges For Service	174,104	194,430	209,221	197,600	176,300	178,063	179,844	181,642
Misc. Income	408,858	118,982	177,732	120,600	94,989	95,939	96,898	97,867
Intergovernmental	1,706,480	1,666,408	1,811,493	1,994,914	2,242,939	2,265,368	2,288,022	2,310,902
Interest	118,684	147,950	192,290	129,550	129,550	130,846	132,154	133,475
Transfers	925,375	974,013	905,144	626,660	168,838	0	0	0
License, Fees & Permits	143,818	132,714	124,304	125,600	131,425	132,739	134,067	135,407
Fines & Forfeitures	234,570	240,093	230,931	227,250	237,450	239,825	242,223	244,645
Debt Proceeds	0	0	0	0	419,286			
Revenue Total	**7,845,044**	**7,875,869**	**8,191,931**	**8,875,477**	**9,742,402**	**9,245,821**	**9,338,279**	**9,431,662**
Expenditure								
Personnel Services	4,162,797	4,305,862	4,471,271	4,877,225	5,053,679	5,205,289	5,257,342	5,309,916
Contractual Services	1,183,159	1,254,542	1,168,914	1,562,874	2,024,543	2,044,789	2,065,237	2,085,889
Commodities	516,441	516,535	477,190	567,610	516,855	516,855	500,000	500,000
Capital Outlay	800,216	1,094,244	861,253	781,597	1,243,086	519,756	546,977	557,446
Debt Payments	0	0	0	0	83,400	83,400	84,234	85,076
Transfers	786,000	727,610	1,321,887	1,129,605	820,839	820,839	829,048	837,338
Expenditure Total	**7,448,612**	**7,898,792**	**8,300,514**	**8,918,911**	**9,742,402**	**9,190,928**	**9,282,837**	**9,375,666**
Net Increase (Decrease)	**396,432**	**(22,923)**	**(108,584)**	**(43,433)**	**-**	54,893	55,442	55,996

Capital Improvement Plan



The 2021 – 2025 capital improvement plan for the city totals $39,792,172 over the 5-year period included in the plan. The city breaks projects down into one of 4 different categories: administrative, airport, community center, community development, electric, water, sewer and stormwater systems, parks and recreation, public safety, and street improvements.

Major changes from last year's plan include the south sewer plant, UV disinfection, regional detention basin and repair of Lake Lune and City Lake dams and spillways. In addition, the parks and recreation function has several projects scheduled for the pools and community center involving repairs and exciting new improvements.

Long Term Debt Plans

In addition to the General Fund Forecast, the City maintains forecasts for all other funds, including the Debt Service and Sewer Bond Payments. The Debt Service Fund is used to account for the payment on the City's COP Series 2012 which was uses for the Community Center. The last payment is scheduled for 2022 on that obligation. Funding for that payment comes from the park sales tax. The Sewer bond payments are made directly out of the Combined Water, Sewer and Stormwater fund.

Currently the City has a $14.7M debt margin with total outstanding bonds at 10% of the statutory cap within the State of Missouri. The statutory cap is calculated as a percentage of assessed value.

Fiscal Policy:

The City of Harrisonville has a responsibility to its citizens to carefully account for public funds, manage municipal finances wisely and plan the adequate funding of City services and improvements. Fiscal principles are established to ensure that all responsibilities are met. These principles, along with financial policies adopted by Board of Alderman, provide the framework for day-to-day decision making and are the foundation for long-term financial stability. Fiscal principles and adopted financial policies are reviewed by the City Administrator staff on a periodic basis to ensure the City is prepared for changing circumstances and economic conditions. This section outlines the City's fiscal principles that are used in the preparation of the City's budget.

- The City will continuously evaluate its financial position to ensure stability of the City to its citizens.
- The City will limit the use of long-term debt to finance major projects to avoid placing debt on future taxpayers.
- The City will provide a balanced revenue structure which is responsive to economic conditions.
- The goal for the budget will be prepared in a way all current revenues will pay the costs of all current expenditures (balanced budget).
- The Board of Alderman will hold public hearings, which will allow public input on budgetary spending.
- The budget will establish legal fund-level spending limits.
- The budget will establish maintenance reserves to allow for maintenance of capital assets.
- The budget will apply one-time cash revenues to non-recurring expenditures.
- The budget will address major capital improvement priorities, which have been prioritized by the City Council.

Budget Process

The City budget is one of the most important policy documents adopted by the Board of Alderman each year. Preparing and monitoring the budget are top priorities for City Departments. As a result, planning for the annual budget is started over a year before the budget's fiscal year begins.

The budget preparation process is coordinated by the City Administrator's Office and the Finance Department. The budget that is adopted by the Board of Alderman is a balanced budget where revenues equal expenditures.

Amendments: Requests for amendments to the budget are submitted to the City Administrator on a quarterly basis. Per state statute budgetary control is on a fund basis, however local City policy calls for amendments on a line item basis. Once approved by the City Administrator the submissions are compiled, made available to the public and proposed to the Board of Alderman twice a year, a mid-year amendment and a 3rd quarter amendment (if needed). All amendments along with comparison of the original budget are made available to the public on the City's website at www.Harrisonville.mo.us. Approval of the budget document is done by ordinance before or during the final meeting of the year.

Measurement focus: Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. In the government-wide statement of net assets and the statement of activities, both governmental and business-like activities are presented using the economic resources measurement focus within the limitations of the modified cash basis of accounting as defined in Item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus as applied to the modified cash basis of accounting is used as appropriate.

a. All· governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent, financial or nonfinancial) associated with their activities are reported. Proprietary fund equity is classified as net assets.

Basis of Accounting and Budgeting: The modified cash basis of accounting is used in the budgeting process. This basis recognizes assets, liabilities, net assets/fund equity, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements and proprietary fund statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

Budget Strategy

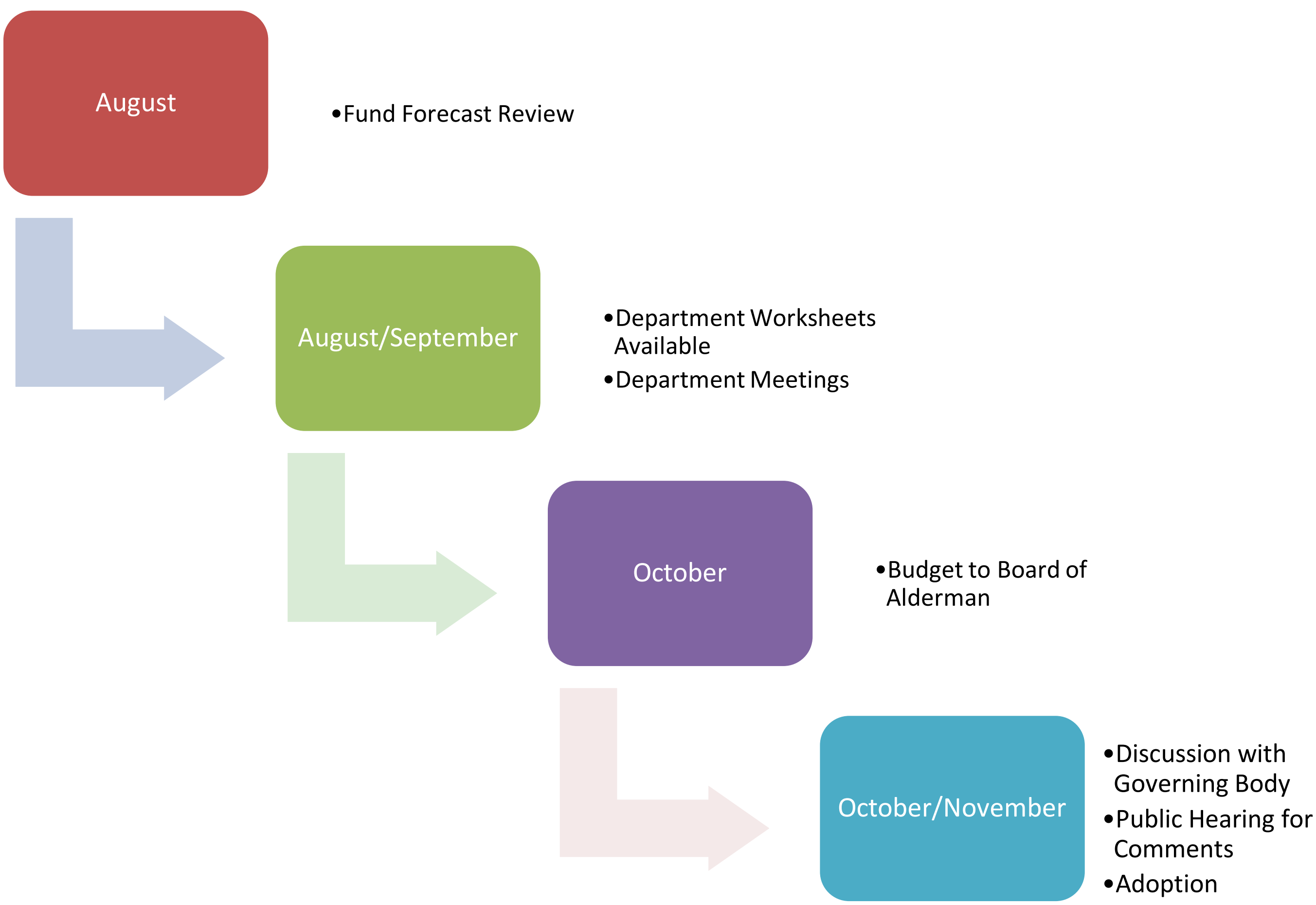
The Board of Alderman and staff have remained committed to the City's mission of planning for and providing public services to enhance the quality of life for our community. As illustrated in the City

Administrator's letter, the city continues to implement a planned strategy for the next 5 years in its infrastructure needs.

The 2021 budget development began with staff performing a departmental "Environmental Scan" for an overview of the economic climate and potential impacts on the local economy. The Finance Department then developed budget assumptions.

The City Administrator's Office and Finance Department then forecasted revenues for the 2021 budget. Departments were asked to provide line item changes to their operational budgets based on inflationary factors. Larger, capital items along with strategic changes were discussed with the City Administrator's Office prior to the Department's formal submission of their budget. Changes to the budget were then presented to the Board of Alderman with desired outcomes.

Budget Calendar



Fund Summaries

BUDGET SUMMARY
All Funds

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Budget
Revenue					
Sales Taxes	3,867,088	3,936,103	4,171,986	4,148,759	4,283,422
Property Taxes	748,893	1,052,645	1,080,146	1,102,990	1,126,309
Charges For Service	20,309,392	21,145,564	20,254,434	21,982,933	22,701,375
Fines & Forfeitures	234,570	240,093	230,931	227,250	237,450
Franchise Fees	1,171,626	1,131,541	1,100,456	1,956,688	2,559,620
Interest	304,681	341,713	622,818	418,110	418,110
Intergovernmental	1,969,997	1,982,296	1,826,318	2,094,914	2,242,939
License, Fees & Permits	149,673	136,545	129,792	131,100	136,925
Misc. Income	864,399	478,277	492,387	513,815	505,774
Transfers	2,708,847	2,592,189	2,966,862	2,095,830	2,852,971
Debt Proceeds	0	0	0	0	13,627,473
Revenue Total	**32,329,168**	**33,036,966**	**32,876,130**	**34,672,389**	**50,692,367**
Expenditure					
Personnel Services	9,019,053	9,358,176	9,783,313	10,292,600	10,525,131
Contractual Services	4,103,887	4,534,315	4,784,640	5,163,198	6,578,876
Commodities	9,723,319	9,118,681	9,114,472	10,449,208	11,022,269
Capital Outlay	2,797,185	2,736,239	2,928,082	2,151,702	16,077,998
Transfers	4,470,228	4,292,919	4,779,316	3,751,400	3,454,336
Debt Payments	1,004,500	1,024,250	1,063,279	2,617,115	3,033,757
Expenditure Total	**31,118,171**	**31,064,579**	**32,453,103**	**34,425,223**	**50,692,367**

Revenues: 2017-2021
Revenue by Fund

FUND	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Revenues					
General-01	7,845,044	7,875,869	8,191,931	8,875,477	9,742,402
Refuse-05	515,678	605,627	610,104	606,805	606,805
Electric-07	11,909,971	12,420,927	11,482,999	12,579,582	12,493,088
Comb. Water & Sewer System-08	5,001,103	4,926,729	5,021,437	5,355,460	17,041,089
Park-11	531,668	634,927	529,858	533,070	1,681,092
Aquatic-13	160,930	158,492	184,427	180,470	163,700
Community Center-15	1,253,390	2,056,235	2,106,059	2,103,676	3,733,445
Emergency Services-16	3,259,543	3,450,402	3,906,023	3,588,339	4,375,396
Debt Service-20	838,903	907,758	843,292	849,510	855,350
Total	31,316,230	33,036,966	32,876,130	34,672,389	50,692,367

Revenues: Revenue by Type

- **Sales Tax** - A sales tax is levied by the City on the retail price of an item, collected by the retailer. The tax is usually set as a percentage by the government charging the tax.

- **Property Tax** - A property tax is a tax on the assessed value of property. It is based on the tax rate multiplied by the assessed property value owned by a taxpayer.

- **Franchise Fee** - A franchise is a privilege granted by a local governing body to a specific investor-owned utility (e.g., electric, natural gas, telecommunications, etc.) that allows the utility to have facilities on public property (e.g., poles and wires in alley easements, etc.).

- **Fines and Forfeitures** - Fines and forfeitures includes traffic fines, false alarm fines, parking fines and animal control fines. However, this revenue source is largely made up of court fines.

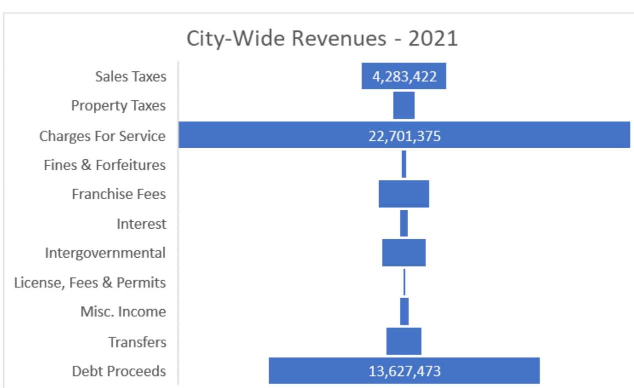
- **Licenses, Fees and Permits** - This revenue source represents fees charged by the City to individuals and businesses for such things as building and construction permits, dog and cat tags, liquor licenses and towing licenses.

- **Charges for Services** - Charges for services consist of revenue received as a reimbursement for a service provided, such as ball field rentals, criminal history background checks and project inspection fees. This revenue also includes money reimbursed from other City funds as well as utility charges to customers.

- **Intergovernmental** - Consists of revenue received from another government organization, such as the State Government, Federal Government, County Government and School Districts.

- **Transfers** - Transfer of money from other funds that have operations budgeted in the main operating fund, such as the Motor Fuel Fund transfer.

- **Miscellaneous** - Various revenues that do not fit under the previously mentioned categories. This revenue includes group tour admissions, events revenue, program income and sale of surplus property.

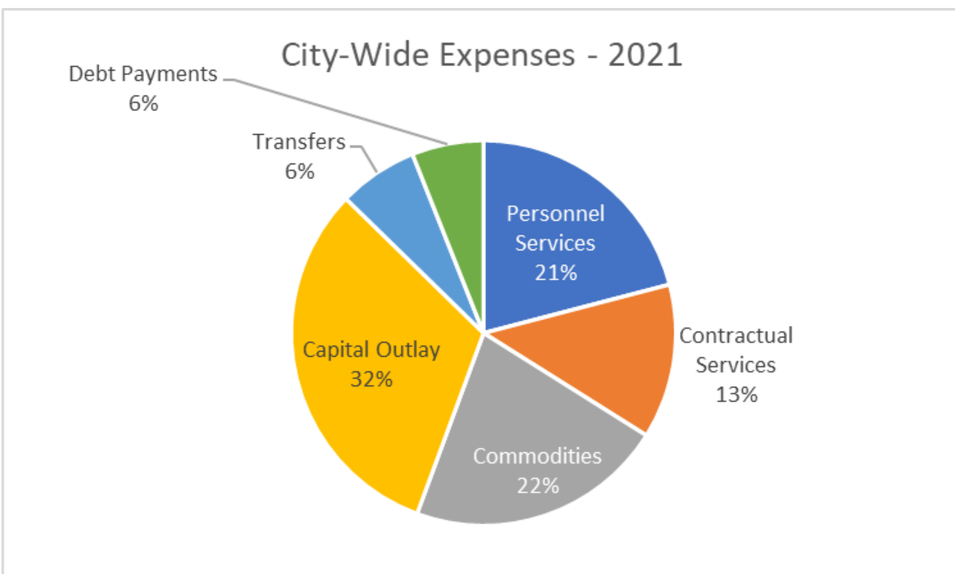


Expenditures: 2020-2021 Expenditures by Fund

FUND	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Expenses					
General-01	7,447,572	7,898,792	8,300,514	8,918,911	9,742,402
Refuse-05	505,148	587,775	583,900	606,805	606,805
Electric-07	11,235,916	10,987,895	11,398,708	11,758,372	12,493,088
Comb. Water & Sewer System-08	4,107,441	4,005,006	4,286,067	5,434,440	17,041,089
Park-11	606,971	588,482	542,236	531,870	1,681,092
Aquatic-13	287,855	253,096	273,974	188,700	163,700
Community Center-15	1,156,018	2,088,501	2,099,189	2,131,860	3,733,445
Emergency Services-16	3,753,600	3,677,375	4,127,454	4,006,835	4,375,396
Debt Service-20	920,638	843,036	841,061	847,430	855,350
Total	30,021,159	30,929,958	32,453,103	34,425,223	50,692,367

Expenditures: Expenditures by Type

- **Personal Services** - Expenditures relating to compensating City employees, including salaries, overtime pay, and benefits.
- **Contractual Services** - Service rendered to a government by private firms, individuals or other governmental agencies. Examples include utilities, rent, maintenance agreements and professional consulting services.
- **Commodities** - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment and asphalt.
- **Capital Outlay** - Land, buildings, building improvements, vehicles, machinery and equipment, infrastructure and all other tangible assets over $1,000 that are used in operations and have initial useful lives extending beyond a single reporting period.
- **Transfers** - The movement of money from one allocated fund to another fund.



Expenditures: By Department

The financial information presented here is intended to provide City residents with general information about how the City's revenues in the main operating funds are expended. More detailed information regarding each department in the General Fund can be found in each department's section of the book. The graph illustrates the top expenditures in the areas of Law Enforcement and Planning/Codes, which are the top operating areas for the Board of Alderman.

