



**THE CITY OF
HARRISONVILLE**
WHERE TRADITION MEETS INNOVATION

**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
AUGUST 15, 2022
6:00 PM**

- 1. Call to Order**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. Ceremonial Matters**
 - A. Presentation of APPA Certificate of Excellence in Reliability**
 - B. Brent Stockstill 25-Year Service Award**
 - C. Cassandra Cunningham 10-Year Service Award**
- 3. Public Participation**
- 4. Approval of Minutes**
 - A. Board of Aldermen - Regular Meeting - Aug 1, 2022 6:00 PM**
 - B. Board of Aldermen - Work Session - Aug 1, 2022 6:30 PM**
- 5. Agenda Items**
 - A. Council Bill 54: A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE ESTABLISHING AND AUTHORIZING AN INCENTIVE PAY POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE**
 - B. Council Bill 55: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE LEVYING A TAX FOR THE CURRENT EXPENSE OF THE CITY OF HARRISONVILLE, MISSOURI, UPON REAL PROPERTY AND ALL TANGIBLE PERSONAL PROPERTY OF WHATSOEVER NATURE AND CHARACTER SUBJECT TO TAXATION BY THE CITY OF HARRISONVILLE FOR SUCH PURPOSES; ALSO, LEVYING A SPECIAL TAX UPON THE AFORE DESCRIBED PROPERTIES FOR PUBLIC PARKS; FOR A TOTAL TAX LEVY OF \$.6440**

- C. **Council Bill 56: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING THE HARRISONVILLE MUNICIPAL CODE REGARDING SOLID WASTE SERVICES**
- D. **Council Bill 57: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI ESTABLISHING THE COMMUNITY DEVELOPMENT DEPARTMENT GRANT PROGRAM**
- E. **Council Bill 58: AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING THE HARRISONVILLE MUNICIPAL CODE REGARDING OUTSIDE AMBULANCE AND EMERGENCY MEDICAL SERVICES**
- 6. **Aldermen and Committee Reports**
- 7. **Report from the City Administrator**
 - A. **Municipal Court Report - July 2022**
- 8. **Questions from the Media**
- 9. **Adjourn from Regular Session**

Posted on City Hall Bulletin Board this 11th day of August 2022

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.



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: August 4, 2022
SUBJECT: Presentation of APPA Certificate of Excellence in Reliability

Type of Item: *Presentation*

A. Discussion Item (ID # 4270)

Presentation of APPA Certificate of Excellence in Reliability

Attachments:

APPA Certificate of Excellence in Reliability (PDF)



CERTIFICATE OF EXCELLENCE IN RELIABILITY

This is to acknowledge that

City of Harrisonville

has significantly exceeded the average for all U.S. electric utilities
for reliable electric service. The utility participates in the American Public Power
Association's e-Reliability Tracker service to track its power outages
and restoration against national benchmarks.*

*As reported by the Energy Information Administration

MARCH 31, 2022

Alex Hofmann
Vice President, Technical and Operations Services



TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: August 9, 2022
SUBJECT: Brent Stockstill 25-Year Service Award

Type of Item: *Recognition*

B. Action Item (ID # 4280)

Brent Stockstill 25-Year Service Award

Attachments:

Brent Stockstill (DOCX)

Presented by the Mayor and the Harrisonville Board of Aldermen to

Brent Stockstill

In Grateful Appreciation for

25 Years

Of Dedicated Service to



August 15, 2022

Judy Bowman, MAYOR



TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: August 9, 2022
SUBJECT: Cassandra Cunningham 10-Year Service Award

Type of Item: *Recognition*

C. Action Item (ID # 4279)

Cassandra Cunningham 10-Year Service Award

Attachments:

Cassandra Cunningham (DOCX)

Presented by the Mayor and the Harrisonville Board of Aldermen to

Cassandra Cunningham

In Grateful Appreciation for

10 Years

Of Dedicated Service to



August 15, 2022

Judy Bowman, MAYOR



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
REGULAR MEETING
CITY HALL
AUGUST 1, 2022
6:00 PM

1. Call to Order

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

A. Pledge of Allegiance

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Excused	
Mike Zaring	Harrisonville	Board Member	Excused	
Sandy Franklin	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

City Administrator Brad Ratliff, Public Works Director/City Engineer Carl Brooks, Police Chief John Hofer, Parks and Recreation Grant Purkey, Community Development Director Christina Stanton, Economic Development Director Jim Clarke, Fire Chief Rusty Sullivan, Electric Superintendent Andy Pollard, Building Official Chris Arthur and City Clerk Daniel Barnett - recording.

2. Ceremonial Matters

None.

3. Public Participation

None.

4. Approval of Minutes

Minutes Acceptance: Minutes of Aug 1, 2022 6:00 PM (Approval of Minutes)

A. Board of Aldermen - Regular Meeting - Jul 18, 2022 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Gary Davidson, Board Member
SECONDER: Marcia Milner, Board Member
AYES: Franklin, Doerhoff, Milner, Reece, Davidson, Turner
EXCUSED: Bill Mills, Mike Zaring

B. Board of Aldermen - Work Session - Jul 18, 2022 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Sandy Franklin, Board Member
SECONDER: Judy Reece, Board Member
AYES: Franklin, Doerhoff, Milner, Reece, Davidson, Turner
EXCUSED: Bill Mills, Mike Zaring

C. Board of Aldermen - Special Meeting - Jul 20, 2022 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Dave Doerhoff, Board Member
SECONDER: Matt Turner, Board Member
AYES: Franklin, Doerhoff, Milner, Reece, Davidson, Turner
EXCUSED: Bill Mills, Mike Zaring

5. Aldermen and Committee Reports

Alderwoman Franklin said she enjoyed seeing so many citizens of Harrisonville enjoying the updates at City Park. Franklin also reminded those in attendance about the ongoing Stuff the Bus event benefiting Bright Futures Harrisonville by providing school supplies for local students in need.

Alderwoman Milner reminded those in attendance that Bright Futures accepts donations of new children's socks and underwear year-round through their Blue Barrel program.

Alderman Turner encouraged all in attendance to vote during Tuesday's election.

6. Report from the City Administrator

City Administrator Ratliff spoke to the Board about a series of upcoming City meetings and events.

Ratliff provide an update on the Royal Street Extension TDD Project, saying a meeting would be held on Tuesday at the Community Center to review preliminary designs.

Ratliff informed the Board that the Missouri Department of Natural Resources has provided a construction permit for the Lake Harrisonville Intake Structure Project.

Ratliff said City staff have submitted three projects for Mid-America Regional Council STP grants. The projects include: the intersection of Independence and South Streets, the extension of S Commercial Street and the intersection of E Elm Street and Missouri Highway 7.

Ratliff provided an update on the City's efforts to secure additional fluoride at the Water Treatment Plant, as grant paperwork in the amount of \$8,871 has been signed with Delta Dental.

Ratliff spoke to the ongoing efforts to reduce wastewater inflow and infiltration throughout the City, as City Combined Water and Sewer Staff are working to repair broken pipes found in local creeks.

Ratliff informed the Board that Sargent's' Davis and Jacobs and Officer Bell from the Police Department's Honor Guard assisted in the funeral detail for the North Kansas City Police Officer who was killed in the line of duty last week. Ratliff said the City's thoughts and prayers are with the officer's family and the entire North Kansas City community.

Ratliff said staff have reviewed and approved the building permit for the \$55,000 remodel project at the Church and Dwight facility. Ratliff said this permit, along with a second permit at their facility, bring the total work valuation at the plant to \$3.7 million.

Ratliff informed the Board that the old Russell Stover building has been purchased by the owners of Peniku Hibachi Grill, currently located at 1101 S Commercial Street. Ratliff said the restaurant plans to relocate to the new building.

7. Questions from the Media

Dennis Minich of The Tribune & Times asked what was going to be on the agenda for the Board of Aldermen Work Session on August 10.

Mayor Bowman informed Minich that the meeting would discuss the proposed Chapter 353 program.