Changes in Fund Balance

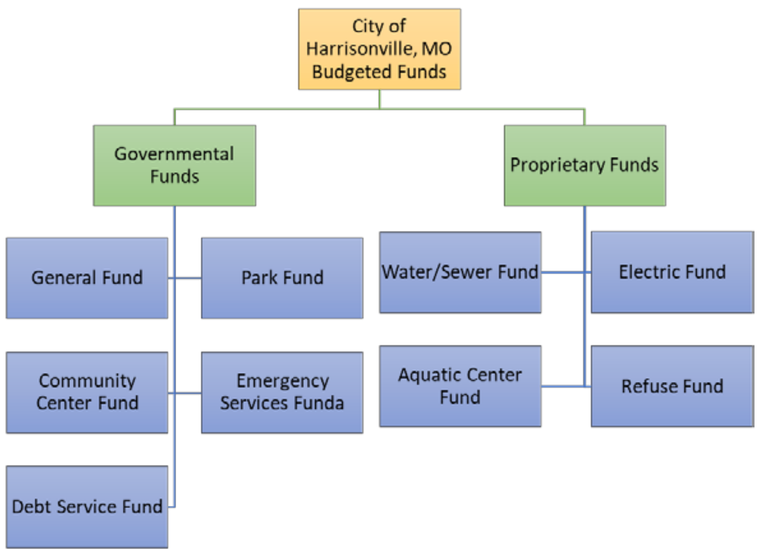
Overall the City's Fund Balance remains strong. Changes within the general fund relate to the addition of the Public Safety Tax. The remainder of the changes in fund balance in 2020 within the table below reflect the cash expenditure of capital projects.

FUND	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Net Addition (Deduction) from Fund Balance					
General-01	397,472	(22,923)	(108,584)	(43,433)	-
Refuse-05	10,530	17,852	26,204	-	-
Electric-07	674,055	1,433,032	84,292	821,210	-
Comb. Water & Sewer System-08	893,662	921,723	735,370	(78,980)	-
Park-11	(75,303)	46,445	(12,378)	1,200	-
Aquatic-13	(126,925)	(94,604)	(89,547)	(8,230)	-
Community Center-15	97,372	(32,266)	6,870	(28,184)	-
Emergency Services-16	(494,057)	(226,973)	(221,430)	(418,496)	-
Debt Service-20	(81,735)	64,722	2,231	2,080	-
Total	1,295,071	2,107,008	423,027	247,167	-

Funds: Description of Funds

The City's financial reports are organized into funds in accordance with generally accepted accounting principles (GAAP). A fund is a self-contained accounting entity with its own assets, liabilities, revenues, expenditures or expenses and fund balance or other equity accounts.

The City of Harrisonville groups funds into two broad categories - Government Funds and Proprietary Funds. Funds are further categorized into the following types: General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Enterprise Funds and Internal Service Funds.



Fund Types

Governmental Fund Types
Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (other than those in Proprietary Funds) are accounted for through Governmental Funds. The measurement focus is upon determination of changes in financial position.
The following are the City's Governmental fund types:

The General Fund is the principal operating fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are financed through revenues received by the General Fund.

The Park Fund accounts for revenues received and expenditures paid for recreational services provided by the Park and Recreation Board.

The Community Center Fund accounts for state and local revenues that are restricted for local street expenditures.

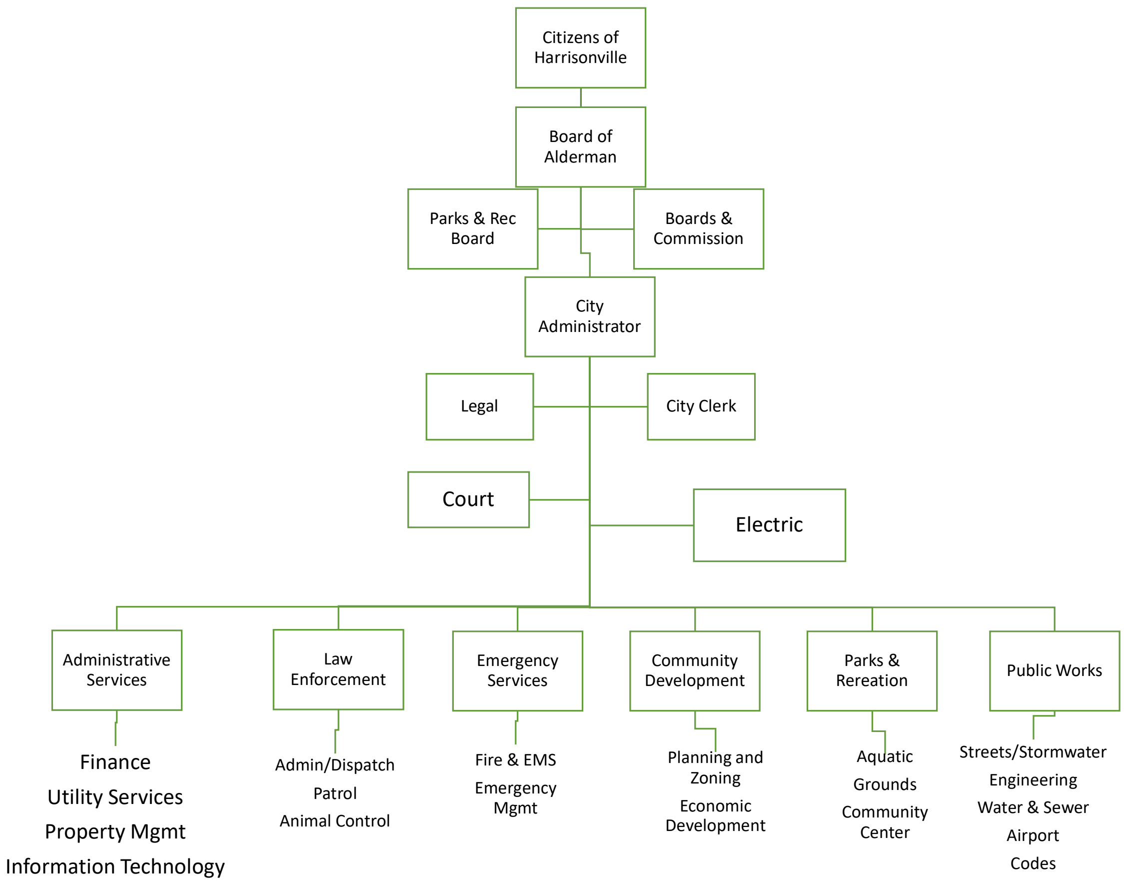
The Emergency Services Fund accounts for motor vehicle revenues from the State that are restricted for street expenditures.

The Debt Service Funds are used for the accumulation of resources for, and payment of, principal, interest, and fiscal changes on long-term debt that supports the water Improvement project. The City utilizes two of these funds: Debt Service Fund and 2012 COP Debt Service Fund.

Enterprise Funds

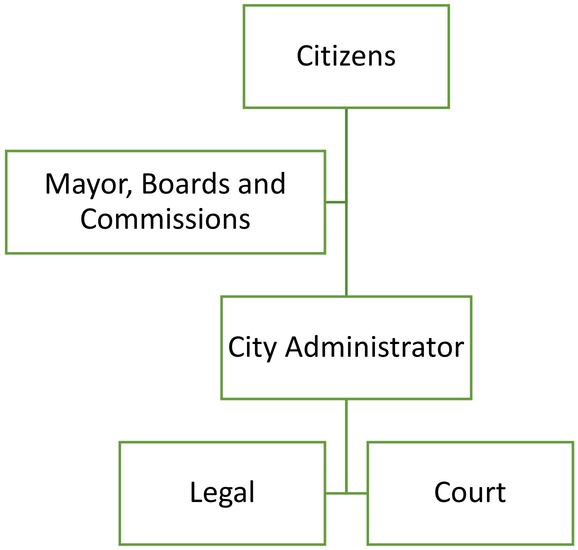
The Proprietary Funds are used to account for the City's ongoing organizations and activities which are like those often found in the private sector. The measurement focus is based upon determination of net income. The City has four of these funds in which the City provides services to the public: Electric Fund, Water/Sewer Fund, and Aquatic Center Fund.

DEPARTMENT BUDGETS



The following departmental summaries contain a brief overview of certain goals and achievements.
For a complete and detail list please refer to this document's Appendix A

General Administration



GOALS

1. Create a program for increased code enforcement AND to incentivize better property management throughout the City.

2. Hire one dedicated and certified economic development professional to promote the City for economic development opportunities.

3. Create a plan for the immediate, short-term, and long-term, to prioritize the City's infrastructure projects to get those projects designed, scheduled, and identify how to fund them.

DEPARTMENT CHANGES

1. Moved Municipal Court to Administration from Finance
2. Addition of 2 administration vehicles

Expenditures - Across all Funds

General Admin

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
101 Adm-Mayor And Board					
01 Personnel Services	37,904	50,814	53,012	52,830	57,183
02 Contractual Services	190,929	109,651	89,370	92,315	91,580
03 Commodities	4,742	5,496	5,994	11,025	9,760
04 Other Charges	10,042	12,086	13,623	21,900	21,800
101 Adm-Mayor And Board Total	**243,618**	**178,046**	**161,999**	**178,070**	**180,323**
103 Administration					
01 Personnel Services	364,713	365,017	394,868	488,427	308,132
02 Contractual Services	37,496	79,426	88,238	72,775	22,104
03 Commodities	5,393	12,008	7,330	12,315	8,275

General Admin

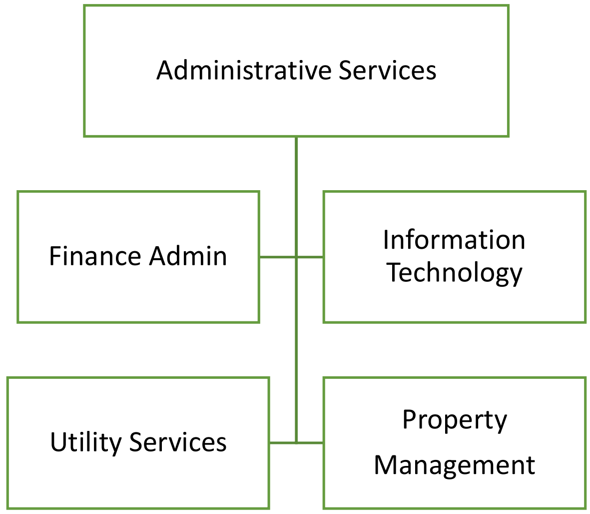
	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
04 Other Charges	1,881	1,863	3,967	4,880	4,880
05 Capital Outlay	0	0	0	0	52,000
04 Debt Payment	0	0	0	0	11,900
103 Administration Total	**409,483**	**458,314**	**494,403**	**578,397**	**407,291**
105 Adm Legal					
02 Contractual Services	172,112	232,847	129,439	174,250	174,250
105 Adm Legal Total	**172,112**	**232,847**	**129,439**	**174,250**	**174,250**
204 Admin-Municipal Court					
01 Personnel Services	94,586	98,218	110,167	114,230	92,186
02 Contractual Services	43,855	42,023	48,837	56,245	52,339
03 Commodities	2,339	1,153	912	4,000	3,300
04 Other Charges	15,158	17,014	14,358	0	0
05 Capital Outlay	-244	0	0	0	0
204 Admin-Municipal Court Tota	**155,695**	**158,407**	**174,274**	**174,475**	**147,825**
Department Total	980,907	1,027,615	960,115	1,105,192	909,689

Sources

General Admin

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
01 General Fund	980,907	1,027,615	960,115	1,105,192	909,689
Total	980,907	1,027,615	960,115	1,105,192	909,689

Administrative Services



ACCOMPLISHMENTS:
The IT Department has completed the Email migration project funded in the 2020 budget. This project supports the enhanced communication and organization of the entire organization. Looking to 2021 the IT department will add staffing that will support the security and operations of all departments.

GOALS
The Finance department is continuing the implementation of Incode 10 which supports the financials of all divisions of City government. This project will go live in the first quarter of 2021. Later in 2021 Utility billing will be converted to the newest version of Incode 10 as well.

DEPARTMENT CHANGES
1. Created Director of Administrative Services
2. Moved information technology to a separate division in all funds.
3. New GIS analyst funded 50% electric, 50% CWSS
4. New IT secuirty specialist

Expenditures - Across all Funds

Administrative Services

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
203 Finance-Administration					
01 Personnel Services	413,792	420,020	433,050	363,391	427,552
02 Contractual Services	107,496	116,600	171,183	224,985	211,436
03 Commodities	6,121	6,811	5,931	16,920	11,420
05 Capital Outlay	9,120	33,162	156	2,000	15,000
203 Finance-Administration Total	**536,529**	**576,594**	**610,321**	**607,296**	**665,408**
215 Finance-Property Mangmnt					
02 Contractual Services	33,851	38,169	33,838	64,090	66,295
03 Commodities	11,232	11,516	5,459	20,350	8,850
05 Capital Outlay	77,440	25,000	22,441	27,841	30,000
215 Finance-Property Mangmnt Total	**122,523**	**74,685**	**61,738**	**112,281**	**105,145**
230 Finance-Utilities					
01 Personnel Services	119,359	120,353	127,354	130,395	178,030
02 Contractual Services	73,704	91,317	84,976	105,360	97,260

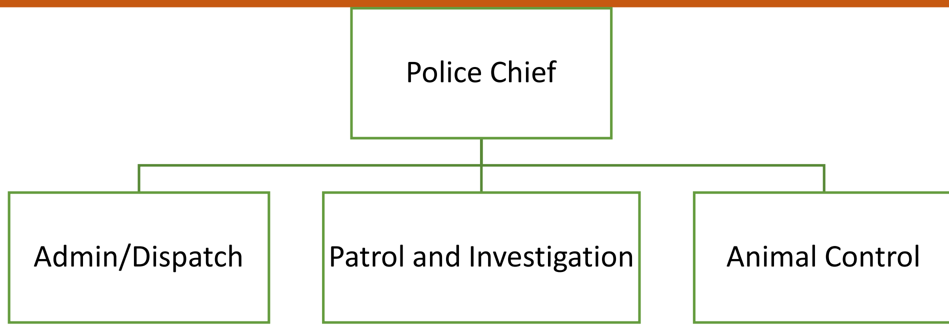
	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
03 Commodities	1,369	962	2,839	5,400	1,350
04 Other Charges	3,451	4,792	1,391	7,800	7,800
05 Capital Outlay	-330	0	0	0	0
230 Finance-Utilities Total	**197,553**	**217,424**	**216,560**	**248,955**	**284,440**
240 Information Tech. - Aquatics					
02 Contractual Services	0	0	0	0	0
05 Capital Outlay	0	0	0	0	7,500
240 Information Tech. - Aquatics Total	**0**	**0**	**0**	**0**	**7,500**
240 Information Tech. - City Wide					
01 Personnel Services	0	0	0	0	181,129
02 Contractual Services	0	0	0	0	296,715
05 Capital Outlay	10,662	35,126	3,958	19,900	137,200
240 Information Tech. - City Wide Total	**10,662**	**35,126**	**3,958**	**19,900**	**615,044**
240 Information Tech. - CWSS					
02 Contractual Services	0	0	0	0	49,750
05 Capital Outlay	0	0	0	0	39,500
240 Information Tech. - CWSS Total	**0**	**0**	**0**	**0**	**89,250**
240 Information Tech. - Electric					
02 Contractual Services	0	0	0	0	52,250
05 Capital Outlay	0	0	0	0	7,000
240 Information Tech. - Electric Total	**0**	**0**	**0**	**0**	**59,250**
240 Information Tech. - EMS					
02 Contractual Services	0	0	0	0	13,000
05 Capital Outlay	0	0	0	0	24,300
240 Information Tech. - EMS Total	**0**	**0**	**0**	**0**	**37,300**
240 Information Tech.- Comm. Ctr					
02 Contractual Services	0	0	0	0	10,750
05 Capital Outlay	0	0	0	0	28,300
240 Information Tech.- Comm. Ctr Total	**0**	**0**	**0**	**0**	**39,050**
240 Information Tech.- Park					
02 Contractual Services	0	0	0	0	4,800
05 Capital Outlay	0	0	0	0	5,000
240 Information Tech.- Park Total	**0**	**0**	**0**	**0**	**9,800**
Department Total	867,267	903,829	892,577	988,432	1,912,187

Sources

Administrative Services

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
01 General Fund	867,267	903,829	892,577	988,432	1,670,037
07 Electric Fund	0	0	0	0	59,250
08 CWSS Fund	0	0	0	0	89,250
11 Park Fund	0	0	0	0	9,800
13 Aquatic Center Fund	0	0	0	0	7,500
15 Community Center Fund	0	0	0	0	39,050
16 Emergency Services Fund	0	0	0	0	37,300

Law Enforcement



GOALS

Police Department

1-The body-dash camera system replacement is a very large needed expenditure and unfortunately a necessity in this day and age. The current system is old and antiquated causing frequent problems and concerns should we have a major incident and need to rely on this system. This system needs to be reliable to not only protect the officer but the City itself. That said, having a reliable system that could possibly save the city from frivolous lawsuits allows the city to channel those funds into infrastructure and economic growth programs.

2-The need to replace and keep current our police vehicle inventory not only provides staff with a safe vehicle and work environment to work in, it also protects the city from liability. The appearance of a new and professional police vehicle pursuing the city on a daily basis enshrines the city in a positive light as well as helps promote a positive economic growth environment.

Animal Control

1-The request to purchase a camera system for the shelter is not only for the staff's protection but also the animals we care for on a daily basis. A staff that feels safer at work will also be a more productive staff accomplishing more on a daily basis. A more productive staff helps portray the city in a positive light that aids in economic growth.

2-The request to replace the aging animal control vehicle is a need based on the age of the current vehicle. The appearance of a new and professional animal control vehicle patrolling the city on a daily basis displays the city's desire to promote economic growth.

3-The animal shelter parking lot resurfacing and expansion request helps preserve the city's current infra-structure while the expansion promotes Harrisonville's bright future with economic growth.
Both the Police Department and Animal Control budget requests are currently funded through the General Fund of the annual City of Harrisonville budget.

DEPARTMENT CHANGES

1. Lease 2 patrol cars and outdated camera system in patrol division
2. Lease replacement animal control truck and box

Expenditures

Police Department

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
310 Law Enf-Adm And Dispatch					
01 Personnel Services	421,176	438,370	456,284	510,235	495,952
02 Contractual Services	65,494	86,459	69,866	95,760	89,471

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
03 Commodities	23,817	21,630	26,751	30,040	19,740
05 Capital Outlay	2,690	32,499	37,904	15,000	0
310 Law Enf-Adm And Dispatch Total	**513,177**	**578,957**	**590,805**	**651,035**	**605,163**
311 Law Enf-Patrol					
01 Personnel Services	1,670,775	1,777,320	1,927,466	2,101,595	2,088,604
02 Contractual Services	162,661	185,499	190,516	260,364	257,417
03 Commodities	66,543	110,795	100,228	95,320	91,795
04 Other Charges	26,589	-3,223	1,000	0	0
05 Capital Outlay	135,707	68,569	0	101,845	276,613
04 Debt Payment	0	0	0	0	63,000
311 Law Enf-Patrol Total	**2,062,275**	**2,138,960**	**2,219,211**	**2,559,124**	**2,777,429**
312 Law Enf-Animal Control					
01 Personnel Services	133,291	127,738	120,568	163,480	179,167
02 Contractual Services	29,770	39,380	36,012	65,495	51,062
03 Commodities	11,462	16,485	18,782	17,675	17,675
04 Other Charges	1,000	0	0	0	0
05 Capital Outlay	0	25,635	0	0	53,673
04 Debt Payment	0	0	0	0	12,600
312 Law Enf-Animal Control Total	**175,523**	**209,238**	**175,362**	**246,650**	**314,177**
Department Total	2,750,974	2,927,155	2,985,378	3,456,809	3,696,769

Sources

Police Department

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
01 General Fund	2,750,974	2,927,155	2,985,378	3,456,809	3,696,769
Total	2,750,974	2,927,155	2,985,378	3,456,809	3,696,769

Community Development

Goals Set: 2021 (set by Community Development Department)
- Staff will reactivate Economic Development memberships
- Staff will participate in Missouri Partnership's Briefing Missions
- Staff will participate in Site Selection Consultant Forums and Conferences
- Staff will participate in State level events
- Staff will participate in County level events
- Staff will participate in Kansas City metropolitan Economic Development events
- Staff will participate in Workforce Development events
- Staff will forge a stronger partnership with the Harrisonville School District
- Staff will forge partnerships with Harrisonville employers

Goals Set: 2021 (Planning & Zoning)
Complete a major update of the Harrisonville Comprehensive Plan and begin implementation of citywide amendments to the Harrisonville Zoning Map and Future Street Plan.
Update Harrisonville Courthouse Square Historic Preservation Plan.

DEPARTMENT CHANGES
1. Moved Codes to Public Works

Expenditures

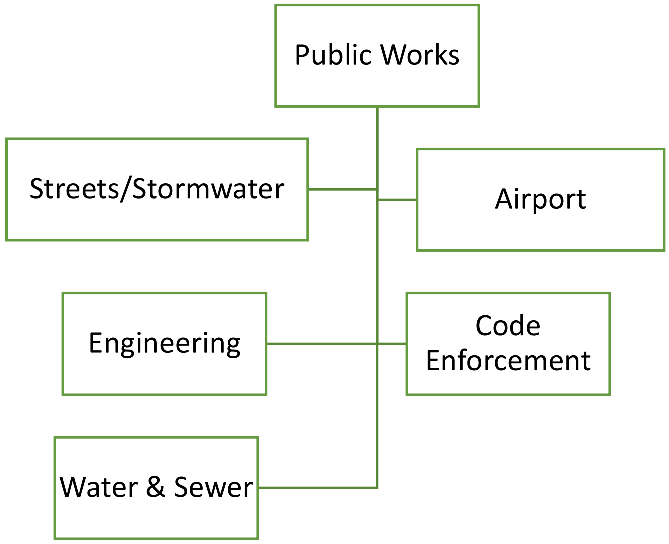
Community Development

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
608 Community Development					
01 Personnel Services	314,118	288,776	267,963	403,102	191,876
02 Contractual Services	73,134	43,016	40,684	103,340	206,353
03 Commodities	14,378	7,053	13,083	30,030	16,150
05 Capital Outlay	0	21,208	24,376	27,011	0
04 Debt Payment	0	0	0	0	0
608 Community Development Total	**401,630**	**360,054**	**346,106**	**563,483**	**414,379**
Department Total	401,630	360,054	346,106	563,483	414,379

Sources

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
01 General Fund	401,630	360,054	346,106	563,483	414,379
Total	401,630	360,054	346,106	563,483	414,379

Public Works



1.Codes Enforcements and Building Inspections
Develop and implement, with other departments, the "Rental Ready/ PD Safe" program, including rental property licensing, rental property periodic inspections and certifications, and assist in establishing a "neighborhood safety program" similar to "Block Watch".

2.Airport
The need for a credit card machine, pavement maintenance, and airplane hangar repair or replacement is a yearly consideration needed to provide a safe and attractive amenity to our city.

3.Street
Complete the project management of engineering design and construction phase services of the following budget amounts of street programs listed below. Included in the list of Asphalt projects is asphalt resurfacing for areas where the city sees potential for industry growth; Precision Drive and Brookhart Drive areas to showcase our city.
Priority 1 Asphalt Program $320,000
Priority 2 Sidewalk and Curb Program $100,000
Priority 3 Aldi's development ½ cost to widen Winchester $20,000

4.Combined Water and Sanitary Sewer
Engineering for sewer main replacement projects for the $100,000 included in the budget. The engineering for the following three projects:
a. Blueberry to James SE 21-01
b.Crestwood to Delmar SE 21-02
c.Mechanic to Halsey SE 21-03
d.Also included in the 2021 budget is the purchase of a used camera truck ($90,000), a new jet truck ($275,000) and a new skid steer (Bobcat) and equipment - $110,000.

5. Wastewater Treatment Plant
Sewer main improvements to the WWTP and lift stations included in the budget and funded by the Certificates of Participation (COP).
a.South Service Area Sanitary Sewer project. This is a Design-Build contract between the City, Burns & McDonnell, and CAS Constructors LLC SE 20-03.
b.UV and Disinfection System Equipment. This is a Design-Build contract between the City, Burns & McDonnell, and CAS Constructors LLC SE 20-01 The total amount of the engineering contract in $415,000 for the two (2) projects, SE 20-01, and SE 20-03.

6. Water Treatment Plant
a. Produce safe, reliable, and cost-effective drinking water; and meet all MDNR regulations
7. **Stormwater**
a.City staff plan to use $100,000 for the flood buy-out properties 20 percent matching funding. Complete the project management of engineering design and construction phase services of the following budget amounts of stormwater.
b.City Park Lakes Dam & Spillway Renovation, $2,650,000
c.Glen Eagle Regional Retention Basin, $1,000,000

DUE TO THE LENGTH OF THE ACHEIVEMENTS FOR PUBLIC WORKS PLEASE SEE THE APPENDIX

DEPARTMENT CHANGES
1. Moved Codes to Public Works
2 Lease fund - replacement bobcat
3. Aldi 1/2 cost of widening Westchester
4. Fund city portion of mill and overlay taxi lanes
5. Add Codes administrative secretary
6. Added 1 wastewater treatment plant operator

Expenditures - Across all Funds

Public Works

Main Department Public Works

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
514 Codes					
01 Personnel Services	0	0	0	0	302,634
02 Contractual Services	0	0	0	0	85,650
03 Commodities	0	0	0	0	10,450
05 Capital Outlay	0	0	0	0	0
04 Debt Payment	0	0	0	0	0
514 Codes Total	**0**	**0**	**0**	**0**	**398,734**
707 P.W.-Street					
01 Personnel Services	506,091	536,613	566,250	543,170	551,234
02 Contractual Services	57,085	54,353	53,035	76,535	155,380
03 Commodities	216,138	224,987	227,879	239,145	234,750
04 Other Charges	0	508	0	0	0
05 Capital Outlay	32,245	12,185	43,345	76,000	57,000
04 Debt Payment	0	0	0	0	8,500
707 P.W.-Street Total	**811,558**	**828,645**	**890,508**	**934,850**	**1,006,863**
717 P.W.-Airport					
01 Personnel Services	83,722	84,408	14,288	6,370	0
02 Contractual Services	53,248	53,421	56,322	86,250	82,121
03 Commodities	42,543	62,766	27,660	49,610	48,860
04 Other Charges	50,768	0	0	0	0
05 Capital Outlay	0	0	0	12,000	89,000
717 P.W.-Airport Total	**230,281**	**200,595**	**98,270**	**154,230**	**219,981**

718 P.W.-Engineering

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
01 Personnel Services	3,270	-1,785	0	0	0
02 Contractual Services	82,325	82,382	76,599	85,110	85,111
03 Commodities	1,474	1,832	0	1,200	0
718 P.W.-Engineering Total	**87,070**	**82,429**	**76,599**	**86,310**	**85,111**
10 Gen. Fund Capital Projects					
907 Cap Projects - Street	260,269	510,471	383,210	300,000	320,000
917 Cap Projects - Airport	2,079	700	2,954	0	0
936 Cap Projects-Stormwater	145,995	0	0	100,000	100,000
938 Cap Projects - Sidewalks	90,348	329,690	342,909	100,000	100,000
990 Capital Projects - CDBG	34,234	0	0	0	0
10 Gen. Fund Capital Projects Total	**532,925**	**840,861**	**729,073**	**500,000**	**520,000**
103 Refuse Administration					
02 Contractual Services	448,152	555,719	550,253	578,335	569,578
04 Other Charges	5,814	2,321	3,842	0	0
04 Transfers	51,182	29,735	29,805	28,470	37,227
103 Refuse Administration Total	**505,148**	**587,775**	**583,900**	**606,805**	**606,805**
103 CWSS Administration					
01 Personnel Services	258,040	153,417	138,089	127,965	321,556
02 Contractual Services	63,453	68,773	104,279	106,975	119,716
03 Commodities	19,076	18,383	17,315	48,600	16,100
04 Other Charges	179,035	44,795	103,058	41,670	526,960
05 Capital Outlay	0	568	0	0	0
06 Depreciation	1,024,228	966,723	1,116,978	0	0
04 Debt Payment	147,660	164,683	204,537	1,447,005	1,862,039
04 Transfers	717,479	650,420	726,080	790,475	706,179
103 CWSS Administration Total	**2,408,971**	**2,067,762**	**2,410,335**	**2,562,690**	**3,552,550**
720 Water Plant					
01 Personnel Services	287,017	312,257	270,990	285,940	287,285
02 Contractual Services	132,946	156,750	168,164	192,100	200,400
03 Commodities	130,489	150,633	132,140	146,250	166,580
05 Capital Outlay	30,274	2,603	0	32,000	0
720 Water Plant Total	**580,726**	**622,243**	**571,294**	**656,290**	**654,265**
721 Water Distribution					
01 Personnel Services	410,978	415,931	520,298	482,580	448,189
02 Contractual Services	45,381	64,333	70,463	64,735	64,735
03 Commodities	74,781	111,062	143,342	114,580	114,580
05 Capital Outlay	3,770	10,851	0	65,000	475,000
721 Water Distribution Total	**534,910**	**602,177**	**734,103**	**726,895**	**1,102,504**
728 Wastewater Treatment					
01 Personnel Services	289,326	295,388	303,962	306,705	379,730
02 Contractual Services	277,200	337,693	222,333	405,650	434,455
03 Commodities	10,869	13,227	21,989	21,210	21,210
04 Other Charges	1,000	0	0	0	0
05 Capital Outlay	0	0	0	255,000	164,000
728 Wastewater Treatment Total	**578,395**	**646,308**	**548,283**	**988,565**	**999,395**

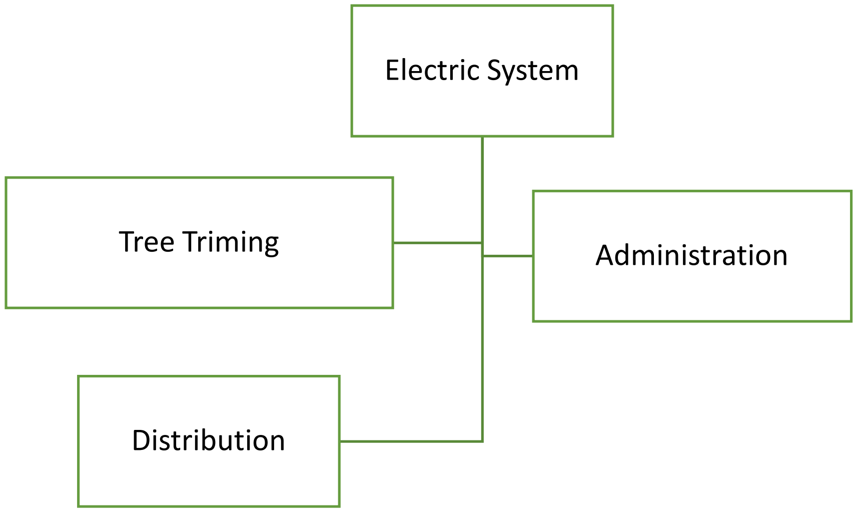
	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
30 CWSS Capital Projects					
931 Cap Projects - Water	0	37,976	5,262	0	0
933 Cap Projects - Srf	0	0	0	0	0
932 Cap Projects - Srf	0	0	0	500,000	10,643,125
30 CWSS Capital Projects Total	**0**	**37,976**	**5,262**	**500,000**	**10,643,125**
Department Total	6,269,984	6,516,770	6,647,628	7,716,635	19,789,333

Sources

Public Works

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
01 General Fund	1,661,834	1,952,529	1,794,451	1,675,390	2,230,689
05 Refuse Fund	505,148	587,775	583,900	606,805	606,805
08 CWSS Fund	4,103,002	3,976,466	4,269,277	5,434,440	16,951,839
Total	**6,269,984**	**6,516,770**	**6,647,628**	**7,716,635**	**19,789,333**

Electric System



GOAIS:
1- A mapping system will give the Electric Department a better inventory of exactly what we have for infrastructure and how to better manage it.

2-The contract services (trees budget) is to address the care of our electric infrastructure while addressing outages and public safety. Reducing overtime spent on vegetation outages will be another benefit.

3- Placing overhead lines underground is a long-term project that will make the electric system more robust, while eliminating vegetation and wildlife outages. By reducing vegetation issues by placing electric lines underground should reduce operating costs as well.

4-All Electric Department budget items will be funded by revenues from power sales.

DEPARTMENT CHANGES
1. Cash purchase replacement bucket truck and Ford F-250
2. Build equipment building
3. Map entire electric system
4. Fund $250,000 in overhead line conversion to underground

Expenditures

Electric System

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
103 Electric Administration					
01 Personnel Services	33,525	192,294	164,223	109,855	261,362
02 Contractual Services	27,952	38,407	55,686	63,280	61,242
03 Commodities	8,173,837	7,771,623	7,866,366	8,209,780	8,252,601
04 Other Charges	129,686	65,096	66,996	868,017	974,647
05 Capital Outlay	0	452	0	0	0
06 Depreciation	323,584	338,450	339,600	0	0

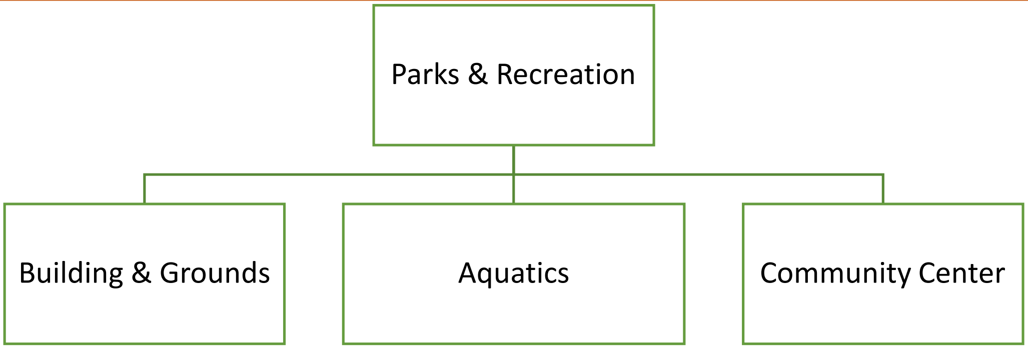
	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
04 Debt Payment	0	0	0	250,000	0
04 Transfers	1,397,657	1,469,523	1,458,574	564,010	791,676
103 Electric Administration Total	**10,086,241**	**9,875,845**	**9,951,446**	**10,064,942**	**10,341,528**
721 Electric Distribution					
01 Personnel Services	581,621	520,962	502,310	564,325	618,470
02 Contractual Services	54,368	155,701	135,023	65,890	358,740
03 Commodities	165,119	109,928	-29,378	57,000	104,500
05 Capital Outlay	51,877	31,891	65,480	403,500	510,000
721 Electric Distribution Total	**852,985**	**818,482**	**673,434**	**1,090,715**	**1,591,710**
727 Meter Reading					
01 Personnel Services	25,199	30,107	26,066	31,335	0
727 Meter Reading Total	**25,199**	**30,107**	**26,066**	**31,335**	**0**
735 Tree Triming					
01 Personnel Services	239,833	233,668	273,175	283,030	0
02 Contractual Services	11,194	13,820	456,910	264,100	500,600
03 Commodities	19,464	15,973	17,676	24,250	0
04 Other Charges	1,000	0	0	0	0
735 Tree Triming Total	**271,491**	**263,461**	**747,761**	**571,380**	**500,600**
Department Total	11,235,916	10,987,895	11,398,708	11,758,372	12,433,838

Sources

Electric System

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
07 Electric Fund	11,235,916	10,987,895	11,398,708	11,758,372	12,433,838
Total	**11,235,916**	**10,987,895**	**11,398,708**	**11,758,372**	**12,433,838**

Parks & Recreation



1- Repair Outdoor Pool and renovate Aquatic Center features.
2- Replace Community Center swimming pool HVAC.
3 - Complete repairs to Community Center HVAC system.
4 - Replace Community Center specialized weight, free weight and cardio equipment.
5 - Replace Community Center carpet with rubber fitness flooring.
6 - Install Batting / Golf cage in the Social Hall.
7 - Increase Community Center Memberships.
8 - Increase enrollment in Before/After School and Summer Camp programs.