8. Adjourn from Regular Session

Mayor Bowman spoke to the decision to postpone the anti-monotony items and various other items during the July 21, Planning and Zoning Commission meeting. Bowman said the decision came after a member of the commission noted that the agenda did not say 'public hearing' before one of the items. Bowman clarified that while the agenda did not say 'public hearing', notice of the hearing was properly published. Bowman said all items from the July 21, meeting were tabled until the August 18, Planning and Zoning Commission meeting.

Bowman said the City's new Incentive Pay Policy will be brought before the Board at the August 15, Board of Aldermen meeting.

A motion was made by Alderman Doerhoff to adjourn, with a second by Alderman Turner. Motion carried with all ayes. Meeting adjourned at 6:12 p.m.

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

ATTEST:

Daniel Barnett, City Clerk

Minutes Acceptance: Minutes of Aug 1, 2022 6:00 PM (Approval of Minutes)



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

DRAFT
MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
AUGUST 1, 2022
6:30 PM

1. Call to Order

The meeting was called to order at 6:12 PM by Mayor Judy Bowman.

2. Present

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Excused	
Mike Zaring	Harrisonville	Board Member	Excused	
Sandy Franklin	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Present	
Marcia Milner	Harrisonville	Board Member	Present	
Judy Reece	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Judy Bowman	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, Director of Administrative Services Jeremy Smith, Public Works Director/City Engineer Carl Brooks, Police Chief John Hofer, Parks Director Grant Purkey, Economic Development Director Jim Clarke, Community Development Director Christina Stanton, Electric Superintendent Andy Pollard, Building Official Chris Arthur and City Clerk Daniel Barnett - recording.

3. Discussion Items

Before the first item on the agenda was discussed, Mayor Bowman informed the Board that the MPUA Master Service Agreement item that was originally included on the agenda for the Work Session has been postponed.

A. Discussion to amend Chapter 240.210 - Multi-Family Residential solid waste disposal

Building Official Arthur told the Board that the Community Development Department Code Enforcement Division and Utilities Department would like to discuss a municipal code change regarding solid waste collection services and how they are offered to residential multifamily utility customers.

Arthur said current Municipal Code for solid waste collection services, as part of the City's contract, does not differentiate between the different types of residential dwelling units.

Arthur said the program was developed and has been managed with a predominance of thought to the single family through duplex dwelling types. Arthur said the City does although have numerous residential dwelling unit properties that have multiple dwelling units (above the duplex or two-unit level), which do not fall under the defined clustered multi-family or trailer park type of dwelling unit arrangements.

Arthur said staff would like to make a change to municipal code that would allow staff the ability to evaluate and decide which type and locations of multi-family housing would be eligible for inclusion in the solid waste collection by the City service and set up their utility accounts accordingly.

Alderwoman Milner asked if the carts or dumpsters would be required to be enclosed.

Arthur said yes.

Milner asked Director of Administrative Services Smith if his staff were in support of the proposed changes.

Smith spoke to the billing concerns associated with the changes, but said his staff were supportive of the proposal.

A consensus of the Board was reached to bring the proposed changes forward in an ordinance at the August 15, Board of Aldermen meeting.

RESULT:	DISCUSSION
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B. Home Beautification Program

Building Official Arthur reminded the Board of his presentation at the July 20, Board of Aldermen Work Session, regarding the establishing of a local grant or incentive program to encourage residential home improvements, particularly targeted at retired residents or first-time home buyers.

Arthur asked the Board to commit to a dollar amount that can be budgeted for the project.

Arthur reminded the Board of several key aspects of the program, including:

- Grants would be awarded as a reimbursement for construction costs for exterior remodeling.
- Grants would come in the amount of \$500 or \$1,000, dependent upon the total dollars allotted to the program.
- Approximately 70-percent of the funds will be allotted to owner-occupied residential properties, with approximately 30-percent of the funds allotted to small, locally owned businesses.
- Residential properties are required to be owner-occupied.
- Extension of the program would be decided upon annually by the Board of Aldermen.
- Establishment of a committee to facilitate and oversee the program.

Alderwoman Reece asked about the valuation criteria for determining how the program values each property.

Arthur spoke to the need to differentiate funds for residential properties and commercial properties.

Arthur asked the Board to budget \$100,000 each year for the program, with approximately \$75,000 set aside for residential properties and approximately \$25,000 set aside for commercial properties.

Arthur presented a program guide with examples of work that would be encouraged through the program and data to support the benefit of the program.

The Board directed Arthur to disallow additions to a structure as acceptable improvements within the program.

Alderwoman Milner asked that the program be targeted to properties that are in need of an upgrade.

Arthur said his staff and the created committee will evaluate and weight applications based upon need.

Alderman Davidson asked if the number of times a property owner can apply will be capped.

Arthur said the number of grants provided to a property owner will be determined based upon need.

Alderwoman Franklin asked if the work would be followed up on.

Arthur said work that requires a permit will be inspected. Arthur said other work will be verified to ensure it was completed.

Arthur spoke about the commercial property matching grant for the addition of a trash container screening coral.

Several members of the Board stated that the grant amount be based upon a percentage of the project cost, with a payout cap, and should be unilateral for all who are accepted into the program.

A consensus of the Board was reached to provide a 25-percent grant to each approve applicants, with a \$10,000 project-value maximum.

Milner asked about establishing proof of a project's value.

Arthur said the property owner would have to provide proof of payment before the grant would be paid out.

Davidson asked that the literature provided to residents include a statement discouraging fraud.

The Board asked Arthur to present the final program for approval at the August 15, Board of Aldermen meeting.

Mayor Bowman thanked Arthur and the Community Development staff for their efforts to craft the program and to continue moving towards the beautification of Harrisonville.

A motion was made by Alderwoman Milner to adjourn from the Work Session, with a second by Alderwoman Franklin. The motion carried with a unanimous vote.

The meeting was adjourned at 7:35 p.m.

RESULT: DISCUSSION

Minutes Acceptance: Minutes of Aug 1, 2022 6:30 PM (Approval of Minutes)

Work Session**Monday, August 1, 2022****6:30 PM**

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

ATTEST:

Daniel Barnett, City Clerk

Minutes Acceptance: Minutes of Aug 1, 2022 6:30 PM (Approval of Minutes)



STAFF REPORT

TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: July 28, 2022
SUBJECT: Incentive Pay Policy

Type of Item: *Approval*

A. Action Item (ID # 4268)

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE ESTABLISHING AND AUTHORIZING AN INCENTIVE PAY POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND ESTABLISHING AN EFFECTIVE DATE

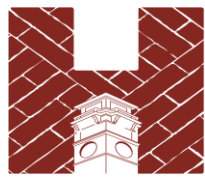
Attachments:

Staff Report for Incentive Pay Policy final (DOC)

City Attorney's Memorandum on Proposed Incentive Pay Policy 2022 (DOCX)

Resolution Incentive Policy 2022 (DOCX)

Recruitment Incentive Pay Policy (RTF)



To: Board of Aldermen
From: Daniel Barnett, City Clerk
Date: August 1, 2022
Re: Resolution of the Board of Aldermen of the City of Harrisonville authorizing an Incentive Pay Policy

GENERAL INFORMATION

Applicant: N/A

Requested Actions: Approve resolution authorizing an Incentive Pay Policy.

Date of Application: n/a

PROPOSAL

Approval of the resolution authorizing an Incentive Pay Policy.

If approved, the new policy would create a procedure for incentivizing the recommendation of qualified candidates for hire by the City, who are ultimately hired by the City and serve a period of at least twelve (12) consecutive months.

PREVIOUS ACTIONS

The proposed policy was recommended during the Board of Aldermen Work Session on June 6, 2022.

During that meeting, Mayor Bowman gave direction to City Administrator Ratliff to consider offering a referral incentive of \$1,000, retroactive to January 1, 2022, available to any active, full-time City of Harrisonville employee, who refers an applicant who possesses a POST certification or Fire 1 & 2 and EMT certifications, respectively. Bowman also suggested that half of the money be paid upon hiring and the other half paid after 12-months of service.

Following her direction, City Attorney Felzien said he would begin drafting documented policies for both the Police Department and Fire Department and would present them to City staff and the Board of Aldermen for their approval at an upcoming meeting.

KEY ISSUES

If approved, the new policy would allow both the Police Department and Fire Department to have an additional resource for encouraging a 'team approach' to recruitment to fill the staffing shortages within their departments.