DEPARTMENT CHANGES

1. Major repairs and improvements to Parks, Aquatic and Community Center facilities
2. Add 2 Facility maintenanace employees (CWSS fund)
3. Lease fund Kubota tractor, 4x4 service truck, 4x4 3/4 ton truck, Ford Ranger, & Mower
4. Oursource pool life guards

Expenditures

Parks & Recreation

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
1125 Park Maintenance					
01 Personnel Services	323,795	333,727	349,283	324,465	375,376
02 Contractual Services	87,620	75,971	105,060	112,239	108,600
03 Commodities	45,819	49,735	51,856	57,616	57,266
04 Other Charges	23,536	0	0	0	0
05 Capital Outlay	0	16,105	23,371	25,000	212,090
04 Debt Payment	0	0	0	0	33,113
04 Transfers	12,892	12,705	12,665	12,550	12,550
1125 Park Maintenance Total	**493,662**	**488,243**	**542,236**	**531,870**	**798,995**
1124 Aquatics Center					
01 Personnel Services	82,875	80,421	99,354	101,230	0
02 Contractual Services	51,359	45,730	45,580	47,355	116,085
03 Commodities	33,943	32,899	36,664	33,095	33,095
04 Other Charges	17,472	0	0	0	0
06 Depreciation	94,529	86,666	86,666	0	0
04 Transfers	7,677	7,380	5,710	7,020	7,020
1124 Aquatics Center Total	**287,855**	**253,096**	**273,974**	**188,700**	**156,200**
103 Comm. Ctr Administration					
01 Personnel Services	252,873	251,314	264,720	325,560	339,070

Parks & Recreation

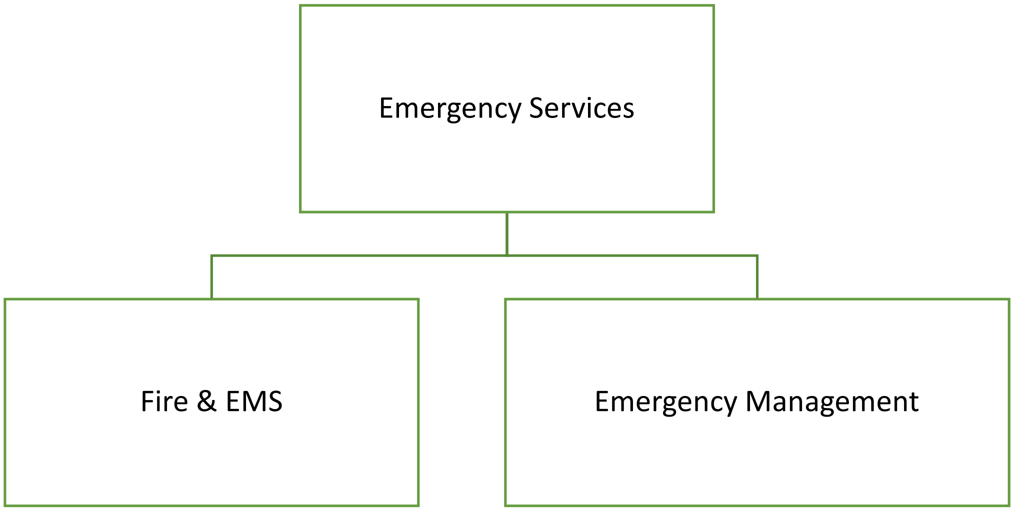
	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
02 Contractual Services	56,486	65,026	68,585	74,375	72,624
03 Commodities	14,930	16,934	18,729	20,755	11,250
04 Other Charges	1,291	10,859	204	1,300	1,300
05 Capital Outlay	0	0	18,921	0	20,000
04 Debt Payment	0	0	0	0	62,000
04 Transfers	31,210	936,600	876,186	882,750	737,277
103 Comm. Ctr Administration Total	**356,790**	**1,280,733**	**1,247,346**	**1,304,740**	**1,243,521**
1119 Building & Grounds					
01 Personnel Services	139,570	141,352	151,180	128,340	117,349
02 Contractual Services	256,468	271,771	227,940	240,330	250,328
03 Commodities	16,635	23,191	28,961	28,850	28,850
05 Capital Outlay	0	0	0	0	328,000
04 Debt Payment	19,577	18,931	18,931	18,930	19,105
1119 Building & Grounds Total	**432,250**	**455,245**	**427,012**	**416,450**	**743,632**
1124 Comm. Ctr Aquatics					
01 Personnel Services	120,216	114,231	135,774	140,120	0
02 Contractual Services	10,407	11,546	9,709	14,750	221,545
03 Commodities	9,520	7,506	7,502	11,190	11,190
1124 Comm. Ctr Aquatics Total	**140,143**	**133,283**	**152,984**	**166,060**	**232,735**
1126 Recreation Programs					
01 Personnel Services	148,482	166,642	158,320	168,050	218,749
02 Contractual Services	24,517	18,913	20,805	30,575	30,578
03 Commodities	21,620	23,407	23,950	35,880	36,380
05 Capital Outlay	9,108	10,316	10,946	10,105	10,000
1126 Recreation Programs Total	**203,727**	**219,278**	**214,021**	**244,610**	**295,707**
990 Capital Projects					
42 Capital Projects-Park	113,309	100,201	0	0	872,297
42 Capital Projects-Comm. Ctr	23,108	0	57,827	0	1,178,800
990 Capital Projects Total	**136,417**	**100,201**	**57,827**	**0**	**2,051,097**
Department Total	2,050,844	2,930,079	2,915,399	2,852,430	5,521,887

Sources

Parks & Recreation

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
11 Park Fund	606,971	588,482	542,236	531,870	1,671,292
12 Missouri Sales Tax Fund	837,263	0	0	0	0
13 Aquatic Center Fund	287,855	253,096	273,974	188,700	156,200
15 Community Center Fund	1,156,018	2,088,501	2,099,189	2,131,860	3,694,395
Total	2,888,107	2,930,079	2,915,399	2,852,430	5,521,887

Emergency Services



GOALS

1 - Maintain the ambulance fleet with annual replacements
2 - Remodel and update the living quarters
3 - Add Commercial Washer and Dryer
4 - Replace turn-out gear
5- Ventilate the apparatus bay

DEPARTMENT CHANGES

1. Facility improvements: commercial washer & dryer, vent system, bunk rooms & turnout gear
2. Lease Replacement of Ambulance (Box and vehicle)

Expenditures

Emergency Services

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
103 Administration					
01 Personnel Services	1,662,906	1,810,603	1,954,299	2,035,875	2,104,316
02 Contractual Services	1,371,350	1,397,220	1,373,688	1,338,385	1,313,307
03 Commodities	111,942	134,574	126,069	161,555	148,905
05 Capital Outlay	323,182	39,193	341,778	79,500	310,000
04 Debt Payment	0	0	0	55,000	120,000
04 Transfers	284,220	295,785	331,620	336,520	341,568
103 Administration Total	**3,753,600**	**3,677,375**	**4,127,454**	**4,006,835**	**4,338,096**

Sources

Emergency Services

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
16 Emergency Services Fund	3,753,600	3,677,375	4,127,454	4,006,835	4,338,096
Total	3,753,600	3,677,375	4,127,454	4,006,835	4,338,096

FUND SUMMARY

City of Harrisonville, Missouri
Budget Summary - 2021

FUND	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Beginning Fund Balance					
General-01	5,855,652	6,253,124	6,230,201	6,121,617	6,078,183
Refuse-05	71,737	82,267	100,119	126,323	126,323
Electric-07	9,844,826	10,518,881	11,951,913	12,036,205	12,857,415
Comb. Water & Sewer System-08	27,325,289	28,218,951	29,140,674	29,876,044	29,797,064
Park-11	14,418	(60,885)	(14,440)	(26,818)	(25,618)
Aquatic-13	652,353	525,428	430,824	341,277	333,047
Community Center-15	(14,446)	82,926	50,660	57,530	29,346
Emergency Services-16	248,504	(245,553)	(472,526)	(693,956)	(1,112,452)
Debt Service-20	320,997	239,262	303,984	306,215	308,295
Total	44,319,330	45,614,401	47,721,409	48,144,436	48,391,603
Revenues					
General-01	7,845,044	7,875,869	8,191,931	8,875,477	9,742,402
Refuse-05	515,678	605,627	610,104	606,805	606,805
Electric-07	11,909,971	12,420,927	11,482,999	12,579,582	12,493,088
Comb. Water & Sewer System-08	5,001,103	4,926,729	5,021,437	5,355,460	17,041,089
Park-11	531,668	634,927	529,858	533,070	1,681,092
Aquatic-13	160,930	158,492	184,427	180,470	163,700
Community Center-15	1,253,390	2,056,235	2,106,059	2,103,676	3,733,445
Emergency Services-16	3,259,543	3,450,402	3,906,023	3,588,339	4,375,396
Debt Service-20	838,903	907,758	843,292	849,510	855,350
Total	31,316,230	33,036,966	32,876,130	34,672,389	50,692,367

City of Harrisonville, Missouri
Budget Summary - 2021

FUND	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Expenses					
General-01	7,447,572	7,898,792	8,300,514	8,918,911	9,742,402
Refuse-05	505,148	587,775	583,900	606,805	606,805
Electric-07	11,235,916	10,987,895	11,398,708	11,758,372	12,493,088
Comb. Water & Sewer System-08	4,107,441	4,005,006	4,286,067	5,434,440	17,041,089
Park-11	606,971	588,482	542,236	531,870	1,681,092
Aquatic-13	287,855	253,096	273,974	188,700	163,700
Community Center-15	1,156,018	2,088,501	2,099,189	2,131,860	3,733,445
Emergency Services-16	3,753,600	3,677,375	4,127,454	4,006,835	4,375,396
Debt Service-20	920,638	843,036	841,061	847,430	855,350
Total	30,021,159	30,929,958	32,453,103	34,425,223	50,692,367
Ending Fund Balance					
General-01	6,253,124	6,230,201	6,121,617	6,078,183	6,078,183
Refuse-05	82,267	100,119	126,323	126,323	126,323
Electric-07	10,518,881	11,951,913	12,036,205	12,857,415	12,857,415
Comb. Water & Sewer System-08	28,218,951	29,140,674	29,876,044	29,797,064	29,797,064
Park-11	(60,885)	(14,440)	(26,818)	(25,618)	(25,618)
Aquatic-13	525,428	430,824	341,277	333,047	333,047
Community Center-15	82,926	50,660	57,530	29,346	29,346
Emergency Services-16	(245,553)	(472,526)	(693,956)	(1,112,452)	(1,112,452)
Debt Service-20	239,262	303,984	306,215	308,295	308,295
Total	45,614,401	47,721,409	48,144,436	48,391,603	48,391,603

Attachment: Budget 2021 Final (2020 Budget Ordinance)

FUND SUMMARIES

Fund Summaries

General Fund

The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. For financial reporting purposes, the City's Emergency Services Fund's activities are included in the General Fund.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Sales Taxes	2,352,115	2,394,265	2,549,518	2,580,565	2,657,962
Property Taxes	609,412	875,473	890,841	916,050	924,043
Franchise Fees	1,171,626	1,131,541	1,100,456	1,956,688	2,559,620
Charges For Service	174,104	194,430	209,221	197,600	176,300
Misc. Income	408,858	118,982	177,732	120,600	94,989
Intergovernmental	1,706,480	1,666,408	1,811,493	1,994,914	2,242,939
Interest	118,684	147,950	192,290	129,550	129,550
Transfers	925,375	974,013	905,144	626,660	168,838
License, Fees & Permits	143,818	132,714	124,304	125,600	131,425
Fines & Forfeitures	234,570	240,093	230,931	227,250	237,450
Debt Proceeds	0	0	0	0	419,286
Revenue Total	**7,845,044**	**7,875,869**	**8,191,931**	**8,875,477**	**9,742,402**
Expenditure					
Personnel Services	4,162,797	4,305,862	4,471,271	4,877,225	5,053,679
Contractual Services	1,183,159	1,254,542	1,168,914	1,562,874	2,024,543
Commodities	516,441	516,535	477,190	567,610	516,855
Capital Outlay	800,216	1,094,244	861,253	781,597	1,243,086
Debt Payments	0	0	0	0	83,400
Transfers	786,000	727,610	1,321,887	1,129,605	820,839
Expenditure Total	**7,448,612**	**7,898,792**	**8,300,514**	**8,918,911**	**9,742,402**
Net Increase (Decrease)	**396,432**	**(22,923)**	**(108,584)**	**(43,433)**	**-**

Fund Summaries

Refuse Fund

Accounts for the provision of refuse collection to the residents of the City. All activities necessary to provide such services are accounted for in this fund.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	515,499	605,413	609,760	606,505	606,505
Interest	179	214	344	300	300
Revenue Total	**515,678**	**605,627**	**610,104**	**606,805**	**606,805**
Expenditure					
Commodities	5,814	2,321	3,842	0	0
Contractual Services	448,152	555,719	550,253	578,335	569,578
Transfers	51,182	29,735	29,805	28,470	37,227
Expenditure Total	**505,148**	**587,775**	**583,900**	**606,805**	**606,805**
Net Increase (Decrease)	**10,530**	**17,852**	**26,204**	**-**	**-**

Fund Summaries

Electric Fund

Accounts for the billing and collection of charges for electric service for most City residents. Revenues are used to pay for both operations and capital outlay to maintain this service.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	11,394,649	11,942,098	11,153,950	12,225,532	12,239,038
Interest	47,072	88,688	160,708	65,000	65,000
Intergovernmental	232,191	196,493	14,824	100,000	0
Misc. Income	236,059	193,648	153,518	189,050	189,050
Revenue Total	**11,909,971**	**12,420,927**	**11,482,999**	**12,579,582**	**12,493,088**
Expenditure					
Personnel Services	880,178	977,031	965,774	988,545	879,832
Commodities	8,489,106	7,962,620	7,921,661	9,159,047	9,331,748
Contractual Services	93,514	207,928	647,619	393,270	972,832
Capital Outlay	375,461	370,793	405,080	403,500	517,000
Debt Payments	0	0	0	250,000	0
Transfers	1,397,657	1,469,523	1,458,574	564,010	791,676
Expenditure Total	**11,235,916**	**10,987,895**	**11,398,708**	**11,758,372**	**12,493,088**
Net Increase (Decrease)	**674,055**	**1,433,032**	**84,292**	**821,210**	**-**

Fund Summaries

Water and Sewer Fund

Accounts for the billing and collection of charges for water and sanitary sewer services to the residents of the City and a limited number of customers outside of City limits. All activities necessary to provide such services are accounted for in this fund.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	4,822,903	4,756,835	4,694,655	5,031,715	5,658,150
Interest	133,687	98,062	262,281	220,780	220,780
Intergovernmental	0	0	0	0	0
Misc. Income	38,658	68,001	59,014	97,465	97,465
Transfers	58,620	8,163	11,986	78,980	524,194
License, Fees & Permits	5,855	3,831	5,488	5,500	5,500
Debt Proceeds	0	0	0	0	10,535,000
Revenue Total	**5,059,723**	**4,934,892**	**5,033,423**	**5,434,440**	**17,041,089**
Expenditure					
Personnel Services	1,245,361	1,176,993	1,233,338	1,203,190	1,436,760
Commodities	415,250	338,100	417,843	372,310	845,430
Contractual Services	518,980	627,549	565,239	769,460	869,056
Capital Outlay	1,058,272	1,018,721	1,122,240	852,000	11,321,625
Debt Payments	147,660	164,683	204,537	1,447,005	1,862,039
Transfers	721,918	678,960	742,870	790,475	706,179
Expenditure Total	**4,107,441**	**4,005,006**	**4,286,067**	**5,434,440**	**17,041,089**
Net Increase (Decrease)	**952,282**	**929,886**	**747,356**	**-**	**-**

Fund Summaries

Park Fund

Primarily used for the maintenance of the City's parks. The fund is financed by property taxes, intergovernmental revenues, and charges for services.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	71,277	79,394	60,682	85,970	87,106
Interest	355	310	430	200	200
Intergovernmental	31,326	119,395	0	0	0
Misc. Income	35,229	9,476	16,210	14,050	16,250
Property Taxes	139,481	177,172	189,305	186,940	202,266
Transfers	254,000	249,180	263,231	245,910	290,883
Debt Proceeds	0	0	0	0	1,084,387
Revenue Total	**531,668**	**634,927**	**529,858**	**533,070**	**1,681,092**
Expenditure					
Personnel Services	323,795	333,727	349,283	324,465	375,376
Commodities	69,355	49,773	51,856	57,616	57,266
Contractual Services	87,620	75,971	105,060	112,239	113,400
Capital Outlay	113,309	116,306	23,371	25,000	1,089,387
Debt Payments	0	0	0	0	33,113
Transfers	12,892	12,705	12,665	12,550	12,550
Expenditure Total	**606,971**	**588,482**	**542,236**	**531,870**	**1,681,092**
Net Increase (Decrease)	**(75,303)**	**46,445**	**(12,378)**	**1,200**	**-**

Attachment: Budget 2021 Final (2020 Budget Ordinance)

Fund Summaries

Aquatic Center Fund

Accounts for the operations and maintenance of the Aquatic Center.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	98,592	111,102	104,564	108,170	126,850
Interest	276	290	120	300	300
Misc. Income	62,062	47,100	47,793	47,000	36,550
Transfers	0	0	31,950	25,000	0
Revenue Total	**160,930**	**158,492**	**184,427**	**180,470**	**163,700**
Expenditure					
Personnel Services	82,875	80,421	99,354	101,230	0
Commodities	51,415	32,899	36,664	33,095	33,095
Contractual Services	51,359	45,730	45,580	47,355	116,085
Capital Outlay	94,529	86,666	86,666	0	7,500
Transfers	7,677	7,380	5,710	7,020	7,020
Expenditure Total	**287,855**	**253,096**	**273,974**	**188,700**	**163,700**
Net Increase (Decrease)	**(126,925)**	**(94,604)**	**(89,547)**	**(8,230)**	**-**

Fund Summaries

Community Center Fund

Responsible for the operations of the City's Community Center. The fund is financed by the park sales tax and charges for services.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	827,198	868,897	921,301	1,030,321	1,110,305
Interest	0	3,006	2,122	730	730
Misc. Income	35,983	21,824	24,231	30,650	30,650
Sales Taxes	0	1,027,887	1,081,657	1,021,975	1,062,854
Transfers	390,209	134,621	76,748	20,000	180,106
Debt Proceeds	0	0	0	0	1,348,800
Revenue Total	**1,253,390**	**2,056,235**	**2,106,059**	**2,103,676**	**3,733,445**
Expenditure					
Personnel Services	661,141	673,539	709,994	762,070	675,168
Commodities	63,996	81,859	79,346	97,975	88,970
Contractual Services	347,878	367,256	327,038	360,030	585,825
Capital Outlay	32,216	10,316	87,694	10,105	1,565,100
Debt Payments	19,577	18,931	18,931	18,930	81,105
Transfers	31,210	936,600	876,186	882,750	737,277
Expenditure Total	**1,156,018**	**2,088,501**	**2,099,189**	**2,131,860**	**3,733,445**
15 Community Center Fund Tota	**2,409,408**	**4,144,736**	**4,205,248**	**4,235,536**	**7,466,890**
Net Increase (Decrease)	**97,372**	**(32,266)**	**6,870**	**(28,184)**	**-**

Attachment: Budget 2021 Final (2020 Budget Ordinance)

Fund Summaries

Emergency Services Fund

Accounts for the financial activity of the fire and ambulance operations.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Charges For Service	2,405,170	2,587,395	2,500,303	2,697,120	2,697,120
Interest	0	1,380	1,061	0	0
Misc. Income	47,550	19,246	13,891	15,000	40,820
Sales Taxes	504,823	513,951	540,811	546,219	562,606
Transfers	302,000	328,430	849,958	330,000	834,850
Debt Proceeds	0	0	0	0	240,000
Revenue Total	**3,259,543**	**3,450,402**	**3,906,023**	**3,588,339**	**4,375,396**
Expenditure					
Personnel Services	1,662,906	1,810,603	1,954,299	2,035,875	2,104,316
Commodities	111,942	134,574	126,069	161,555	148,905
Contractual Services	1,371,350	1,397,220	1,373,688	1,338,385	1,326,307
Capital Outlay	323,182	39,193	341,778	79,500	334,300
Debt Payments	0	0	0	55,000	120,000
Transfers	284,220	295,785	331,620	336,520	341,568
Expenditure Total	**3,753,600**	**3,677,375**	**4,127,454**	**4,006,835**	**4,375,396**
Net Increase (Decrease)	**(494,057)**	**(226,973)**	**(221,430)**	**(418,496)**	**-**

Fund Summaries

Debt Service Summary

Used to account for the accumulation of financial resources for, and the payment of, the principal and interest for the 2012 Certificates of Participation funding the construction of the Community Center.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended	2021 Budget
Revenue					
Interest	1,640	1,813	3,461	1,250	1,250
Transfers	837,263	905,945	839,831	848,260	854,100
Revenue Total	**838,903**	**907,758**	**843,292**	**849,510**	**855,350**
Expenditure					
Contractual Services	1,875	2,400	1,250	1,250	1,250
Debt Payments	837,263	840,636	839,811	846,180	854,100
Transfers	81,500	0	0	0	0
Expenditure Total	**920,638**	**843,036**	**841,061**	**847,430**	**855,350**
Net Increase (Decrease)	**1,640**	**67,122**	**3,481**	**3,330**	**-**

Legal Debt Capacity

Article VI, Sections 26(b) and (c) of the Constitution of the State of Missouri limit the net outstanding amount of authorized general obligation indebtedness for a city to 10% of the assessed valuation of the city by a two-thirds (four-sevenths at certain elections) vote of the qualified voters. Article VI, Section 26(d) provides that a city may, by a two-thirds (four-sevenths) at certain elections vote of the qualified voterso, incur indebtedness in an amount not to exceed an additional 10% for the purpose of acquiring rights-of-way, construction, extending and improving streets and avenues, and sanitary or storm sewer systems, provided the total general obligation indebtedness of a city does not exceed 20% of the assessed valuation. Article VI, Section 26(e) provides that a city may, by a two-thirds (four-sevenths at certain elections) vote of the qualified voters, incur indebtedness in an amount not exceeding an additional 10% for the purpose of purchasing or constructing waterworks, electric or other light plants to be owned exclusively by the city, provided that the total general obligation indebtedness of a city does not exceed 20% of the assessed valuation.