STAFF RECOMMENDATION

Attachment: Staff Report for Incentive Pay Policy final (Incentive Pay Policy)

Staff recommends approval.

5.A.a

ATTACHMENTS

See attached Resolution and memorandum.

STAFF CONTACT:

Daniel Barnett, City Clerk

Attachment: Staff Report for Incentive Pay Policy final (Incentive Pay Policy)

Memorandum on Proposed Incentive Pay Policy

During what is being called “The Great Resignation” employers are struggling to identify, obtain, and maintain quality employees. Departments key to the City’s success are understaffed as a result. The Board of Aldermen recently received requests from the Police Chief and Interim Fire Chief to provide incentive pay to any City employee that identifies a quality candidate for hire by these departments.

Under the Missouri Constitution, cities are not authorized to grant “any extra compensation, fee or allowance to a public officer, agent, servant or contractor after service has been rendered or a contract has been entered into and performed in whole or in part.” *See* Mo. Const. Art. III, Sec. 39. Therefore, the incentives proposed cannot be for any service that is typically rendered by the City employee.

It is our opinion that recommending a candidate for hire is an additional duty or service performed by a City employee. Therefore, incentive pay for recommending a candidate for hire is legally permissible, because most City employees are not currently paid for seeking qualified employees. If any current or future City employee is tasked with hiring individuals, that employee shall not be entitled to incentive pay under this policy. Any incentive pay may be scrutinized by the State Auditor, thus any incentive paid should be adequately accounted for and documented.

Below are the rules that shall apply to any person seeking incentive pay under this policy:

1. Any full-time employee (“employee”) of the City of Harrisonville (“City”) is eligible for incentive pay under this policy.
2. As of January 1, 2022 any employee who recommends an individual (“applicant”) for hire by the City, subject to Section 3, below, and if the applicant is ultimately hired by the City, and if the applicant works for a period of twelve (12) consecutive months, said employee is entitled to incentive pay of up to One Thousand Dollars (\$1,000.00).
3. The City is accepting recommendations for the following departments:
 - a. City of Harrisonville Police Department
 - b. City of Harrisonville Emergency Services Department
4. For recommendations to the City Police Department, the applicant shall be Peace Officers Safety and Training (“POST”) certified prior to employment by the City.
5. For recommendations to the City Emergency Services Department, the applicant shall be “Fire 1,” “Fire 2,” and EMT trained prior to employment by the City.
6. Once earned, the incentive shall be paid in two installments:
 - a. The first payment of Five Hundred Dollars (\$500.00) shall be paid to the employee on the sixth month anniversary of the applicant’s employment with the City.
 - b. The second payment of Five Hundred Dollars (\$500.00) shall be paid to the employee on the one year anniversary of the applicant’s employment with the City.
7. The City reserves the right refuse any application for incentive pay under this policy.

Alex C. Felzien, Esq.
Mauer Law Firm, P. C.

Council Bill No. 2022**Resolution No. 2022**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE ESTABLISHING AND AUTHORIZING AN INCENTIVE PAY
POLICY FOR THE CITY OF HARRISONVILLE, MISSOURI AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Board of Aldermen recently received requests from the Police Chief and Fire Chief to provide an incentive to any City employee that identifies a quality candidate for hire by these departments; and

WHEREAS, the Incentive Pay Policy establishes a procedure for incentivizing the recommendation of qualified candidates for hire by the City, who are ultimately hired by the City and serve a period of at least twelve (12) consecutive months; and

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

WHEREAS, staff have reviewed the details of the proposed Incentive Pay Policy, and approved of sending this proposed policy to the Board of Aldermen for review and approval; and

WHEREAS, the City of Harrisonville Board of Aldermen, after careful and due deliberation, concludes that authorizing the Incentive Pay Policy would be in the best interest of the City;

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

Section 1: That this Incentive Pay Policy for the City of Harrisonville is authorized by the Board of Aldermen.

Section 2: That the attached Incentive Pay 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: Effective Date. That this resolution shall become effective for January 1, 2022, 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 1ST
DAY OF AUGUST 2022.

VOTE TAKEN AS FOLLOWS:

AYES:

Attachment: Resolution Incentive Policy 2022 (Incentive Pay Policy)

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 1st day of August 2022.

Exhibit A: Incentive Pay Memorandum and Policy

Attachment: Resolution Incentive Policy 2022 (Incentive Pay Policy)

Recruitment Incentive Pay Policy – January 1, 2022

1. Any full-time employee of the City of Harrisonville is eligible for incentive pay under this policy, excluding department heads.
2. As of January 1, 2022, any employee who recommends an individual (applicant) for hire by the City, subject to section 3, below, and if the applicant is ultimately hired by the City, and if the applicant works for a period of twelve (12) consecutive months, said employee is entitled to incentive pay of up to One Thousand Dollars (\$1,000.00).
3. The City is accepting recommendations for the following departments:
 - a. City of Harrisonville Police Department
 - b. City of Harrisonville Fire Department
4. For recommendations to the City Police Departments, the applicant shall be Peace Officers Safety and Training (POST) certified prior to employment by the City.
5. For recommendations to the City Fire Department, the applicant shall be "Fire 1," "Fire 2," and EMT trained prior to employment by the City.
6. Once earned, the incentive shall be paid in two installments, provided the employee is still employed with the City of Harrisonville:
 - a. The first payment of Five Hundred Dollars (\$500.00) shall be paid to the employee on the sixth month anniversary of the applicant's employment with the City
 - b. The second payment of Five Hundred Dollars (\$500.00) shall be paid to the employee on the one-year anniversary of the applicant's employment with the City.
7. If any current or future City employee is tasked with hiring individuals within that department, that employee shall not be entitled to incentive pay under this policy.
8. The City reserves the right to refuse any application for incentive pay under this policy.
9. This policy may be invoked or changed at any time by the City Administrator.



STAFF REPORT

TO: Board of Aldermen
FROM: Kim Hubbard, Finance Manager
DATE: August 9, 2022
SUBJECT: TAX LEVY HEARING/ORDINANCE LEVYING A TAX

Type of Item: *Approval*

TO: Board of Aldermen
FROM: Jeremy Smith, Director of Administrative Services
DATE: August 9, 2022
SUBJECT: Tax Levy Hearing/Ordinance Levying Tax

The property tax levy is set annually per RSMO 67.110.1. Assessed values are received from the County and submitted to the State Auditor for review. The proposed tax levy is calculated and set to maintain revenue at what is called revenue neutral meaning the City does not receive a significant amount more in revenue from year to year.

The proposed levy from the State Auditor as well as the 2022 levy is below.

APPROVED LEVY

	2022 Budget	2023 Budget
General Fund	0.5253	0.5253
Parks Fund	<u>0.1187</u>	<u>0.1187</u>
Total	\$0.6440	\$0.6440

DISCUSSION

The State Statute requires each political subdivision to fix its ad valorem property tax rates no later than September 1. The Statute states that the assessed valuation be presented by category of real, personal, and other tangible property as entered in the tax book for the fiscal year for which the tax to be levied along with the amount of revenue required to be provided from the property tax set forth in annual budget adopted. The City is required to hold a public hearing on the

proposed rates per RSMO 67.110.1. The City cannot set a levy that will generate substantially more revenue than projected from the year before. Even though the levy itself moves up or down, the amount of tax remains substantially the same. New improvements and reassessment years can result in higher tax revenue.

Pro Forma - State Auditor's Review of Data Submitted

Tax rates proposed are based on the assessed values provided by the County. The County Clerk sends the attached Pro Forma - State Auditor's Review of Data Submitted to the City. This document has been completed by the Missouri State Auditor to calculate the proposed tax levy for General Fund and Parks. I have included the documents received. The maximum prior year adjusted revenue is shown below calculated at \$796,149 for General Fund and \$179,980 for Parks. Total revenue permitted in current year is \$883,673 for General Fund and \$199,680 for Parks.

ESTIMATED PROPERTY TAX COLLECTIONS

	2021 Budget	2022 Budget
General Fund	\$796,149	\$883,673
Parks Fund	<u>179,980</u>	<u>199,680</u>
Total	\$976,129	\$1,083,353

ASSESSED VALUES

	2021 Budget Final	2022 Budget As of 7-20-2022
Real Estate	\$138,205,591	\$140,155,488
Personal Property	<u>29,352,207</u>	<u>36,829,826</u>
Total	167,557,798	\$176,985,314
New Improvements:		
Real Estate	\$13,133,137	\$ 1,157,394
Personal Property	<u>1,381,429</u>	<u>7,586,265</u>
Total Improvements	\$14,514,566	\$ 8,743,659

ACTION REQUIRED/RECOMMENDATION

Set the tax levy for Fiscal Year 2023 as proposed and outlined in the documents provided. I respectfully request the Board consider the ordinance on first reading to comply with State Statute to set the levy prior to September 1. This action will allow the City to provide the

documents to the County for certification in a timely manner to also comply with the State Statute requirement by September 1st.

Attachments:

Pro Forma

Tax Levy Public Notice

Assessed Valuation

Council Bill No.

Ordinance No.

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE LEVYING A TAX FOR THE CURRENT EXPENSE OF THE
CITY OF HARRISONVILLE, MISSOURI, UPON REAL PROPERTY AND ALL
TANGIBLE PERSONAL PROPERTY OF WHATSOEVER NATURE AND
CHARACTER SUBJECT TO TAXATION BY THE CITY OF HARRISONVILLE
FOR SUCH PURPOSES; ALSO, LEVYING A SPECIAL TAX UPON THE
AFORE DESCRIBED PROPERTIES FOR PUBLIC PARKS; FOR A TOTAL
TAX LEVY OF \$.6440**



NICOLE GALLOWAY, CPA
Missouri State Auditor

MEMORANDUM

July 21, 2022

TO: 09-019-0010 City of Harrisonville
RE: Setting of 2022 Property Tax Rates

The following are the tax rate computational forms that have been reviewed. Please follow the steps below to complete the process of setting your 2022 Property Tax Rate(s).

1. **Lines G - BB on the Summary Page should be completed** to show the actual tax rate(s) to levy.
2. Please **sign and date the Summary Page**.
3. Please **submit the finalized tax rate forms ready for certification to the County Clerk of each county** that your political subdivision resides in. The County Clerk must also sign the Summary Page and indicate the proposed tax rate to be entered on the tax books before submitting rate(s) to the State Auditor's Office for final review and certification.

If the attached calculation differs from the questionnaire submitted for review, please review the following line items for the reason(s) for the difference.

- **Form A, Line 2b - New Construction & Improvements - Personal Property**

Section 137.073.4, RSMo, states that the aggregate increase in valuation of personal property for the current year over that of the previous year is the equivalent of the new construction and improvements factor for personal property.

- **Form A, Line 5 - Prior Year Assessed Valuation**

If the 2022 questionnaire has a different amount on Form A, Line 5 than was previously submitted, we had to revise the 2021 calculation for this change. The revised 2021 tax rate ceiling is listed on the 2022 Summary Page, Line A. Your primary County Clerk should forward a copy of the revised 2021 calculation; please keep this form for your files.

- **(SCHOOL DISTRICTS ONLY) Form A, Line 14**

We revised the information the school district submitted on Line 14 to the amount computed by the Department of Elementary and Secondary Education (DESE).

If you have any questions about the enclosed forms, please contact the local government section at (573-751-4213.)

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a
(2022)

Summary Page

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville

09-019-0010

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political
Subdivision U
in Calculat
its Tax Rate

- A. **Prior year tax rate ceiling** as defined in Chapter 137, RSMo, revised if the prior year data changed or a voluntary reduction was taken in a non-reassessment year (Prior year Summary Page, Line F minus Line H in odd numbered year or prior year Summary Page, Line F in even numbered year) 0.5%
- B. **Current year rate computed** pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase (Form A, Line 18) 0.5%
- C. **Amount of rate increase authorized by voters for current year** if same purpose. (Form B, Line 7)
- D. **Rate to compare to maximum authorized levy to determine tax rate ceiling** (Line B if no election, otherwise Line C) 0.5%
- E. **Maximum authorized levy** the most recent voter approved rate 1.0%
- F. **Current year tax rate ceiling** maximum legal rate to comply with Missouri laws Political subdivisions tax rate (Lower of Line D or E) 0.5%
- G1. **Less required sales tax reduction** taken from tax rate ceiling (Line F), if applicable
- G2. **Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies)** taken from tax rate ceiling (Line F)
- H. **Less voluntary reduction by political subdivision** taken from the tax rate ceiling (Line F)
WARNING: A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.
- I. **Plus allowable recoupment rate** added to tax rate ceiling (Line F) If applicable, attach Form G or H.
- J. **Tax rate to be levied** (Line F - Line G1 - Line G2 - Line H + Line I)
- AA. **Rate to be levied for debt service**, if applicable (Form C, Line 10)
- BB. **Additional special purpose rate authorized by voters** after the prior year tax rates were set. (Form B, Line 7 if a different purpose)

Certification

I, the undersigned, _____ (Office) of _____ (Political Subdivision) levying a rate in _____ (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date)	(Signature)	(Print Name)	(Telephone)

Proposed rate to be entered on tax books by county clerk

based on certification from the political subdivision: Lines

J _____ AA _____ BB _____

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

(Date)	(County Clerk's Signature)	(County)	(Telephone)

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a

(2022)

Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville

09-019-0010

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

1. (2022) Current year assessed valuation

Include the current state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized the local board of equalization.

(a)	<u>140,155,488</u>	+	(b)	<u>36,829,826</u>	=	<u>176,985,314</u>
	(Real Estate)			(Personal Property)		(Total)

2. Assessed valuation of new construction & improvements

2(a) - Obtained from the county clerk or county assessor

2(b) - increase in personal property, use the formula listed under Line 2(b)

(a)	<u>1,157,394</u>	+	(b)	<u>7,469,769</u>	=	<u>8,627,163</u>
	(Real Estate)			Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b) If Line 2b is negative, enter zero		(Total)

3. Assessed value of newly added territory

obtained from the county clerk or county assessor

(a)	<u>127,720</u>	+	(b)	<u>7,850</u>	=	<u>135,570</u>
	(Real Estate)			(Personal Property)		(Total)

4. Adjusted current year assessed valuation

(Line 1 total - Line 2 total - Line 3 total)

168,222,584

5. (2021) Prior year assessed valuation

Include prior year state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized the local board of equalization.

NOTE: If this is different than the amount on the prior year Form A, Line 1, then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on this year's Summary Page, Line A.

(a)	<u>138,205,591</u>	+	(b)	<u>29,352,207</u>	=	<u>167,557,798</u>
	(Real Estate)			(Personal Property)		(Total)

6. Assessed value of newly separated territory

obtained from the county clerk or county assessor

(a)	<u>0</u>	+	(b)	<u>0</u>	=	<u>0</u>
	(Real Estate)			(Personal Property)		(Total)

7. Assessed value of property locally assessed in prior year, but state assessed in current year

obtained from the county clerk or county assessor

(a)	<u>0</u>	+	(b)	<u>0</u>	=	<u>0</u>
	(Real Estate)			(Personal Property)		(Total)

8. Adjusted prior year assessed valuation

(Line 5 total - Line 6 total - Line 7 total)

167,557,798

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a

(2022)

Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville

09-019-0010

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

9. Percentage increase in adjusted valuation of existing property in the current year over the prior year's assessed valuation
(Line 4 - Line 8 / Line 8 x 100)

For Political
Subdivision Use i
Calculating its Ta
Rate

0.396

10. Increase in Consumer Price Index (CPI)
certified by the State Tax Commission

7.000

11. Adjusted prior year assessed valuation
(Line 8)

167,557.

12. (2021) Tax rate ceiling from prior year
(Summary Page, Line A)

0.5

13. Maximum prior year adjusted revenue
from property that existed in both years (Line 11 x Line 12 / 100)

880.

14. Permitted reassessment revenue growth
The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10) or 5%.
A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0 or more than 5%.

0.396

15. Additional revenue permitted
(Line 13 x Line 14)

3.

16. Total revenue permitted in current year *
from property that existed in both years (Line 13 + Line 15)

883.