The legal debt margin of the City is as follows:

Assessed Value for the City for 2020 (i.e., based on 2019 assessment)	$147,119,606
Limit of General Obligation Bond Indebtedness at 10% of Assessed Value	$ 14,711,961
General Obligation Bond Indebtedness Outstanding	0
Remaining Legal Debt Margin	$ 14,711,961

The Capital Improvement Plan

The Capital Improvement Plan (CIP) is a separate budgeting process within the annual operating budget. The CIP procedure is used to plan, budget and finance the purchase and/or construction of large capital infrastructure, facilities, equipment and other capital assets. The City uses this process to ensure expensive, long-lived projects are aligned with its strategic direction and that the money is well spent.

Funding for capital projects can be obtained from any of the following sources:

General Fund Operating Revenues Cash is allocated from the General Fund to fund maintenance, technology and other small capital projects.

Electric System, Water & Sewer Revenue Bonds The enterprise funds, which are supported by fees for service rather than by taxes. Revenue bonds are a type of loan in which the loan is repaid with revenues from the enterprise, not by contributions from the General Fund. These loans are used for projects related to plant capacity and modernizing the systems.

General Obligation (GO) Bonds This funding source is used to finance major capital projects with an expected life of 10 or more years. A general obligation bond is secured by the City's pledge to use legally available resources, including tax revenue, to repay bondholders.

Certificates of Participation (COP): This funding source is used to finance major capital projects with an expected life of 10 or more years. A COP is secured by the City's pledge to use legally available resources, including tax revenue, to repay certificate holders.

Parks Sales Tax Fund This is funded by a voter approved sales tax initiative. It is dedicated to parks and recreational facilities.

Grants Funds may be granted from Federal, State or local sources, such as law enforcement sharing or transportation funding.

CIP Development Process

The CIP provides detailed information for all CIP projects that the City has planned for the 5 years displayed. The CIP is updated annually to adjust for changing capital needs, changes in availability and cost of funds, and to add a year of programming to replace the year just completed. The CIP process begins in August when all documents and financial tools are updated with current figures. Departments update current project descriptions and create new project descriptions for proposed projects. These descriptions include the following information: Project Name and Number, Fund, Department, Contact Person, Total Project Cost, Description, Justification, Expenditure Detail, Timeline Funding Sources, and Operation and Maintenance costs. Projects are then listed in the 5-year CIP or the unfunded/pending List. The Finance Team examines the revenue forecast to see how the updated projects and proposed new projects impact the forecast. A debt service analysis is conducted and determines the final number of bond projects that can be financed within the five-year period. New projects are included based upon debt capacity, operation and maintenance cost impacts.

The Finance Department then prepares the electronic and print version of the proposed CIP. Work sessions are held with the Board of Alderman to give the board an opportunity to study and evaluate the proposal. The CIP is then formally adopted by the Board of Alderman in October.

The 2021 total dollar amount for capital expenditures in the Capital Improvement Plan is $16,183,098.

Impact on Operating Budget

Some capital projects will have an impact on future operating budgets. Examples of on-going operational costs include maintenance, utility costs, fuel and annual debt service payments. These costs are analyzed along with the capital project item to determine the operating impact, positive or negative to the budget. The following 2021 CIP detail reports received from departments specify anticipated impacts on the operating budget for each 2018 project. Debt financed projects will not have any immediate impact on the budget but will have annual debt service payments that will be included in future budgets.

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Budget Proposed
Equipment Maintenance	$289,810	$272,822	$260,622	$373,565	$379,622
Maintenance & Repair	$273,616	$251,238	$304,833	$311,540	$314,540
Radio Maintenance	$3,547	$1,823	$5,943	$11,950	$16,350
Right Of Way Maintenance	$2,300	$602	$0	$3,000	$0
Street Light Maintenance	$1,050	$0	$0	$0	$0
Substation Maintenance	$214	$2,000	$1,113	$2,000	$2,000
Uniform Maintenance	$14,807	$18,656	$16,447	$19,370	$20,575
Distribution Maintenance	$126,555	$73,594	-$59,157	$15,000	$60,000
Grand Total	$711,899	$620,735	$529,800	$736,425	$793,087

City of Harrisonville, Missouri
Capital Improvements Plan - 2021 to 2025
Summary by Category

	2021	2022	2023	2024	2025	Total
Administrative						
Admin Vehicles	52,000	0	0	0	0	52,000
Administrative Total	**52,000**	**0**	**0**	**0**	**0**	**52,000**
Airport						
Mill & Overlay Taxilanes (Contingent On Grant)	89,000	1,451,000	0	0	0	1,540,000
Remove & Replace Wooden Frame Airplane Hanger	0	1,000,000	0	0	0	1,000,000
Replace Credit Card Machine	0	15,500	0	0	0	15,500
Rpr Wooden Structure May Be Possible To Repair In Sections	0	400,000	0	0	0	400,000
Airport Total	**89,000**	**2,866,500**	**0**	**0**	**0**	**2,955,500**
Community Center						
Artificial Turf Install Artificial Turf In Social Hall	0	0	15,000	0	0	15,000
Batting Cage	2,000	0	0	0	0	2,000
Cardio	170,000	0	0	0	0	170,000
CC Pool Hvac	375,000	0	0	0	0	375,000
Divider Curtain	30,000	0	0	0	0	30,000
Duct Work Repair & Painting	28,000	0	0	0	0	28,000
Fitness Equipment	200,000	0	0	0	0	200,000
Floor Scrubber Replace Floor Scrubber	0	0	12,000	0	0	12,000
Hot Wtr Heater Replace Last Orginial Hot Wtr Heater	0	0	30,000	0	0	30,000
Indoor Pool Rebuild Pool Main Pump	4,800	0	0	0	0	4,800
Indoor Pool Replace Filter Valves (4) & Chemtrol Outdated	13,000	0	0	0	0	13,000
Indoor Pool Replace Pool Heater	75,000	0	0	0	0	75,000
Led Lights Led Fixture Upgrades	0	0	3,500	0	0	3,500
Motion Cage Fitness Functional Training	0	0	22,000	0	0	22,000
Obstacle Course On Southside Grass Area	110,000	0	0	0	0	110,000
Other CC Hvac	80,000	0	0	0	0	80,000
Other CC Hvac Units	90,000	0	0	0	0	90,000
Patio Shade Structures	36,000	0	0	0	0	36,000
Playground Equipment	75,000	0	0	0	0	75,000
Replace Indoor Spray Feature Injectors	0	0	8,000	0	0	8,000
Replace Sauna Promised With Rate Increase	35,000	0	0	0	0	35,000
Replace Scissor Lift With Drivable Lift	0	0	30,000	0	0	30,000
Social Hall Dividers	5,000	0	0	0	0	5,000
Splash Pad Install Splash Pad	150,000	0	0	0	0	150,000
Storage Building Install Storage Building	15,000	0	0	0	0	15,000
Television Upgrades Replace Televisions Throughout CC	0	0	3,000	0	0	3,000
Wall Climbing Course	13,000	0	0	0	0	13,000
Community Center Total	**1,506,800**	**0**	**123,500**	**0**	**0**	**1,630,300**
Community Development						
Community Development Vehicle	0	26,000	0	0	0	26,000
Community Development Total	**0**	**26,000**	**0**	**0**	**0**	**26,000**
Electric System						
Addiitonal F150 For Codes Staff	0	28,000	0	0	0	28,000
Electric Building For Equip	60,000	0	0	0	0	60,000
Maint On Electric Building	0	2,000	2,000	2,000	2,000	8,000
Map Entire Electric System & Pole Inventory	300,000	20,000	20,000	20,000	20,000	380,000
Overhead Lines Coversion To Underground	250,000	250,000	250,000	250,000	250,000	1,250,000
Replace 2004 Bucket Truck	160,000	0	0	0	0	160,000
Replace 2008 Ford F-250	40,000	0	0	0	0	40,000
Electric System Total	**810,000**	**300,000**	**272,000**	**272,000**	**272,000**	**1,926,000**
Parks						
4X4 3/4 Ton Truck	49,000	0	0	0	0	49,000
4X4 1/2 Ton Truck	0	38,000	0	0	0	38,000
4X4 Dump Body Truck	0	62,000	0	0	0	62,000
4X4 Service Body Truck	57,000	0	0	0	0	57,000
Basketball Court Replace Backboards/ Rims & Repair & Repaint	0	9,000	0	0	0	9,000
Benches/TablesReplace Benches (6) & Park Picnic Tables (5)	0	8,600	0	0	0	8,600
FenceReplace Wood For 6` Chain Link Privacy	0	14,000	0	0	0	14,000

City of Harrisonville, Missouri
Capital Improvements Plan - 2021 to 2025
Summary by Category

	2021	2022	2023	2024	2025	Total
Kobota Tractor	68,000	0	0	0	0	68,000
Mower	14,738	0	0	0	0	14,738
Ourtdoor Pool Repairs	830,297	0	0	0	0	830,297
Playground Equipment Rail Slide ToReplace Old Swings	0	20,000	0	0	0	20,000
Pole Barn Parks Equipment Storage 30 X 40 Barn	30,000	0	0	0	0	30,000
Pole Garage Package To House Equipment	0	12,000	0	0	0	12,000
Ranger	23,352	0	0	0	0	23,352
Replace Shelter Concrete	12,000	0	0	0	0	12,000
Skate Park Repair Concret	0	6,000	0	0	0	6,000
Tennis Court Rplace Tennis Courts Due To Deteriorating	0	500,000	0	0	0	500,000
Trails/Parking Lot 23 Loads Gravel	0	14,000	0	0	0	14,000
Parks Total	**1,084,387**	**683,600**	**0**	**0**	**0**	**1,767,987**
Public Safety						
Commercial Washer & Dryer Ppe	20,000	0	0	0	0	20,000
Fire Side Kitchen Remodel	0	20,000	0	0	0	20,000
Remodel Bunk Rooms	20,000	0	0	0	0	20,000
Replace 2016 Ford F450 Type I Ambulance	240,000	0	0	0	0	240,000
Replace Current Outdated Camera System W/New System	186,633	0	0	0	0	186,633
Replace Existing 2006 Animal Control Vehicle & Box	53,673	0	0	0	0	53,673
Replace Two Patrol Vehicles	89,980	0	0	0	0	89,980
Replacement Turn Out Gear	10,000	0	0	0	0	10,000
Resurface Existing Animal Control Shelter Parking Lot	0	50,000	0	0	0	50,000
Ventilation System (Apparatus Bay)	20,000	0	0	0	0	20,000
Public Safety Total	**640,286**	**70,000**	**0**	**0**	**0**	**710,286**
Sewer						
Blueberry To James Sanit Swr Prjt-Const	0	197,500	0	0	0	197,500
Blueberry To James Sanit Swr Prjt-Conting	0	39,500	0	0	0	39,500
Blueberry To James Sanit Swr Prjt-Engr	49,375	0	0	0	0	49,375
Camera Truck To Televise Problem Areas	90,000	0	0	0	0	90,000
Crestwood To Delmar Sanit Swr Prjt-Const	0	136,500	0	0	0	136,500
Crestwood To Delmar Sanit Swr Prjt-Conting	0	27,300	0	0	0	27,300
Crestwood To Delmar Sanit Swr Prjt-Engr	34,125	0	0	0	0	34,125
Double Chip & Seal Wwtp	22,000	0	0	0	0	22,000
Fair Banks Morris Pump Replacements	100,000	0	0	0	0	100,000
Kings St & Anaconda @ Clearwater Sanit Swr Prjts-Const	0	0	0	0	117,700	117,700
Kings St & Anaconda @ Clearwater Sanit Swr Prjts-Conting	0	0	0	0	23,540	23,540
Kings St & Anaconda @ Clearwater Sanit Swr Prjts-Engr	0	0	0	29,425	0	29,425
Meadowlark Sanit Swr Prjt-Const	0	0	0	644,000	0	644,000
Meadowlark Sanit Swr Prjt-Conting	0	0	0	128,800	0	128,800
Meadowlark Sanit Swr Prjt-Engr	0	0	161,000	0	0	161,000
Mechanic To Halsey Sanit Swr Prjt-Const	0	98,500	0	0	0	98,500
Mechanic To Halsey Sanit Swr Prjt-Conting	0	19,700	0	0	0	19,700
Mechanic To Halsey Sanit Swr Prjt-Engr	24,625	0	0	0	0	24,625
Pump Replacement	25,000	25,000	25,000	25,000	25,000	125,000
Scum Pump Replacement	17,000	0	0	0	0	17,000
Skid Steer & Equipment	110,000	0	0	0	0	110,000
South Sewer System-Const	2,507,000	0	0	0	0	2,507,000
South Sewer System-Const Testing	8,000	0	0	0	0	8,000
South Sewer System-Conting	500,000	0	0	0	0	500,000
South Sewer System-Engr	330,000	0	0	0	0	330,000
South Sewer System-Inspection	40,000	0	0	0	0	40,000
South Sewer System-Row/Acquisitions	500,000	0	0	0	0	500,000
Southland Interceptor Sanit Swr Prjt-Const	0	0	449,900	0	0	449,900
Southland Interceptor Sanit Swr Prjt-Conting	0	0	89,980	0	0	89,980
Southland Interceptor Sanit Swr Prjt-Engr	0	112,475	0	0	0	112,475
Wwtp Disinfection System-Const	2,500,000	0	0	0	0	2,500,000
Wwtp Disinfection System-Conting	400,000	0	0	0	0	400,000
Wwtp Disinfection System-Inspection	100,000	0	0	0	0	100,000
Sewer Total	**7,357,125**	**656,475**	**725,880**	**827,225**	**166,240**	**9,732,945**

Stormwater

City of Harrisonville, Missouri
Capital Improvements Plan - 2021 to 2025
Summary by Category

	2021	2022	2023	2024	2025	Total
City Park Lakes Dam & Spillway Renovation Prjt	2,650,000	0	0	0	0	2,650,000
Glen Eagle Regional Detention Basin	1,000,000	0	0	0	0	1,000,000
Misc Stormwater Prjts	100,000	100,000	100,000	100,000	100,000	500,000
Stormwater Projects	0	150,000	150,000	150,000	150,000	600,000
Stormwater Total	**3,750,000**	**250,000**	**250,000**	**250,000**	**250,000**	**4,750,000**
Streets						
2021 Sidewalk & Curb Program	100,000	200,000	200,000	200,000	200,000	900,000
Aldis Development 1/2 Cost To Widen Westchester	20,000	0	0	0	0	20,000
Ashphalt Program	320,000	400,000	400,000	400,000	400,000	1,920,000
Install Roof on Street Dpt Building	0	15,500	0	0	0	15,500
Precision Drive Rail Spur Track Maintenance	65,000	0	0	0	0	65,000
Replace 2012 Hustler X1 60" Riding Mower	0	12,500	0	0	0	12,500
Replace Bobcat 773 Skid Steer Loader & Equp	37,000	0	0	0	0	37,000
Streets Total	**542,000**	**628,000**	**600,000**	**600,000**	**600,000**	**2,970,000**
Water						
Ammonia Pump	5,000	0	0	0	0	5,000
Anthracite Every 5 Yrs	10,000	0	0	0	0	10,000
Bleach Pumps	5,000	0	0	0	0	5,000
Caustic Pumps	5,000	0	0	0	0	5,000
Dfloc Pump	5,000	0	0	0	0	5,000
Fluoride Pumps	5,000	0	0	0	0	5,000
Generator Service	3,000	0	0	0	0	3,000
Lake Harrisonville Spillway Renovation-Const	0	900,000	0	0	0	900,000
Lake Harrisonville Spillway Renovation-Engr	0	100,000	0	0	0	100,000
Polymer Pump	5,000	0	0	0	0	5,000
Praxair Tank-Tank Rental & Inspection	8,000	0	0	0	0	8,000
Raw Wtrtransm Line-Const	0	0	0	6,873,000	0	6,873,000
Raw Wtrtransm Line-Const Testing	0	0	0	24,000	0	24,000
Raw Wtrtransm Line-Conting	0	0	0	1,374,600	0	1,374,600
Raw Wtrtransm Line-Engr	0	700,000	0	0	0	700,000
Raw Wtrtransm Line-Inflation Factor	0	0	0	824,760	0	824,760
Raw Wtrtransm Line-Inspection	0	0	0	150,000	0	150,000
Raw Wtrtransm Line-Row/Acquistions	0	0	500,000	0	0	500,000
Replace 20 Year Old Jet Truck	275,000	0	0	0	0	275,000
Square Watermain Replacement-Const	0	0	256,424	0	0	256,424
Square Watermain Replacement-Conting	0	0	45,790	0	0	45,790
Square Watermain Replacement-Environmental	0	91,580	0	0	0	91,580
Walker Addition Watermain Replacement-Const	0	0	0	0	457,700	457,700
Walker Addition Watermain Replacement-Conting	0	0	0	0	79,600	79,600
Walker Addition Watermain Replacement-Engr	0	0	0	90,000	0	90,000
Walker Addition Watermain Replacement-Row/Acquistions	0	0	0	69,200	0	69,200
Wtp Clarifier Covers	0	400,000	0	0	0	400,000
Water Total	**326,000**	**2,191,580**	**802,214**	**9,405,560**	**537,300**	**13,262,654**
Grand Total	16,157,598	7,672,155	2,773,594	11,354,785	1,825,540	39,783,672