17. Adjusted current year assessed valuation (Line 4)

168,222.

18. Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo
(Line 16 / Line 17 x 100)

Round a fraction to the nearest one/one hundredth of a cent.

Enter this rate on the Summary Page, Line B

0.5

* To compute the total property tax revenues billed for the current year (including revenues from all new construction and improvements and annexed property), multiply Line 1 by the rate on Line 18 and divide by 100. The property tax revenues billed would be used in estimating budgeted revenues.

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a

(2022)

Summary Page

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville

09-019-0010

Parks & Recreation

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

For Political
Subdivision U
in Calculatin
its Tax Rate

0.11

0.11

0.11

0.20

0.11

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

- A. **Prior year tax rate ceiling** as defined in Chapter 137, RSMo, revised if the prior year data changed or a voluntary reduction was taken in a non-reassessment year (Prior year Summary Page, Line F minus Line H in odd numbered year or prior year Summary Page, Line F in even numbered year)
- B. **Current year rate computed** pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase (Form A, Line 18)
- C. **Amount of rate increase authorized by voters for current year** if same purpose. (Form B, Line 7)
- D. **Rate to compare to maximum authorized levy to determine tax rate ceiling** (Line B if no election, otherwise Line C)
- E. **Maximum authorized levy** the most recent voter approved rate
- F. **Current year tax rate ceiling** maximum legal rate to comply with Missouri laws Political subdivisions tax rate (Lower of Line D or E)
- G1. **Less required sales tax reduction** taken from tax rate ceiling (Line F), if applicable
- G2. **Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies)** taken from tax rate ceiling (Line F)
- H. **Less voluntary reduction by political subdivision** taken from the tax rate ceiling (Line F)
WARNING: A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.
- I. **Plus allowable recoupment rate** added to tax rate ceiling (Line F) If applicable, attach Form G or H.
- J. **Tax rate to be levied** (Line F - Line G1 - Line G2 - Line H + Line I)
- AA. **Rate to be levied for debt service**, if applicable (Form C, Line 10)
- BB. **Additional special purpose rate authorized by voters** after the prior year tax rates were set. (Form B, Line 7 if a different purpose)

Certification

I, the undersigned, _____ (Office) of _____ (Political Subdivision) levying a rate in _____ (County(ies)) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date)	(Signature)	(Print Name)	(Telephone)

Proposed rate to be entered on tax books by county clerk

based on certification from the political subdivision: Lines

J _____ **AA** _____ **BB** _____

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

(Date)	(County Clerk's Signature)	(County)	(Telephone)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a
(2022)

Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville	09-019-0010	Parks & Recreation
Name of Political Subdivision	Political Subdivision Code	Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

1. (2022) Current year assessed valuation

Include the current state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized the local board of equalization.

(a)	140,155,488	+	(b)	36,829,826	=	176,985,
	(Real Estate)			(Personal Property)		(Total)

2. Assessed valuation of new construction & improvements

2(a) - Obtained from the county clerk or county assessor

2(b) - increase in personal property, use the formula listed under Line 2(b)

(a)	1,157,394	+	(b)	7,469,769	=	8,627,
	(Real Estate)			Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b)		(Total)
				If Line 2b is negative, enter zero		

3. Assessed value of newly added territory

obtained from the county clerk or county assessor

(a)	127,720	+	(b)	7,850	=	135,
	(Real Estate)			(Personal Property)		(Total)

4. Adjusted current year assessed valuation

(Line 1 total - Line 2 total - Line 3 total)

168,222,

5. (2021) Prior year assessed valuation

Include prior year state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized the local board of equalization.

NOTE: If this is different than the amount on the prior year Form A, Line 1, then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on this year's Summary Page, Line A.

(a)	138,205,591	+	(b)	29,352,207	=	167,557,
	(Real Estate)			(Personal Property)		(Total)

6. Assessed value of newly separated territory

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	
	(Real Estate)			(Personal Property)		(Total)

7. Assessed value of property locally assessed in prior year, but state assessed in current year

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	
	(Real Estate)			(Personal Property)		(Total)

8. Adjusted prior year assessed valuation

(Line 5 total - Line 6 total - Line 7 total)

167,557,

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a

(2022)

Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville

09-019-0010

Parks & Recreation

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political
Subdivision Use i
Calculating its Ta
Rate

9. **Percentage increase in adjusted valuation** of existing property in the current year over the prior year's assessed valuation

(Line 4 - Line 8 / Line 8 x 100)

0.396

10. **Increase in Consumer Price Index (CPI)**

certified by the State Tax Commission

7.000

11. **Adjusted prior year assessed valuation**

(Line 8)

167,557.7

12. **(2021) Tax rate ceiling from prior year**

(Summary Page, Line A)

0.11

13. **Maximum prior year adjusted revenue**

from property that existed in both years (Line 11 x Line 12 / 100)

198.8

14. **Permitted reassessment revenue growth**

The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10) or 5%. A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0 or more than 5%.

0.396

15. **Additional revenue permitted**

(Line 13 x Line 14)

7

16. **Total revenue permitted in current year ***

from property that existed in both years (Line 13 + Line 15)

199.6

17. **Adjusted current year assessed valuation** (Line 4)

168,222.5

18. **Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo**

(Line 16 / Line 17 x 100)

Round a fraction to the nearest one/one hundredth of a cent.

Enter this rate on the Summary Page, Line B

0.11

* To compute the total property tax revenues billed for the current year (including revenues from all new construction and improvements and annexed property), multiply Line 1 by the rate on Line 18 and divide by 100. The property tax revenues billed would be used in estimating budgeted revenues.

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)

**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED****7**
5.B.a
(2022)**Informational Data****For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property**

City of Harrisonville

09-019-0010

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

- Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
- Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review.

Based on Prior
Year Tax Rate
Ceiling as if No
Voluntary
Reductions
were Taken

Informational Summary Page

A. Prior year tax rate ceiling (Prior year Informational Summary Page, Line F)	0.53%
B. Current year rate computed (Informational Form A, Line 18 below)	0.53%
C. Amount of increase authorized by voters for current year (Informational Form B, Line 7 below)	
D. Rate to compare to maximum authorized levy (Line B if no election, otherwise Line C)	0.53%
E. Maximum authorized levy most recent voter approved rate	1.00%
F. Tax rate ceiling if no voluntary reductions were taken in a prior even numbered year (Lower of Line D or E)	0.53%

Informational Form A

9. Percentage increase in adjusted valuation (Form A, Line 4 - Line 8 / Line 8 x 100)	0.3967
10. Increase in Consumer Price Index (CPI) certified by the State Tax Commission	7.0000
11. Adjusted prior year assessed valuation (Form A, Line 8)	167,557,71
12. (2021) Tax rate ceiling from prior year (Informational Summary Page, Line A from above)	0.53%
13. Maximum prior year adjusted revenue from property that existed in both years (Line 11 x Line 12 / 100)	896,4
14. Permitted reassessment revenue growth The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%. A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0, nor more than 5%.	0.3967
15. Additional reassessment revenue permitted (Line 13 x Line 14)	3,5
16. Total revenue permitted in current year from property that existed in both years (Line 13 + Line 15)	899,9
17. Adjusted current year assessed valuation (Form A, Line 4)	168,222,5
18. Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo, if no voluntary reduction was taken (Line 16 / Line 17 x 100)	0.53%

Informational Form B

6. Prior year tax rate ceiling to apply voter approved increase to (Informational Summary Page, Line A if increase to an existing rate, otherwise 0)	
7. Voter approved increased tax rate to adjust (If an "increase of/by" ballot, Form B, Line 5a + Line 6, if an "increase to" ballot, Form B, Line 5b)	

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)



PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

5.B.a

(2022)

Informational Data

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Harrisonville	09-019-0010	Parks & Recreation
Name of Political Subdivision	Political Subdivision Code	Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

- Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
- Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review.

Based on Prior
Year Tax Rate
Ceiling as if No
Voluntary
Reductions
were Taken

Informational Summary Page

A. Prior year tax rate ceiling (Prior year Informational Summary Page, Line F)	0.12
B. Current year rate computed (Informational Form A, Line 18 below)	0.12
C. Amount of increase authorized by voters for current year (Informational Form B, Line 7 below)	
D. Rate to compare to maximum authorized levy (Line B if no election, otherwise Line C)	0.12
E. Maximum authorized levy most recent voter approved rate	0.20
F. Tax rate ceiling if no voluntary reductions were taken in a prior even numbered year (Lower of Line D or E)	0.12

Informational Form A

9. Percentage increase in adjusted valuation (Form A, Line 4 - Line 8 / Line 8 x 100)	0.3967
10. Increase in Consumer Price Index (CPI) certified by the State Tax Commission	7.0000
11. Adjusted prior year assessed valuation (Form A, Line 8)	167,557,74
12. (2021) Tax rate ceiling from prior year (Informational Summary Page, Line A from above)	0.12
13. Maximum prior year adjusted revenue from property that existed in both years (Line 11 x Line 12 / 100)	202,57
14. Permitted reassessment revenue growth The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%. A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0, nor more than 5%.	0.3967
15. Additional reassessment revenue permitted (Line 13 x Line 14)	80
16. Total revenue permitted in current year from property that existed in both years (Line 13 + Line 15)	203,38
17. Adjusted current year assessed valuation (Form A, Line 4)	168,222,58
18. Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo, if no voluntary reduction was taken (Line 16 / Line 17 x 100)	0.12

Informational Form B

6. Prior year tax rate ceiling to apply voter approved increase to (Informational Summary Page, Line A if increase to an existing rate, otherwise 0)	
7. Voter approved increased tax rate to adjust (If an "increase of/by" ballot, Form B, Line 5a + Line 6, if an "increase to" ballot, Form B, Line 5b)	

Attachment: 2022 Harrisonville Unsigned Pro Forma (TAX LEVY HEARING/ORDINANCE LEVYING A TAX)

NOTICE OF PUBLIC HEARING

A public hearing will be held at 6:00 p.m., August 15, 2022 at Harrisonville City Hall, 300 E Pearl Street, Harrisonville, Missouri, at which time citizens may be heard on the property tax rates proposed to be set by the City of Harrisonville, a political subdivision.

Assessed Valuation (By Categories)	Tax Year 2021	Tax Year 2022	Change
Real Estate	\$138,205,591	\$140,155,488	\$1,949,897
Personal Property	<u>\$29,352,207</u>	<u>\$36,829,826</u>	<u>\$7,477,619</u>
Total Assessed Value	\$167,557,798	\$176,985,314	\$9,427,516

Assessed Value of New Construction & Improvements related to Real Estate	\$13,133,137	\$1,157,394
Change in Real Estate Values Due to Reassessment	\$6,195,150	\$792,503
Change in Personal Property Value	\$1,381,429	\$7,586,265

The following Tax Rates are Proposed:

Fund	2021 Tax Rate Per \$100	Proposed 2022	
		Tax Rate Per \$100	Proposed Tax Revenues
General	\$0.5253	\$0.5253	\$883,773
Park	\$0.1187	\$0.1187	\$199,703
Total	\$0.6440	\$0.6440	\$1,083,476

	<u>General Fund</u>	<u>Park Fund</u>	<u>Total</u>
Increase (Decrease) in tax revenue as a result of new construction and improvements, if proposed tax rate is adopted:	\$ 6,080	\$ 1,374	\$ 7,454

Increase (Decrease) in tax revenue as a result of real estate reassessment if proposed tax rate is adopted:	\$ 4,163	\$ 941	\$ 5,104
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Increase (Decrease) in tax revenue as a result of changes in Personal Property Values if proposed tax rate is adopted:	\$39,280	\$8,876	\$48,156
Grand Total	\$ 49,523	\$ 11,190	\$ 60,713

BOARD OF ALDERMEN
CITY OF HARRISONVILLE
Daniel Barnett, City Clerk

NOTICE OF AGGREGATE ASSESSED VALUATION

(2ND REPORT AFTER B.O.E. 7-20-2022)

As required by Section 137.245.3, I, Jeff Fletcher, County Clerk of Cass County, State of Missouri, do hereby certify that the following is the Aggregate Assessed Valuation of the

CITY OF HARRISONVILLE

a political subdivision in Cass County, for the year 2022 as shown on the assessment lists on July 19, 2022. Included are state and local railroad and utility valuations as reported by the State Tax Commission and the Cass County Assessor for your political subdivision.

Real Estate, Residential -	\$ 79,537,540
Real Estate, Agricultural -	150,340
Real Estate, Commercial -	59,679,190
Real Estate, Local Utilities -	15,429
Real Estate, State Utilities -	772,989
TOTAL REAL ESTATE -	\$ 140,155,488
Personal Property -	\$ 36,595,944
Personal Property, Local Utilities -	58,598
Personal Property, State Utilities -	175,284
TOTAL PERSONAL Property -	\$ 36,829,826
TOTAL ASSESSED VALUE -	\$ 176,985,314

This information is transmitted to assist you in complying with Section 67.110, RSMo, which requires that notice be given and public hearings held before tax rates are set. The above figures include state and locally assessed railroad and utility valuations that have been prepared by the County Clerk's Office.

New Construction and Improvements

The following data has been provided by the County Assessor's Office:

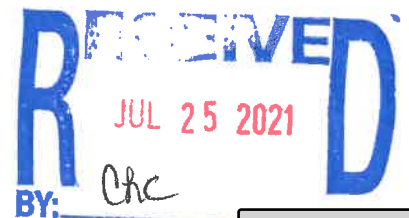
Related to Real Estate -	\$ 1,157,394
Increase in Personal Property -	7,586,265
TOTAL -	\$ 8,743,659

In witness whereof, I have hereunto set my hand and affixed the seal of the County Commission of Cass County at my office in Harrisonville this 20th day of July, 2022



Jeff Fletcher

Jeff Fletcher
Cass County Clerk





STAFF REPORT

TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: August 9, 2022
SUBJECT: Solid Waste Collection Code Change

Type of Item: *Approval*

C. Action Item (ID # 4283)

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING THE HARRISONVILLE MUNICIPAL CODE REGARDING SOLID WASTE SERVICES

Attachments:

- 1 Staff Report 8_15_22 BOA RS Solid Waste Collection By City Code change (PDF)
- 2 BOA 8_15_22 RS solid waste collection code change (PDF)
- 3 BOA 8_15_22 RS Solid Waste Ordinance final (PDF)



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

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

To: BOA Regular Session

From: Chris Arthur, Building Official

Date: August 15th, 2022

Re: Changes to municipal code, Article 4 Residential Solid Waste Management 240.210 Undertaken By City.

GENERAL INFORMATION

Applicant: N/A

Requested Actions: Adoption of Ordinance for Municipal Code change.

Date of Application: August 15th, 2022

PROPOSAL

Staff brings to the BOA a minor change to municipal code regarding how solid waste collection service by the city is currently limited.

PREVIOUS ACTIONS

8/1/22 BOA WS discussion and BOA consensus to approve a minor change to municipal code, listed above, regarding the collection of solid waste by the City for residential properties.

KEY ISSUES

Staff ability to develop specific plans and policies for specific properties on an as needed basis for the benefit to the property owners/occupants, the City, and Citizens as a whole.

STAFF COMMENTS AND SUGGESTIONS

Please see the attached summary commentary, municipal code change, and the ordinance for the change adoption.

STAFF RECOMMENDATION

Staff recommends the BOA consider this change and approve at the next BOA Regular Session Meeting.

ATTACHMENTS

Please see the attached summary commentary, municipal code changes and ordinance.

STAFF CONTACTS:

Chris Arthur, Building Official; Katie Phelps, Codes Enforcement Officer; Christina Stanton, Community Development Director.



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

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

Community Development Department Code Enforcement Division and Utilities Department would like to discuss a needed municipal code change regarding Solid Waste Collection Services and how they are offered to residential multifamily utility customers.

Currently Municipal Code for solid waste collection services by the City does not differentiate between the different types (# of dwelling units) of residential dwelling units. The program was developed and has been managed with a predominance of thought to the single family through duplex dwelling types. The City does although have numerous residential dwelling unit properties which have multiple dwelling units (above the duplex or 2-unit level) which do not fall under the defined clustered multi-family or trailer park type of dwelling unit arrangements.