City of Harrisonville, Missouri
Capital Improvements Plan - 2021 to 2025
Summary by Funding Type

	2021	2022	2023	2024	2025	Total
Cash						
Airport	89,000	1,466,500	0	0	0	1,555,500
Community Center	158,000	0	123,500	0	0	281,500
Electric System	810,000	300,000	272,000	272,000	272,000	1,926,000
Parks	0	583,600	0	0	0	583,600
Public Safety	70,000	70,000	0	0	0	140,000
Sewer	272,125	656,475	725,880	827,225	166,240	2,647,945
Stormwater	100,000	250,000	250,000	250,000	250,000	1,100,000
Streets	505,000	615,500	600,000	600,000	600,000	2,920,500
Water	51,000	1,191,580	802,214	9,405,560	537,300	11,987,654
Cash Total	**2,055,125**	**5,133,655**	**2,773,594**	**11,354,785**	**1,825,540**	**23,142,699**
COP						
Sewer	6,885,000	0	0	0	0	6,885,000
Stormwater	3,650,000	0	0	0	0	3,650,000
COP Total	**10,535,000**	**0**	**0**	**0**	**0**	**10,535,000**
Debt						
Airport	0	1,400,000	0	0	0	1,400,000
Debt Total	**0**	**1,400,000**	**0**	**0**	**0**	**1,400,000**
Lease						
Administrative	52,000	0	0	0	0	52,000
Community Center	170,000	0	0	0	0	170,000
Community Development	0	26,000	0	0	0	26,000
Parks	212,090	100,000	0	0	0	312,090
Public Safety	570,286	0	0	0	0	570,286
Sewer	200,000	0	0	0	0	200,000
Streets	37,000	12,500	0	0	0	49,500
Water	275,000	0	0	0	0	275,000
Lease Total	**1,516,376**	**138,500**	**0**	**0**	**0**	**1,654,876**
Note						
Community Center	1,178,800	0	0	0	0	1,178,800
Parks	872,297	0	0	0	0	872,297
Water	0	1,000,000	0	0	0	1,000,000
Note Total	**2,051,097**	**1,000,000**	**0**	**0**	**0**	**3,051,097**
Grand Total	16,157,598	7,672,155	2,773,594	11,354,785	1,825,540	39,783,672

APPENDIX - A

City Goals – Resolution 2019-29

The City's elected and appointed officials shall endeavor to implement, administer, execute, and complete the following goals of the City by March 31, 2020:

1. Create a program for increased code enforcement AND to incentivize better property management throughout the City.
2. Hire one dedicated and certified economic development professional to promote the City for economic development opportunities.
3. Create a plan for the immediate, short-term, and long-term, to prioritize the City's infrastructure projects to get those projects designed, scheduled, and identify how to fund them.

City Goals

Code Enforcement

- Create a program for increased code enforcement AND to incentivize better property management throughout the City
    - Increased Code Enforcement
        - Describe/identify what increased code enforcement means:
            - Property maintenance
            - Nuisance properties
            - Dangerous buildings
        - Review the City's current Code provisions and consider the adoption of the International Property Maintenance Code
        - Update nuisance ordinances to make them consistent with state statutes
        - Inventory/prioritize problem properties throughout the City to increase the impact of enforcement efforts
    - Incentive Options
        - Learn about incentives, and particularly Chapter 353, RSMo, abatement programs
        - Identify an incentives program and develop a plan to implement it
        - Review-update the City's incentives policy to ensure it is consistent with the identified program
        - Improve recognition for best-kept properties

City Goals

Economic Growth

- Hire one dedicated and certified economic development professional to promote the City for economic development opportunities
  - Budget for this position in the FY 2019-2020 budget
  - Review and update the City's economic development policy regarding authority and expectations for the position
  - Develop a list of qualifications for the position
  - Review and edit the job description for this position
  - Review and update the description of the City for use with recruiting an individual for this position
  - Collaborate with other cities to develop goals, expectations, measurements of success and consider tying these to a compensation program for the position
  - Timeline:
    - Advertise for the position in October 2019
    - Interview applicants in November 2019
    - Hire the best applicant in December 2019
    - Economic development professional begins work in January 2020

City Goals

Infrastructure

- Plan for the immediate, short-term, and long-term, prioritizing City's infrastructure projects designed, scheduled, and identify fund ing
  - Definitions:
    - Immediate = now until March 31, 2020
    - Short-term = 2020 – 2022
    - Long term = 2024 – 202
  - Priority Projects (generally):
    - Sewer rates
      - Currently the water utility heavily subsidizes the sewer utility
      - Not sustainable for future maintenance and replacement needs
      - Best approach for planning and reconfiguring ongoing maintenance and sewer infrastructure replacement funding without "passing the buck" forward
        - Public charrette providing information and get public opinion on developing this "best approach"

City Goals

Economic Growth - Continued

Sewer Plant

- Missouri Department of Natural Resources intense regulatory pressure to make improvements to the City's sewer plant
- Design and construction must be completed within 2 years

Storm water improvements

- Utilize hydrology study to be completed around October 2019 identifying storm water improvements that make the largest impact to improving the City's infrastructure and policies

City of Harrisonville est. 1836
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ADMINISTRATIVE SERVICES GOALS

The IT Department has completed the Email migration project funded in the 2020 budget. This project supports the enhanced communication and organization of the entire organization. Looking to 2021 the IT department will add staffing that will support the security and operations of all departments.

The Finance department is continuing the implementation of Incode 10 which supports the financials of all divisions of City government. This project will go live in the first quarter of 2021. Later in 2021 Utility billing will be converted to the newest version of Incode 10 as well.

Harrisonville Police Department EST. 1867

205 North Lexington
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In an effort to align with the City of Harrisonville Board of Alderman goals and objectives set in 2019 the Harrisonville Police Department proposes the following plan for the capital items requested for the 2021 City of Harrisonville annual budget.

Police Department

- The body-dash camera system replacement is a very large needed expenditure and unfortunately a necessity in this day and age. The current system is old and antiquated causing frequent problems and concerns should we have a major incident and need to rely on this system. This system needs to be reliable to not only protect the officer but the City itself. That said, having a reliable system that could possibly save the city from frivolous lawsuits allows the city to channel those funds into infrastructure and economic growth programs.

- The need to replace and keep current our police vehicle inventory not only provides staff with a safe vehicle and work environment to work in, it also protects the city from liability. The appearance of a new and professional police vehicle pursuing the city on a daily basis enshrines the city in a positive light as well as helps promote a positive economic growth environment.

Animal Control

- The request to purchase a camera system for the shelter is not only for the staff's protection but also the animals we care for on a daily basis. A staff that feels safer at work will also be a more productive staff accomplishing more on a daily basis. A more productive staff helps portray the city in a positive light that aids in economic growth.

- The request to replace the aging animal control vehicle is a need based on the age of the current vehicle. The appearance of a new and professional animal control vehicle patrolling the city on a daily basis displays the city's desire to promote economic growth.

- The animal shelter parking lot resurfacing and expansion request helps preserve the city's current infrastructure while the expansion promotes Harrisonville's bright future with economic growth.

Both the Police Department and Animal Control budget requests are currently funded through the General Fund of the annual City of Harrisonville budget.

Working with you to make Harrisonville a safe and drug free community.

In an effort to align with the City of Harrisonville Board of Alderman goals and objectives set in 2019 the Harrisonville Emergency Services proposes the following plan for the capital items requested for the 2021 City of Harrisonville annual budget

Replacing Older Ambulance in fleet

The older ambulance is a 2016 Ford F450 Type 1 ambulance that has served the City quite well over its lifetime. Normally ambulances only have about a 4 to 5 year life of use. When they get older they start to have more maintenance issues and usually are presented with larger than average invoices for repair. It is our goal in the 2021 budget is to finance a new ambulance and pay for it over the next four years when it will meet its end of life expectancy and be replaced at this time. We put on the average of around 50,000 miles on our ambulances a year, due to patient transports, which normally are to the KC Metro Area and sometimes farther. This current ambulance has around 211,000 miles on it.

Remodel and Update Station and Living Quarters

We plan to use the monies from the 2021 Budget to update and remodel the kitchen and living quarters. We will go out for quotes and give a licensed builder to remodel these areas of the station. These areas have not been updated for almost 15 years and over time they have deteriorated to where we need to fix them and update them.

New Fitness Equipment

The department currently has old, outdated, and donated equipment that does not work properly. We as a department try to stay physically fit due to the hazards of our job. It is the goal to replace this equipment with new equipment which serve us for at least the next few years.

Turn-Out Gear Replacement

The department has to meet the requirement with the NFPA to make sure that we update our personal protection equipment before it expires. Normal life expectancy of turn out gear is 7 to 10 years. It is our goal to update our PPE on a regular basis to protect our firefighters.

Commercial Washer and Dryer

The department currently has a Commercial and Dryer that is better than 10 years old. With all the hazards of our jobs, the firefighters need to a place and the equipment to clean their turnout gear. The current washer we have is outdated and does not clean our equipment efficiently. It again is our goal to have the ability to keep our gear clean and free of carcinogens that we get on our gear during firefighting.

Deputy Chief Position

The department has been ran by 1 Chief and 3 Captains since its start. With the growth of the department and more responsibilities, hiring another administrative person for the department would be an asset. The Chief of the Departments job is to make sure the budget is done and completed to meet the needs to the department as well as the vision or future of the department. The goal is to have a Deputy Chief that would be in charge of the operations of the department, so the Chief can focus on the future of the department and provide better service to the citizens of the City.

Ventilation System of Apparatus Bays

The building was never fitted for a ventilation system. All of our vehicles are diesel fueled and require to be started before they exit the bays. This has caused diesel soot to form on the walls in the apparatus bay areas. This would prevent that and help protect the personnel from harmful chemicals from exhaust. The goal is to protect our equipment and our personnel.

Emergency Services is funded from revenue, sales tax, and some funds from the General Fund of the annual City of Harrisonville budget.

Community Development Department - Budget Request

2020 and 2021 Goals

Economic Development

Goals Met: 2020 (set by Board of Aldermen)

- Hired a dedicated, certified economic development professional.

- Staff is researching and educating on Chapter 353 Tax Abatement Program, to implement as a tool, to assist in effectively addressing and influencing investment and improvement of City staff identified vacant, abandoned and blighted properties.

- Staff developed a comprehensive Economic Development Incentives Policy, adopted by the Board of Aldermen, identifying several Economic Development Incentives Programs, establishing incentives eligibility thresholds, to inspire quality investment and quality jobs.

- Staff is engaging with partners and participating in activities, to expose Harrisonville and to educate prospective investors on Harrisonville's assets and opportunities for beneficial investment.

Goals Set: 2021 (set by Community Development Department)

- Staff will reactivate Economic Development memberships
- Staff will participate in Missouri Partnership's Briefing Missions
- Staff will participate in Site Selection Consultant Forums and Conferences
- Staff will participate in State level events
- Staff will participate in County level events
- Staff will participate in Kansas City metropolitan Economic Development events
- Staff will participate in Workforce Development events
- Staff will forge a stronger partnership with the Harrisonville School District
- Staff will forge partnerships with Harrisonville employers

Planning and Zoning

<u>Goals Met: 2020</u>

Adopted Mobile Food Vending regulations.

P&Z Commission and BOA approved seven (7) preliminary and final plats, special use permits and rezoning applications.

BOA approved a 33-ac. Voluntary Annexation Petition from Sapp Bros at 275th and I-49.

Approved a Comprehensive Fee Schedule, that consolidated all development and utility fees into one schedule.

HPC approved four (4) Certificates of Appropriateness of private renovation projects on the Courthouse Square.

Goals Set: 2021

Complete a major update of the Harrisonville Comprehensive Plan and begin implementation of citywide amendments to the Harrisonville Zoning Map and Future Street Plan.

Update Harrisonville Courthouse Square Historic Preservation Plan.

Complete an update of the Subdivision and Zoning Regulations.

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CODE ENFORCEMENT AND BUILDING DIVISION

2021 GOALS

1- Develop and implement, with other departments, the “Rental Ready/ PD Safe” program, including rental property licensing, rental property periodic inspections and certifications, and assist in establishing a “neighborhood safety program” similar to “Block Watch”.

2- Work with FD to “fine tune”; and correct any discrepancies in adopted International Fire Code 2018 and previous amendments to same. Take this summary to the BOA for ordinance modification as needed.

3- Continue and improve strategies to provide a high level of service including; dissemination of helpful and needed information, timely services, and professional interactions with all clients. Work with IT department to implement digital, in the field, access of software and documents.

4- Improve the current enhancement of Property Code Enforcement. Continue to work on lowering the number of Vacant, Abandoned and Blighted properties in the City through working with all stakeholders, within the confines of budget and legal strategies.

5- Continue and improve employee growth and knowledge base enhancement including; training, professional certifications, and client interaction management.

6- Work with Planning and Zoning regarding needed changes to some aspects of Zoning and Property Development municipal code including; Sign code and Zoning Districts approved uses.

7- Improve the streamlining of all review processes and increase digital storage and access of information including; planning, building, city engineering, and public works.

City of Harrisonville est. 1836

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HARRISONVILLE PUBLIC WORKS DEPARTMENT

Goals and Accomplishments - 2020:

Public Works

Codes and Building Inspections

Code Enforcement Goal

- Create a program for increased code enforcement AND to incentivize better property management throughout the City

Increased Code Enforcement

- Describe/identify what increased code enforcement means:
  - Property maintenance
  - Nuisance properties
  - Dangerous buildings
- Review the City's current Code provisions and consider the adoption of the International Property Maintenance Code
- Update nuisance ordinances to make them consistent with state statutes
- Inventory/prioritize problem properties throughout the City to increase the impact of enforcement efforts

o Incentive Options

- Learn about incentives, and particularly Chapter 353, RSMo, abatement programs
- Identify an incentives program and develop a plan to implement it
- Review-update the City's incentives policy to ensure it is consistent with the identified program
- Improve recognition for best-kept properties

Result/Outcome

Code enforcement and City staff has been increased in 2020. Cases opened have increased and a fulltime code enforcement officer/inspector has been added to City staff. Property and nuisance code enforcement is defined and the additional tool of adopting the international property maintenance code has been achieved. All nuisance codes have been reviewed by the city attorney and are consistent with enabling statues.

All ICC adopted codes have been updated to the 2018 cycle year. Vacant, abandoned, and blighted properties (VAB) have been identified and mapped. Increased code enforcement is underway for these properties and progress is being made for re-habilitation and/or demolition.

Both, code enforcement and VAB reports, along with a CE graphic are published on the city website and are updated often.

Community Development and Economic Development has started on the available incentive's aspect of abatement of VAB properties. We are studying how the challenge of any municipal ordinance compliance and acknowledgment of positive behavior required by law, can be overcome, and how to best accomplish that. Possibilities include continued chamber recognition, web site reporting and appreciation postings, and possible newsletter inclusion.

Infrastructure Goal
Plan for the immediate, short-term, and long-term, prioritizing City's infrastructure projects designed, scheduled, and identify funding

Result/Outcome See below for each of the Public Works Divisions

Airport

The Airport Budget continues the needed maintenance of a valuable resource related to economic growth in the community. The need for a credit card machine, pavement maintenance, and airplane hangar repair or replacement is a yearly consideration needed to provide a safe and attractive amenity to our city.

Although this was not an identified goal, it should be noted that this project: *Hanger B Emergency Repairs* that structural design is under way by Tony Meister, PE with Structural Logical, a local structural engineer. Estimated cost of the project is $40,000.

Street

2020 Sidewalk and Curb Program

Contracted Work – KJ Remodeling:

The bid process for this program took place in late March. KJ Remodeling was the apparent low base bid in the amount of $64,97.00 and was notified. The total amount of the work with the additive alternatives is $97,000.00. With an estimated bid award for April and work to be done over the summer between the months of May and August. Then Covid-19 events and regulation policies were enforced followed by City monetary decisions for the uncertainty of revenue funds. Due to these events the bid award and estimated work was put on hold until August. In early August, financial spending was permitted, awards were given by the Board, and work was scheduled. Covid-19 events impacted the contractor's schedule, and work could not begin immediately. A notice to proceed was given and work was scheduled within the contract dates. Contractual work with KJ Remodeling for the 2020 Sidewalk and Curb Program is scheduled for November 9th with a completion date of December 6th. All winter preparation and procedures will be followed. The City staff and Contractor are hopeful that the planned work will be in satisfactory condition and completed on time. ***(For the lists of sidewalks and curb & gutter planned to be completed, 480 square feet yards of sidewalk, with six (6) ADA ramps and 1,820 L.F. of C&G, see map.)***

2020 Road Program

Contracted Work – Microsurfacing – Vance Brother's Inc:

The bid process for this program took place in early April. Vance Brothers Inc. was the apparent low bidder in the amount of $50,518.00 and was notified. With an estimated bid award for April and work to be done over the summer between the months of May and August. Then Covid-19 events and regulation policies were enforced followed by City monetary decisions for the uncertainty of revenue funds. Due to these events the bid award and estimated work was put on hold until August. In early August, financial spending was permitted, awards were given by the Board, and work was scheduled. Work was completed in September**.** ***(For the list of streets completed, 19,430 square yards paved, see map.)***

Contracted Work - Asphalt Mill and Overlay – Metro Asphalt Inc:

The bid process for this program took place in early April. Metro Asphalt Inc. was the apparent low bidder in the amount of $236,918.00 and was notified. With an estimated bid award for April and work to be done over the summer between the months of May and August. Then Covid-19 events and regulation policies were enforced followed by City monetary decisions for the uncertainty of revenue funds. Due to these events the bid award and estimated work was put on hold until August. In early August, financial spending was permitted, awards were given by the Board, and work was scheduled. Due to Covid-19 events, weather restrictions, and the impact on the contractor's schedule work has been approved and projected to take place in Spring 2021, paid for with 2020 funding. ***(For the list of streets to be completed, square yards paved, see map.)***

2020 Railroad Spur

Contracted Work – Railroad Maintenance - Musselmen and Hall

Street Department received three bids from contractors to surface the Universal Forest Products Rail Spur. They are: 1) Railway Track Services, 2) Kelly-Hill Company, and 3) Musselman and Hall. Work to be done included surfacing the rail spur. Surfacing consist of grading the rails, adding gravel, and tamping. Work must pass the track inspector must list. Musselman and Hall were the contractor of choice in the amount of $9,717.00. Work was completed on Monday, June 8, 2020. Sections of rail were lifted and realigned. Two (2)-inch limestone gravel was placed on different sections of the track and tamped in. Railroad inspector said, "That one (1) in every four (4) rail ties must comply for the spur to be complaint." The inside measurement between rails on the curve is too tight which is causing the rails to sheer. Several of the rails will need to be replaced in the next couple of years due to narrowing of the rails and divots on the top from the cartwheels spinning and grinding. The current rails have been reused several times and flipped which has allowed grinding and sheering on both sides of the rail sections. The spur will need more work next year as it has a lot of deficiencies. It will need about 250 ties replaced, broken hardware replaced, and possible base repair if surfacing work fails.