CD/CE staff and the Utility Department staff would like to make a change to municipal code which would allow staff the ability to evaluate and decide which type and locations of multi-family housing would be eligible for inclusion in the solid waste collection by the City service and set up their accounts accordingly.

There are some multi-family properties which would be better served by single larger container private trash collection services due to the number of both trash and recycling carts used. This change would serve both the property owners and residents better and would benefit the City as a whole regarding waste management and neighborhood appeal/appearance.

A good example, which most of you are probably aware of, would be at the SW corner of W Mechanic St and Oakland St. A 5-dwelling unit property with a total of 10 separate carts, the use and storage of which have been problematic. The owners of the property would like to go to private trash service and the city would like them to also, but the way municipal code is written we do not have the authority to vary from the strict wording of code nor the ability to modify the trash collection aspect of the utility billing for the property.

A short, minor change to municipal code would allow staff the leeway look at multi-family properties and decide how to best serve both the property owners/occupants and the City/citizens as a whole.

Article IV Residential Solid Waste Management System

Section 240.210 Undertaken By City

[CC 1977 §14-66; Ord. No. 1223 §1, 8-22-1979]

The City shall undertake the responsibility for and provide a solid waste management system for all residential dwelling units within the City, ~~excepting clustered multiple-family dwelling units and trailer park dwelling units.~~ with the exception that all Multiple-Housing Facilities properties numbering above two (2) Dwelling Units and all Trailer Park Dwelling Units will be served at the discretion of the Utilities and Code Enforcement Departments, and utility trash collection fees adjusted accordingly.

Attachment: 2 BOA 8_15_22 RS solid waste collection code change (Solid Waste Collection Code Change)

Council Bill No. _____

Ordinance No. _____

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI AMENDING THE HARRISONVILLE MUNICIPAL
CODE REGARDING SOLID WASTE SERVICES**

WHEREAS, the City of Harrisonville desires to amend its Municipal Code to allow city staff the ability to evaluate and decide which type and locations of multi-family housing are eligible for solid waste collection by city service(s).

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

Section 1: Section 240.210 is hereby amended to read as follows:

“The City shall undertake the responsibility to provide a solid waste management system for all residential dwelling units within the City, with the exception that all multi-family properties with more than two (2) Dwelling Units and all Trailer Park Dwelling Units will be served at the discretion of the Utilities and Code Enforcement Departments, and utility trash collection fees adjusted accordingly.”

Section 2: That this Ordinance shall be in effect immediately upon its passage and approval.

Read for the first time by title only on the 15th day of August 2022. Read for the second time by title only on the 15th day of August 2022.

Judy Bowman, Mayor

ATTEST:

Daniel Barnett, City Clerk

APPROVED by the Mayor this 15th day of August, 2022

Attachment: 3 BOA 8_15_22 RS Solid Waste Ordinance final (Solid Waste Collection Code Change)



STAFF REPORT

TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: August 9, 2022
SUBJECT: Community Improvement Incentive Grant Plan

Type of Item: *Approval*

D. Action Item (ID # 4284)

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI ESTABLISHING THE COMMUNITY DEVELOPMENT DEPARTMENT GRANT PROGRAM

Attachments:

- 1 Staff Report 8_15_22 BOA RS CD Community Improvement Incentive Grant Plan (PDF)
- 2 CD Community Improvement Grant Incentive Plan staff write up description of program (PDF)
- 3 CD Community Improvement Grant Incentive Plan brochure (PDF)
- 4 CD Community Improvement Grant Incentive Plan funding model (PDF)
- 5 2023 Exterior Improvements Grant App Form (PDF)
- 6 2023 Com Trash Enclsr and Sign Demo Grant App Form (PDF)
- 7 CD Community Improvement Grant Incentive Plan ordinance final (PDF)



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

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

STAFF REPORT

To: BOA Regular Session
From: Chris Arthur, Building Official and Christina Stanton, Community Development Director
Date: August 15th, 2022
Re: Discussion and approval of Community Betterment Improvements small grant program.

GENERAL INFORMATION

Applicant: N/A
Requested Actions: Discussion and approval.
Date of Application: August 15th, 2022

PROPOSAL

Staff would like to continue the discussion and seeks approval authorizing a Small Grant Program for incentivizing Community Betterment Improvements.

PREVIOUS ACTIONS

Hand out of preliminary program notes. 7/20/22
 Discussion and preliminary consensus agreement for some aspects of the program. 8/1/22

KEY ISSUES

Establishing a City funded matching grant program for awarding small matching grants for property improvement projects on a specific basis and for specific improvement types, to a specific applicant, all under the final program guidelines and parameters.

2040 Comprehensive Growth Plan related items.

STAFF COMMENTS AND SUGGESTIONS

Staff would suggest the BOA consider a program such as this and support a nominal investment in the program. The benefits to the community as a whole would be considerable, and in staff's opinion an excellent return on investment.

STAFF RECOMMENDATION

Staff recommends the BOA consider the approval of the program and implement the program in 2023.

ATTACHMENTS

Please see the attached.

STAFF CONTACTS:

Chris Arthur, Building Official
 Christina Stanton, Community Development Director.



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Community Development Department Home/Neighborhood Improvement/Beautification Partial Matching Funds Grant Program.

Basic Outline:

City wide Grant Program will begin in 2023. Grant applications will be accepted from 1/1/23 until 9/31/23, or until 2023 funding is exhausted, whichever comes first.

A grant will be awarded as a reimbursement for construction costs for exterior remodeling, repairs, and improvements.

Grant applications selected for funding will be approved for a 25% grant of the project's costs with a maximum grant amount of \$2500.00 no matter what the project total costs are.

Continuation of the program will be considered by the Harrisonville Board of Aldermen on an annual basis depending on feasibility of funding and prior year program success.

The determination of grant fund awards will be made by a board made up of the Director of Community Development, the Building Official, the Codes Enforcement Officer, and 2 BOA members. Final decisions will be by simple majority with a minimum 3-member quorum, and all board decisions will be final.

75% +/- of available funds: Residential Single Family and Duplex Dwelling Units.
small amount grants for home improvements (residential owner occupied only).
small amount grants for residential trash cart enclosures (residential owner occupied only).

Applications for all grant fund awards will be judged on a weighted platform with means testing, area of the City location consideration, feasibility of completion of improvements, age and condition of property, and overall benefit to the neighborhood and City as a whole; being some of the criteria. Additional consideration may be given to applicants 65 years of age and older, disabled, or blind applicants, first time home buyer applicants, applicants with household incomes at or below the Federal poverty level for 2022 based on number of persons in household, active and retired military applicants, and single parent household applicants.

The Cass County Assessor's appraised full market value of the primary building, not including land, cannot exceed \$140,000 for 2023. There is a limit of one grant per property every five years.

25% +/- of available funds: Commercial Properties.
small amount grants - small business, locally owned businesses only with locally owned defined as owners living within the 64701 postal zip code; trash container enclosures and demolition of non-conforming signs and sign structures. Partial Matching Grants applications selected for approval will be funded for a maximum grant amount of 25% of the project costs or \$2500.00 as a maximum amount of the grant. Grant application consideration process is on a first come first serve basis and is also judged on a weighted basis with overall benefit to the neighborhood and City being some of the criteria. Design guidelines and continuity of existing structures apply.

Funding will be determined and approved on a yearly basis by the BOA. Either through earmark and carry over to next year of all unspent expense budget revenues and all excess (above budgeted) revenues including CE abatement work and abatement recovery dollars, permit revenues, and planning and zoning revenues; line-item expense budget amounts, or a combination of both; at the discretion of the BOA.

Based on the scope and type of improvement, a building permit may be required. All required building permits and approvals must be granted prior to the commencement of work.

The improvement must be in conformance with the City of Harrisonville Municipal Code and other applicable building codes. Code enforcement violations must be corrected within 90 working days of notification of the violation, or grant will be forfeited, unless successfully appealed to the CE Officer or the Building Official.

Eligible residential improvements include but are not limited to: exterior painting/siding, exterior door/window repair or replacement, new roof, gutters, shutters, front-facing concrete work, masonry, foundation repairs, awnings, and building additions, and trash cart screening.