2020 Chip Seal Program

Due to a series of unfortunate events the Chip and Seal Program was unable to take place. Covid-19 events, City monetary decisions for the uncertainty of revenue funds, staff change over within department, limited available trained staff, and impeding winter weather put a halt to the completion of the chip and seal program for 2020 recommended roads. These roads will be added to the 2021 recommended list.

Street Department City staff Work Completed

Curb - 2,805 FT at $89,760 or $32/L.F.

Sidewalk - 1,049 FT at $6,294 or $6/sq. ft.

11 ADA ramps at $19,800 or $1,800/each

Street Pavement – 1,250 SQ FT

Redi mix – 307.45 SQ YDS

Asphalt Street Patching – 191.7 TONS

Crack Seal Streets – 7,070 L.F.

Crack Seal Airport Runway – currently under construction. At this time, 19,400 L.F. sealed and 1/6 complete. The final number of L.F. will be determined once the project is complete.

Although these was not identified goals, it should be noted that the Street Department completed the following projects:

Completed: Paint Striping for Commercial Street and other main roads went out in 2019, but the project was finished in 2020 after the contractor had to reapply due to inclement weather conditions.

Completed: First Annual Stream Clean Up: the first Annual Stream Clean-up was held on Saturday, October 17, 2020, with a total of thirty -three (33) volunteers. The volunteers collected 3 tons dumpster of litter. The event was co-sponsored by the South Grand River Watershed Alliance and the Missouri Department of Conservation. Lunch was provided by the Harrisonville Elks Lodge. Several volunteers reported large trash items too big for removal at time (suggested use of backhoe or bobcat) items included: bed frame, dresser, couch, bench. Overall, this was a successful event. City staff have started the Activity Report. The additional information about the event can be found: *\\HVILLE-share\PW-Public\Street Department\MS4\2020\Events\Stream Clean Up*

Completed: Installation of the **United States Geological Survey (USGS) Water Monitoring System** of Muddy Creek project

USGS staff assured City staff of due diligence in conveying their proposed project and reconciling any shortfalls USGS staff may have had in communication and/or confusion associated with their proposal document. USGS sensor deployments are non-transmitting for the purposes of internal model calibration and map development. The precipitation gage coupled with WaterAlert is the mechanism used to disseminate situational awareness to the local community. Implementation of a streamflow gage would not have value in the Muddy Creek basin regarding time to peak (flashiness) in addition to the fact this is cost-prohibitive option that USGS staff could not link benefit. The "heavy lifting" of the mapping products and linkage to precipitation outcomes (duration/accumulation) will be done by the USGS staff as a customized product that will need to reside on a City webpage as a portal of sorts to the community.

An earlier presentation to the Board of Aldermen (BOA) outlined the steps that would be taken to flood warning (National Weather Service (NWS) flash flood watches, warnings/USGS product, and CodeRed implementation by the community's emergency management). The USGS product with WaterAlert is the foundation for such a warning, but the NWS flood watch and the City of Harrisonville's decision to implement its own CodeRed system are value added information that could potentially reside on the City webpage as well. More to come…..

Combined Water and Sanitary Sewer (CWSS)

Water/Sewer Accomplishments

Goal

Water and Sewer Rate Study, and the Water and Sewer Tap Fees
Currently the water utility heavily subsidizes the sewer utility
Not sustainable for future maintenance and replacement needs
Best approach for planning and reconfiguring ongoing maintenance and sewer infrastructure replacement funding without "passing the buck" forward.
Public charrette providing information and to get public opinion developing this "best approach"

Result/Outcome

Both the Water and Sewer Rate Study, and the Water and Sewer Tap Fee Study were completed by Burns & McDonell (engineer). The rates and fees indicated in the studies were accepted and approved effective January 1, 2021, by the Mayor and the BOA

- 1,037 Missouri One Call tickets completed
- 269 Water & Electric meters changed out. 64 Hersey/Mueller water meters. 184 Zenner water meters 21 electric meters.
- 1,364 Service tickets completed
- Read 9,132 Meters each month and performed on average 42 shutoff's each month
- Jetted 23,000 L.F. of sewers for regular maintenance to clean out roots and grease and stop sanitary sewer overflows
- Uni-directional flushing of water mains to remove unwanted tastes and odors, and to improve chlorine residual. This task was completed in the Spring 2020.
- One hundred (100) fire hydrants were maintenance and inspected to ensure fire hydrants are in proper working order
- Valve exercising program to ensure all valves are in good working order, operates and shuts off to make sure they are to grade. We need to create a valve map in GSI to determine how many valves that we must maintain.
- Replaced 400 L.F. of AWWA C900 PVC water main pipe along Stella Street and increased the pipe from from 4" to 8"; and made a loop to remove a dead end and improve water quality and fire protection.

Wastewater Treatment Plant
Goal
MDNR intense regulator pressure to make improvements to the City's sewer plant.
Design and construction must be completed withing 2 years.

Result/Outcome

The City's Design-Build Ultraviolet Disinfection project is planned to be completed by Summer 2022.

- A water/sewer rate study was completed by Burns & McDonell. The sewer rate has been proposed to increase five (5) percent. By the sewer rate study plan, increasing the sewer rate 5% each year for the next seven years will allow the sewer fund to be self-sustaining where previously the water fund heavily subsidized the sewer fund and was not sustainable for future maintenance and replacement needs.
- Create and start a pump and generator replacement list for the wastewater plant and the lift stations.
- Learn how to apply and submit our wastewater permits to stay compliant with MDNR.
- Stay compliant with all MDNR regulations as far as wet tests, Discharge Monitoring Report - Quality Assurance (DMRQA)'s, daily/weekly/monthly/quarterly testing, and expanded effluent test etc.
- Maintain and keep equipment as well as the plants and lift stations running without any SSO's (sanitary sewer overflows.)

- Start working on the removal of our south plant and the addition of our U.V. system as required by MDNR. SE 20-01
- Manage our budget to use extra line item funds when available to improve outdated equipment around the facility, i.e. purchase of riding lawn mower and aeration blowers.
  - Keep up with our normal maintenance regarding equipment greasing, oil changes, mowing, spraying, fencing etc.

Water

- A water/sewer rate study was completed by Burns & McDonell. The water rate has been proposed to increase two and one-half (2.5) percent. By the water rate study plan, increasing the water rate 2.5% each year for the next seven years will allow the water fund to be self-sustaining for future maintenance and replacement needs.
  - Completed the Missouri Department of Natural Resources Water Treatment and Distribution Inspection
  - Two (2) City staff operators renewed their MDNR licenses
  - Maintained MDNR's testing and reports

1) There were no CIP projects scheduled for 2020

Stormwater

Goal

Utilize hydrology study to be completed around October 2019 identifying storm water improvements to make the largest impact to improve the City's infrastructure and policies

Result/Outcome

Continue to monitor, respond to calls, investigate storm water complaints, review drainage on development plans, work on compliance to the MS4, and update/modify the City's Stormwater Master Plan as needed.

Engineering

A Request for Proposals City Lake Spillway Replacement was due September 3rd. City staff received five (5) proposals for the work. City staff are reviewing the five (5) proposals for the Lake Luna and City Lake RFP work. Wilson & Company, Water Resources Solutions, Anderson Engineering, Allgeier, Martin and Associates, Inc., and Olsson submitted RFP's City staff have selected Wilson & Company as the top-rated firm regarding the Lake Luna and City Lake RFP work. City staff to negotiate the scope and fee with Wilson & Co.

City staff submitted to the MARC staff regarding the City of Harrisonville's two (2) projects on the MARC Surface Transportation Block Grant Program (STP):

1) MO-Highway 2 (South Street) Culvert over Muddy Creek Tributary, just east of Eastwood Rd.
2) MO-Highway 2 (South Street) at Independence St Intersection Improvements and the MARC STP Committee awarded to the City of Harrisonville $993,600 for the MO-Highway 2 (South Street) Culvert over Muddy Creek Tributary, just east of Eastwood Rd. project.

Transportation Engineering Assistance Program (TEAP) grant projects: City staff received a 80/20 grant for a the MoDOT TEAP Agreement on the following two (2) TEAP grants

1) For Pedestrian and Traffic Congestion Study at Matt and Meghan Streets
2) For an Intersection Study at Locust and Commercial Streets

Goals - 2021:

Codes and Building Inspections

1- Develop and implement, with other departments, the "Rental Ready/ PD Safe" program, including rental property licensing, rental property periodic inspections and certifications, and assist in establishing a "neighborhood safety program" similar to "Block Watch".

2- Work with FD to "fine tune"; and correct any discrepancies in adopted International Fire Code 2018 and previous amendments to same. Take this summary to the BOA for ordinance modification as needed.

3- Continue and improve strategies to provide a high level of service including dissemination of helpful and needed information, timely services, and professional interactions with all clients. Work with IT department to implement digital, in the field, access of software and documents.

4- Improve the current enhancement of Property Code Enforcement. Continue to work on lowering the number of Vacant, Abandoned and Blighted properties in the City through working with all stakeholders, within the confines of budget and legal strategies.

5- Continue and improve employee growth and knowledge base enhancement including training, professional certifications, and client interaction management.

6- Work with Planning and Zoning regarding needed changes to some aspects of Zoning and Property Development municipal code including Sign code and Zoning Districts approved uses.

Airport

The need for a credit card machine, pavement maintenance, and airplane hangar repair or replacement is a yearly consideration needed to provide a safe and attractive amenity to our city.

Below is the list of 2021 Budget CIP's and Objectives in order of priority for the Lawrence Smith Memorial Airport

Priority 1A CIP Airplane Hanger B Immediate Repair $40,000 Structural Design is underway.
Priority 1 CIP Fuel Sales Credit Card Reader $15,000
Priority 2 CIP Pavement Habitation, Mill and Overlay Taxi Lanes $1,409,000 total project cost
MODOT Grant, $1,318,00/Cares Grant $16,900/ **City General Fund $89,000**
Priority 3 CIP Airplane Hanger B Replacement Estimated Cost is $1,000,000. City staff to apply for the MoDOT STAR SRF loan to build a new hanger.
Priority 4 CIP Airport Mower $15,000

Street

Complete the project management of engineering design and construction phase services of the following budget amounts of street programs. Below is the list of 2021 Budget CIP Projects in order of priority.
Priority 1 CIP Asphalt Program $300,000

Priority 2 CIP Sidewalk and Curb Program $100,000

Priority 3 CIP Precision Drive Rail Spur Track Maintenance $65,000
Priority 4 CIP Aldi's development ½ cost to widen Winchester $20,000
Priority 5 CIP Skid Steer/Breaker Replacement $37,000
Priority 6 Objective Street Department Overtime $13,775
Priority 7 CIP 60" Riding Mower Replacement $12,500
Priority 8 CIP Street Department Maintenance Building Roof Repair $15,500

Installation of New Sidewalk and Storm Sewer System at end of S. King Street dead end to Oakwood Street. Signed residential easements have been recorded at County Records Office and in given to City Clerk. The project's purpose is to resolve the issue of standing water and debris buildup at the dead end of King Street and to connect a pedestrian sidewalk for students to walk to the nearby school.

Scheduled: Stormwater Stencil Project in Collaboration with local Boy Scouts Troop. Scouts will be stenciling the lids of stormwater catch basins of curb inlets. This meets criteria for the minimum control measure of the MS4: Public Involvement and Engagement. This also meets the criteria for the scouts to achieve their Eagle Scout promotion through community service.

SUBJECT: The Street Department Maintenance Budget aligns with the Board's Short-Term Goals

In preparing the Street Department budget, consideration was given to the Boards resolution to how the budget aligns to the goals of economic growth and short-term infrastructure projects. Asphalt resurfacing is planned for areas where the city sees potential for industry growth; Precision Drive and Brookhart Drive areas to help showcase our city. Street improvements for our residents is also a goal as we have included streets that residents have asked to be repaved. Finally, street maintenance, using seals have a huge impact of tax dollars, the BOA allowing their use shows wisdom and ahead of the curve in a growing trend in roadway maintenance.

The most requested maintenance item is curb & gutter repair. Thanks to the efforts of the BOA, funding for curb & gutter is making an impact, though hundreds of feet of curb & gutter still need repaired. Reducing exposure for the City is everyone's concern and the Federal law requiring ADA improvements. The sidewalk and curb & gutter programs are an attempt in addressing these concerns and making the roadway more attractive.

The residents of Harrisonville require that City equipment and facilities be safe, functional, and clean. This budget attempts to address these concerns with safety and function in mind.

As the Street Division Superintendent with some years in the street maintenance field, most of my knowledge has come from informal teaching, or hands on, and some has been formal teaching in school settings. They are both important and a necessity for future staff. In addressing the need, the Street Division will attempt to send younger City staff to several days of training a year through American Public Works Association (APWA) to get some fundamentals in leadership and a concept of what public works is all about. The Public Works Department also encourages those who will continue formal training, so to be prepared to take on additional responsibilities as some have, investing in themselves as the City has is important in this division.

While these concepts are not new to the City, making a resolution to frame the effort is a great idea as we work for Harrisonville's future.

CWSS

Below are the list of 2021 Budget CIP sewer main replacement projects for the $100,000 included in the budget. Complete the project management of engineering design of the $100K engineering budget of sanitary sewer program. The $100K will cover the engineering for the following three projects:

1) Blueberry to James SE 21-01

2) Crestwood to Delmar SE 21-02

3) Mechanic to Halsey SE 21-03

Also included in the 2021 budget is the purchase of a used camera truck ($90,000), a new jet truck ($275,000) and a new skid steer (Bobcat) an equipment - $110,000 .

- Continue working on thirty (30) manholes to reduce I & I
- Continue valve exercising program. We anticipate exercising 100 valves.
- Working with all departments as needed
- Keep track of contractors for ROW permits
- Keep up with MDNR training classes when allowed, or classes are reinstated
- Work on our Fats, Oil and Grease (FOG) program
- MDNR has extended City staff licenses for 2020. Those City staff with a Distribution System DSIII license will need to maintain their license with required class credit hours.

- Identify CIPP trenchless sanitary sewer lining projects to bid and receive the most economical costs.

- Schedule flushing/jetting/CCTV for known sanitary sewer main trouble areas with the City's own jetter and CCTV equipment.

Below are the list of 2021 Budget CIP water main replacement projects for the $100,000 included in the budget.

Complete the project management of engineering design of the $100K construction budget of subdivision curb and gutter program. The $100K will cover the engineering for the following projects:

1) Historic Square Water Main Replacement WA 21-01

Also, included in the 2021 budget is the design and construction of Lake Harrisonville Spillway Renovation project WA 21-02 and funded by the Certificates of Participation (COP).

WWTP

Below is the list of 2021 Budget CIP sewer main, improvements to the WWTP and lift stations included in the budget and funded by the Certificates of Participation (COP).

1) South Service Area Sanitary Sewer project. This is a Design-Build contract between the City, Burns & McDonell and CAS Constructors LLC SE 20-03

2) UV and Disinfection System Equipment This is a Design-Build contract between the City, Burns & McDonell and CAS Constructors LLC SE 20-01 The total amount of the engineering contract in $415,000 for the two (2) projects, SE 20-01 and SE 20-03.

3) Lift Station Pump Replacement SE 21-04

4) Replace the two Fairbanks Morris dry weather pumps at Lift Station #2 SE 21-05

5) Replace the Scum Pump located in the downstairs pump house SE 21-06
6) Add an additional WWTP operator staff employee
7) Schedule and budget and replace pumps, generators and outdated equipment as needed and at the end of the equipment's useful expected life.

8) Review for our plant(s) MDNR permits and answer questions that may arise with MDNR staff to stay current, within discharge limitations and remain compliant.
9) Stay compliant with all MDNR regulations as far as our wet tests, DMRQA's, daily/weekly/monthly/quarterly testing, and expanded effluent test as well as to SSO's (sanitary sewer overflows)
10) Continue working with surveyor, appraiser, engineers, and property owners regarding the upcoming South Service Area Sanitary Sewer and lift station projects for the replacement of the City's south WWTP as well as the proposed (future) Ultraviolet Disinfection equipment system at the City 's main WWTP.
11) Keep up with our normal maintenance regarding equipment greasing, oil changes, mowing, spraying, fencing etc.

12) Have the WWTP driveway chip and sealed, ST 21-01.
13) City staff to create and work on a Preventative Maintenance Plan for generators and pumps at the lift stations.

Water

Begin to monitor for unaccounted water monthly.

Produce safe, reliable, and cost-effective drinking water

Meet all MDNR regulations
Stay current with MDNR training classes
Below are the list of 2021 Budget CIP projects at the WTP included in the budget

1) There are no CIP projects scheduled for 2021

Stormwater

City staff plan to use $100,000 for the flood buy-out properties 20 percent matching funding. Complete the project management of engineering design and construction phase services of the following budget amounts of stormwater. Below is the list of 2021 Budget CIP Projects:

1) City Park Lakes Dam & Spillway Renovation, $2,650,000 City staff selected Wilson & Company to design the storm water improvements as outlined in the Request for Proposals. City staff have received the scope and fee for the work to be completed and have the scope and fee under review.

2) Glen Eagle Regional Detention Basin, $1,000,000 Complete the project management of the engineering design and construction phase services of the regionalization detention basin. project

Engineering

Complete the self-assessment phase of our Public Works Department regarding the APWA Accreditation process.

Continue to review the approved yearly budget monthly; submit mid-year budget adjustments to City Administrator.

See individual CIP projects listed above.

ELECTRIC SYSTEM

To align the 2021 Electric Department budget with the City of Harrisonville's Board of Alderman goals in Resolution 2019-29, the Electric Department has created a plan for the immediate, short-term and long-term, to prioritize the City's infrastructure.

A mapping system will give the Electric Department a better inventory of exactly what we have for infrastructure and how to better manage it.

The contract services (trees budget) is to address the care of our electric infrastructure while addressing outages and public safety. Reducing overtime spent on vegetation outages will be another benefit.

Placing overhead lines underground is a long-term project that will make the electric system more robust, while eliminating vegetation and wildlife outages. By reducing vegetation issues by placing electric lines underground should reduce operating costs as well.

All Electric Department budget items will be funded by revenues from power sales.

Glossary of Terms

A

Accrual Basis of Accounting - Internal Service Fund and Enterprise Fund revenues and expenses are recognized on the accrual basis. Under this method of accounting, revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period occurred.

Ad Valorem - A tax levied on the assessed value of both real and personal property in proportion to the value of the property (also known as "property tax").

APWA – American Public Works Association.

Amortization - Payment of principal plus interest over a fixed period of time.

Appropriate - An authorization made by the Governing Body which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.

Fund Balance – the difference between assets and liabilities in reported in a governmental fund.

Assessed Valuation - The valuation placed upon real and certain personal property by the County Assessor as the basis for levying property taxes.

B

Balanced Budget - Annual financial plan in which expenditures do not exceed revenues.

Bond - A written promise to pay a specified sum of money on a specific date at a specified or variable stated interest rate. The most common types of bonds are general obligation and revenue bonds. Bonds are typically used as long-term debt to pay for specific capital expenditures.

Bond Rating - A rating that is received from Standard & Poor's Corporation and Moody's Investors Service, Inc., that shows the financial and economic strengths of the City.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a given period of time. It is the primary means by which most of the expenditures and service activities of the City are controlled.

C

Capital Improvement Plan (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of years setting forth each capital project and identifying the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

Capital Expenditure - funds spent for the acquisition of a long-term asset.

Capital Outlay - Land, buildings, building improvements, vehicles, machinery and equipment, infrastructure and all other tangible assets over $1,000 that are used in operations and that have initial useful lives extending beyond a single reporting period.

Charges for Service - Category for revenue accounts which includes fees paid by citizens for services rendered. For example, various charges to the public for Animal Control services.

CEU – Continuing Education Units

CID – Community Improvement Districts are an economic development tool in the state of Missouri.

CIPP – Cured in pipe placing

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Service rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

COPs - Certificates of Participation. COPs are lease financing agreements in the form of securities that can be marketed to investors in a manner similar to tax exempt debt.

Current Assets - Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Some examples are cash, temporary investments, and taxes receivables which will be collected within one year.

Current Liabilities - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

D

Delinquent Taxes - Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. The unpaid balances continue to be delinquent taxes until abated, paid, or converted into tax liens.

Department - A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

E

Encumbrances - Commitments related to unperformed contracts for goods or services

Enterprise Fund - Fund used to account for the acquisition, operation, and maintenance of governmental facilities and services which are predominately self-supporting through user charges.

Expenditures - A decrease in the net financial resources of the City due to the acquisition of goods and services.

F

Fines and Forfeitures - Category for revenue accounts which includes fees paid by citizens. For example, Court Fines and Parking Meter Fines due.

Fiscal Year (FY) - A 12-month period to which the annual operating budget applies, and at the end of which, government determines its financial position and the results of its operations. The City of Peculiar's fiscal year begins October 1 and ends the following September 30.

Full-Time Equivalent (FTE) - One FTE is a 40 hours per week position.

Fund Balance- The fund equity of governmental funds and trust funds; the excess of assets over liabilities.

Fund - The fiscal and accounting entity with a self-balancing set of accounts recording cash and other fiscal resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying a specific activity or obtaining certain objectives in accordance with special regulations, restrictions, or limitations. An independent fiscal and accounting entity including all cash with related liabilities or obligations.

G

General Fund -The general fund is used to account for the resources traditionally associated with government which are not required to be accounted for in another fund.

General Government - A category in budget highlights detailing the expenditures of various general operating funds.

General Obligation Bonds
Long term debt backed by the full faith and credit of the taxing subdivision. A tax levy can be used to pay principal and interest. Often, cities will also use some revenue from a utility fund to finance the payments.

Generally Accepted Accounting Principle (GAAP)
Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and the content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines for general application, but also detailed practices and procedures.

Government Finance Officers Association (GFOA)
A representation of public finance officials throughout the United States and Canada. The GFOA's mission is to enhance and promote the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit. (source: www.gfoa.org)

Governmental Accounting Standards Board (GASB)
An independent, non-profit agency whose mission is to establish and improve standards of state and local governmental accounting and financial reporting. (source: www.gasb.org)

Goals and Objectives
Activities and results each department was directed to project and intend to work toward throughout the coming year.

Grants
Part of the General Fund in which grant funds are received for the purpose of financing operating expenditures.

I

ICC – International Code Council.

INCODE – INCODE is the city's financial system.

Internal Service Funds - These funds are used to finance, administer, and account for the financing of goods and services provided by one department to other departments of the City on a cost reimbursement basis. Budgeted internal service funds are Fleet Operations, Custodial and Maintenance Services, Finance Utility Customer Service, Information Technologies, GIS Fund, Public Communications, Employee Benefit Fund, and Self-Insurance Reserve Fund.

IT – the Information technology department within the city's budget.

K

KC – the Kansas City metropolitan area.

L

LWCF – Land and Water Conservation Fund

M

MDNR – Missouri Department of Natural Resources.

MS-4 – Municipal separate stormwater sewer system

N

NEC – National Electric Code.

NPDES – National Pollution Discharge Elimination System

NID– Neighborhood Improvement Districts are an economic development tool in the state of Missouri.

O

Ordinance - A law set forth by a governmental authority.

P

Park Sales Tax - A ½ cent sales tax approved by voters .

Personal Services - Expenditures relating to compensating City employees, including salaries, wages, overtime pay, and holiday pay.

Proprietary Funds
Funds that are used to account for operations that are financed and operated in a manner similar to a private business enterprise. Proprietary funds include enterprise funds and internal service funds.

R

Reserve - An account used to indicate a portion of a fund balance is restricted or set aside for emergencies or unforeseen expenditures not otherwise budgeted

Revenue - All money that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Bonds - Revenue bonds are a type of loan in which the loan is repaid with revenues from the revenue-generating entity, not by contributions from taxes or the General Fund.

S

Special Assessments - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SRO – School resource officers are integrated into the Raymore/Peculiar school district. The City receives funding for the time these officers spend in the school.

T

TIF – Tax Increment Financing Districts are an economic development tool in the state of Missouri.

V

VE – Value engineering

City of Harrisonville est. 1836

MEMO TO: Jeremy Smith, Director of Administrative Services

FROM: Kim Hubbard, Finance Manager

DATE: 11/12/2020

SUBJECT: Pay Structure Update

City staff is working with BakerTilly on a Compensation Study which is scheduled to be completed by the end of first quarter 2021.

I am recommending the following changes to the current pay structure which will reflect pay in the proposed 2021 budget.

- Increase the pay structure 3% across all pay ranges, by doing this allows those employees who are at the top of their pay level to receive the proposed increase for 2021.
- Remove levels .25, .50, & .75 and move concession stand worker, fitness floor/recreation attendant and front desk positions to level 1 and move special events coordinator to level 3.
- Change the minimum hourly rate to $11.00 an hour (annual $22,880.00) n level 1.

Levels .25, .50 & .75 were initially added to the pay structure for the community center part-time employees. With the recent yearly increases to the minimum hourly wage I believe it makes sense to eliminate the three lower pay levels and move them to a level 1.

Staff has also been negotiating a contract with Midwest Pool Management of America to take over the management and staffing of the outdoor and indoor pool which will eliminate some positions from the pay structure.

Staff also recommends a hiring freeze until after the first year. It does not make sense to hire someone at the end of the year then turnaround and give them a 3% COLA at the first of the year.

When the pay compensation study is completed there will be additional conversations that need to take place regarding implementation.

Attached is the proposed pay structure for your review.

Please contact me if you have any questions.

Proposed Harrisonville Missouri Compensation Structure: Effective January 1, 2020

Proposed 2021

Title	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 13						
City Administrator	$93,745	$117,181	$140,617	$45.07	$56.34	$67.60
Level 12						
~~Finance Director/Assistant City Administrator~~	~~$75,814~~	~~$94,768~~	~~$113,722~~	~~$36.45~~	~~$45.56~~	~~$54.67~~
Level 11						
Director of Administrative Services	$ 73,808	$ 92,260	$ 110,713	$35.48	$44.36	$53.23
City Engineer						
~~Director of Electric Utility~~						
Director of Emergency Services (Fire Chief)						
Director of Public Works						
Police Chief						
Level 10						
Community Development Director	$67,047	$83,809	$100,571	$32.23	$40.29	$48.35
~~IT Director~~						
Director of Parks and Recreation						
Electric Superintendent						
Level 9						
Police Lieutenant	$61,016	$76,269	$91,523	$29.33	$36.67	$44.00
IT Security Specialist						
Electric Line Supervisor						
Level 8						
~~Deputy Fire Chief~~ Battalion Chief	$55,412	$69,265	$83,119	$26.64	$33.30	$39.96
Journeyman Lineman						
Street Superintendent						
Assistant Public Works Director						
Finance Manager						
City Clerk/PIO						
Level 7						
Building Official	$49,603	$62,004	$74,405	$23.85	$29.81	$35.77
~~City Clerk/HR~~						
Community Development Planner						
EMS Captain (Full Time Hourly Rate Adjusted for 2,756 regular hrs & 164 hrs OT)				$16.52	$20.65	$24.79
Information Technology Specialist						
Police Sergeant (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				$22.44	$28.06	$33.67
~~Tree Trimming Supervisor~~						
~~Assistant Parks & Recreation Director~~						
Level 6						
~~Airport Manager~~	$44,428	$55,536	$66,643	$21.36	$26.70	$32.04
Community Center Manager						
Recreation Fitness Manager						
~~Assistant Public Works Director~~						
Chief Water Plant Operator						
Chief Wastewater Plant Operator						
~~Public Information Officer/Deputy City Clerk~~						
~~Assistant Finance Director Manager~~						
~~Economic Development Manager~~						
~~Human Resource Specialist~~						
Maintenance Supervisor						
Municipal Court Administrator						
Park & Facility Supervisor						
Corporal/Detective (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				$20.10	$25.13	$30.16
Street Supervisor						
W/S Maintenance Supervisor						
Level 5						
Apprentice Lineman	$39,830	$49,788	$59,746	$19.15	$23.94	$28.72
~~Business Office Manager~~						
Codes Compliance Officer/Building Inspector I						
Recreation Activity Specialist						
~~Engineering Tech~~						
Executive Secretary						
Firefighting Paramedic (Full Time Hourly Rate Adjusted For 2,756 Regular Hrs & 164 hrs of OT)				$13.27	$16.58	$19.90
GIS Technician/Planner II						
Plant Operator III (A & B License Holders)						
Facility Maintenance						
Police Officer I (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				$18.02	$22.53	$27.03
~~Recreation/Aquatics/Program/Fitness Supervisor~~						

Attachment: Updated Pay Structure-2021 (2020 Budget Ordinance)

Proposed Harrisonville Missouri Compensation Structure: Effective January 1, 2020

Proposed 2021

Title	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 4						
Accounting Clerk II	$35,734	$44,679	$53,615	$17.18	$21.48	$25.78
Accounting Specialist						
Accounts Payable Specialist						
Payroll & Benefits Clerk						
~~Aquatics Supervisor~~						
Chief Animal Control Officer						
Codes Compliance Officer						
Communication Officer (Dispatcher)						
Firefighting EMT (Full time Rate adjusted for 2,756 regular hrs & 164 hrs OT)				$11.90	$14.88	$17.86
Plant Operator II (C & D License Holders)						
Police Cadet (Part-time)						
~~Tree Trimmer~~						
Level 3						
Accounts Receivable Clerk						
Administrative Secretary	$32,101	$40,127	$48,153	$15.43	$19.29	$23.15
Animal Control Officer I						
General Maintenance II (Skilled Worker)						
GIS Technician/Planner I						
~~Meter Reader (Water & Electric)~~						
Park Maintenance (Equipment Operators-Skilled Worker)						
Plant Operator (No License Held)						
Street Maintenance (Heavy Equipment Operator)						
~~Apprentice Tree Trimmer~~						
W/S Maintenance (Skilled Worker)						
Special Events Coordinator						
Level 2						
Accounting Clerk I	$28,863	$36,079	$43,295	$13.88	$17.35	$20.81
Court Clerk						
~~Customer Service Specialist~~						
~~Payroll Clerk~~						
Police Records Clerk						
Recreation Coordinator						
Level 1						
Animal Shelter Worker	$22,880	$32,469	$38,958	$11.00	$15.61	$18.73
Codes Compliance Officer/Building Inspector I- Part Time						
General Maintenance I (Custodian/Laborer/Semi-Skilled)						
Fitness Instructor- Part Time						
Intern						
Concession Stand Worker						
Fitness Floor/Recreation Attendant						
Front Desk - Customer Service - Office Support						
Level .75						
~~Fitness Instructor- Part Time~~				~~$10.00~~	~~$12.50~~	~~$15.00~~
~~Intern~~						
Level .5						
~~Pool Manager~~				~~$9.00~~	~~$11.25~~	~~$13.50~~
~~Special Events Coordinator~~						
~~Concessions Stand Manager~~						
Level .25						
~~Concession Stand Worker~~				~~$9.45~~	~~$11.81~~	~~$14.18~~
~~Fitness Floor/Recreation Attendant~~						
~~Life Guard~~						
~~Front Desk - Customer Service - Office Support~~						
~~Seasonal & Part-time Maintenance Worker~~						
~~Swim Instructor~~						

Attachment: Updated Pay Structure-2021 (2020 Budget Ordinance)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Daniel Barnett,**

DATE: **December 1, 2020**

SUBJECT: **Investigative Committee Report to the Board of Aldermen**

Type of Item: *Discussion*

L. Discussion Item (ID # 3719)

Investigative Committee Report to the Board of Aldermen

City of Harrisonville est. 1836

STAFF REPORT

TO: **Board of Aldermen**

FROM: **Daniel Barnett,**

DATE: **November 19, 2020**

SUBJECT: **October 2020 Municipal Court Report**

Type of Item: *Approval*

A. Action Item (ID # 3708)

October 2020 Municipal Court Report

Attachments:

Municipal Court Report October 2020 (PDF)

IN THE MUNICIPAL COURT OF HARRISONVILLE, MISSOURI
CASS COUNTY

I certify that the attached is a report on all cases heard or tried before the Judge of the Circuit Court of Cass County Missouri, Municipal Division at Harrisonville during the month of **October 2020** and that the information and statements contained in said report are true and correct according to my best information, knowledge and belief.

Michelle Shaffer
Michelle Shaffer
Court Administrator

11/13/20
Date

Presented and reviewed as required by Court Operating Rule 4.29.

City Clerk

11-18-2020
Date

Subscribed and sworn to before me this 19th day of November, 2020.

Caroline E Vaughn
Notary

CAROLINE E. VAUGHN
Notary Public - Notary Seal
State of Missouri
Commissioned for Cass County
My Commission Expires: March 14, 2023
Commission Number: 19500796

Attachment: Municipal Court Report October 2020 (October 2020 Municipal Court Report)

Municipal Division Summary Reporting

17th Judicial Circuit - Cass County - Harrisonville Municipal Division

I. COURT INFORMATION

Reporting Period:		
October 2020	**Court activity occurred in reporting period: Yes**	
Clerk's Physical Address:	**Mailing Address:**	**Vendor**
300 E. Pearl St. Harrisonville, MO 64701	PO Box 367 Harrisonville, MO 64701	Incode (Tyler Technologies)
Telephone Number:	**Fax Number:**	
(816) 380-8903	(816) 380-8910	
Prepared by:	**Prepared by E-mail Address:**	**Municipal Judge(s) Active During Reporting Period:**
MICHELLE SHAFFER	michelle.shaffer@courts.mo.gov	Kevin Anderson

II. MONTHLY CASELOAD INFORMATION		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations / informations) pending at start of month		139	851	770
B. Cases (citations / informations) filed		4	47	49
C. Cases (citations / informations) disposed				
	1. jury trial (Springfield, Jefferson County, and St. Louis County only)	0	0	0
	2. court / bench trial - GUILTY	0	0	0
	3. court / bench trial - NOT GUILTY	0	0	1
	4. plea of GUILTY in court	4	30	22
	5. violations Bureau Citations (i.e., written plea of guilty) and bond forfeitures by court order (as payment of fines / costs)	0	19	1
	6. dismissed by court	1	2	1
	7. nolle prosequi	0	1	9
	8. certified for jury trial (not heard in the Municipal Division)	0	0	0
	9. TOTAL CASE DISPOSITIONS	5	52	34
D. Cases (citations / informations) pending at end of month [pending caseload = (A + B) – C9]		138	846	785
E. Trial de Novo and / or appeal applications filed		0	0	0

Attachment: Municipal Court Report October 2020 (October 2020 Municipal Court Report)

III. WARRANT INFORMATION (pre- & post-disposition)	
1. # Issued during reporting period:	158
2. # Served/withdrawn during reporting period:	111
3. # Outstanding at end of reporting period:	982

IV. PARKING TICKETS	
Does court staff process parking tickets? Yes	
1. # Issued during reporting period:	0

V. DISBURSEMENTS	
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)	
Fines – Excess Revenue	$3,893.50
Clerk Fee – Excess Revenue	$368.85
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Excess Revenue	$11.59
Bond forfeitures (paid to city) – Excess Revenue	$0.00
Total Excess Revenue	**$4,273.94**
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)	
Fines – Other	$4,269.50
Clerk Fee – Other	$337.00
Judicial Education Fund (JEF) Court does not retain funds for JEF: Yes	
Peace Officer Standards and Training (POST) Commission surcharge	$60.32
Crime Victims Compensation (CVC) Fund surcharge – Paid to State	$434.72
Crime Victims Compensation (CVC) Fund surcharge – Paid to City/Other	$11.10
Law Enforcement Training (LET) Fund surcharge	$116.64
Domestic Violence Shelter surcharge	$112.64
Inmate Prisoner Detainee Security Fund surcharge	$116.64
Sheriffs' Retirement Fund (SRF) surcharge	$177.00
Restitution	$0.00
Parking ticket revenue (including penalties)	$0.00
Bond forfeitures (paid to city) – Other	$0.00
Total Other Revenue	**$5,635.56**
Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs, witness fees, and board bill/jail costs.	
E/R OVER PAYMENT	$5.00
DUI RECOUPMENT FEE	$183.00
Total Other Disbursements	**$188.00**
Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	**$10,097.50**
Bond Refunds	$0.00
Total Disbursements	**$10,097.50**