Eligible commercial improvements are limited to trash container/dumpster corral screening and removal of non-conforming signage and sign structures.

No expenses can be considered until the resident(s) have applied for the grant and received approval. Contractor, and or, materials estimates, and scope of work summaries must be submitted with grant applications.

After grant approval determinations, residents have 180 days to complete projects and grant recipients must be able to show that progress is being made on the project within 60 days of approval or the grant will be forfeited, unless successfully appealed to the Building Official or Director of Community Development.

Upon completion of the project, the applicant must submit qualified project invoices and proof of payment (cancelled checks and /or credit card receipts) receipts to the Community Development Department. Items on the receipts must be clearly marked and explained. Community Development staff will schedule a post-project inspection to verify project completion and confirm no exterior code violations are present. Upon project costs and payments submission approval and inspections approvals the City will issue a check to the applicant in the appropriate amount for 25% of the qualified expenses, not to exceed \$2,500, within the next normal accounts payable process.

All grant recipients certify the accuracy and truth of all documents submitted to the City and anyone making false or misleading statements or submitting false or misleading documents can be subject to legal action.

Applications are available on the City's web site or may be picked up at City Hall.

**1- Residential Exterior
Improvement Grant**

2-2020 US Census Quick Facts

3-Commercial Business Trash Screening



1-

Exterior Grant Program Overview

Grants reimburse **25%** of total project cost, up to a grant maximum amount of \$2500.00 no matter what the projects total costs are.

Based on the scope of the project a building permit may be required. Permit fees are waived for grant projects requiring permits.

Funded through the Community Development Department and **a 2040 Comprehensive Growth Plan recommendation.**

Projects must be on the list of eligible improvements, abide by municipal code, and may require a building permit

Purpose of the program is to promote beautification and property maintenance and provide a tool to address code violations within neighborhoods

2021 Exterior Grant Eligibility Requirements

The Cass County Assessor's appraised full market value of the primary building, not including land, cannot exceed \$140,000 for 2023.

<http://cass.missouriassessors.com/search.php>

PROPERTY MUST BE OWNER-OCCUPIED.

EXTERIOR GRANT ELIGIBLE IMPROVEMENTS

ROOFS	MASONRY	SOFFIT AND FASCIA	WINDOWS
LIGHTING	FOUNDATIONS	PAINT/SIDING	AWNINGS
SHUTTERS	GUTTERS	CONCRETE	DECKS
GARAGE DOORS	FENCING - FRONT	FRONT DOORS	TRASH SCREENING

EXTERIOR GRANT - INELIGIBLE EXPENSES

Ladders

Construction Tools

Decks and Fencing (unless front-facing)

Interior Home Improvements



New siding



New siding



Exterior paint and new driveway



Exterior paint; new windows on first floor; garage doors



New driveway, garage doors, and storm doors

TRASH CART/CONTAINER SCREENING



Additional Resources for home owner assistance:

U.S. Department of Housing and Urban Development

<https://www.hud.gov/states/missouri/homeownership/buyingprgms>

USDA Rural Development Office

<https://www.rd.usda.gov/mo>

Veteran Affairs

<https://www.benefits.va.gov/stpaul/regional-loan-center.asp>

Mid-America Regional Council (MARC)

<https://www.marc.org/>

<https://www.marc.org/sites/default/files/2022-05/Regional-Housing-Partnership-flyer.pdf>

2-

2020 US Census quickfacts:

Population	10,121
Owner Occupied Housing	51.9%
Median value O.O. Housing	\$140,800
Households total #	3,963
Persons 65 yrs and older	14.5%
Median HH Income	\$49,920
Persons in Poverty	14.7%



3-

Commercial property matching grant for addition of a trash container/dumpster screening corral or for the demolition of non-conforming signs and sign structures:

Limited funding for partial matching grants for compliance with a new requirement for all commercial trash containers to be screened from view of the public way or for the demolition of non-conforming signs and sign structures.

Weighted application judging based on location and overall community impact.

25% partial matching grants. Maximum grant available is up to \$1000.

Grant consideration is first come first reviewed.

Limited funds available each year.





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2023 CD Incentive Program Funding Model: (hypothetical example)

Building Division permit revenue surplus -	\$25,000
Code Enforcement abatement expenses recoup revenue surplus -	\$15,000
BD budget expenses savings -	\$10,000
2023 Program budgeted funding (line item) -	\$50,000
Total -	\$100,000
Target split: (not required, board choice)	
Residential program	\$75,000
Commercial program	\$25,000

Application # _____

TO BE COMPLETED BY APPLICANT

Description of Improvements: _____

By signing below I understand this application is good for only 180 days and all encumbered grant funds will be forfeited if work is not completed within that time. Additionally, I understand this is a City program and all information concerning this grant may become public record. This includes, but is not limited to, the usage of before and after photos in various forms of media such as the City website, newsletter, or future program pamphlets or documents. City inspections of my property will be performed by City staff before the grant is approved, during the grant period, and after the project is complete.

Owner of Record Signature: _____ **Date:** _____

BEFORE

_____	Funding is still available
_____	County appraised value (BLDG) of \$140,000 or less
_____	Improvements are eligible
_____	Real estate taxes current
_____	Home insurance is valid
_____	Building permit required and complete (if applicable)
	Before Pictures

___ Work completed
___ Improvements meet City & Building Code requirements
___ After Pictures
___ Receipts
60 days progress % _____

City Code violations to be corrected	Y	N
--------------------------------------	---	---

Total Spent	25% Reimbursement
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City Signature: _____ **Date:** _____



THE CITY OF
HARRISONVILLE
WHERE TRADITION MEETS INNOVATION

Page 2

APPLICATION EVALUATION AND SELECTION OPTIONAL SUBMITTAL OF INFORMATION

(INFORMATION SUBMITTAL IS OPTIONAL AND NOT MANDATORY. INFORMATION WILL BE USED DURING THE APPLICATION EVALUATION AND FINAL SELECTION FOR GRANT APPROVAL PROCESS.)

Check applicable boxes (verification may be required)

65 yrs old or older

Disabled or Blind

Head of Household Federal tax status

1st time home buyer

Household incomes at or below Federal poverty level for 2022 based on number of persons in household

Active or Retired Military status

Single Parent households

Statement of previous participation in this grant program:

No

Yes (enter year of participation)

OWNER OF RECORD SIGNATURE:

DATE:



THE CITY OF
HARRISONVILLE
WHERE TRADITION MEETS INNOVATION

Customer # _____
 Permit # _____

Application # _____

**CITY of HARRISONVILLE, MO. Commercial Property Trash Container/Dumpster Screening
 and Demolition of Non-Conforming Signs and Sign Structures Grant Program Application**

TO BE COMPLETED BY APPLICANT

Owner of Record: _____	
Grant Address: _____	Zip: _____
Mailing Address: _____	City/State/Zip: _____
Phone #: _____	Alternate Phone #: _____
E-Mail: _____	
Existing Use of Property: _____	
Description of Improvements: _____ _____ _____	
Est. Completion Date (180 days max.): _____	
Est. Cost of Improvements: \$ _____	
☐ Applicant is property owner of record or owner statement of applicant as owner's agent is attached.	

DISCLAIMER

By signing below I understand this application is good for only 180 days and all encumbered grant funds will be forfeited if work is not completed within that time. Additionally, I understand this is a City program and all information concerning this grant may become public record. This includes, but is not limited to, the usage of before and after photos in various forms of media such as the City website, newsletter, or future program pamphlets or documents. City inspections of my property will be performed by City staff before the grant is approved, during the grant period, and after the project is complete.

Signature of owner of record or owner's agent: _____

Date: _____

TO BE COMPLETED BY CITY STAFF ONLY

<u>BEFORE</u>	<u>AFTER</u>
____ Funding is still available	____ Work completed
____ Signatures	____ Improvements meet City & Building Code requirements
____ Improvements are eligible	____ After Pictures
____ Real estate taxes current	____ Receipts
____ Current City Business License	60 days progress % _____
____ Building permit required and complete (if applicable)	
____ Before Pictures	
City Code violations to be corrected Y N _____	
Total Spent _____ 25% Reimbursement _____	
City Signature: _____ Date: _____	



THE CITY OF
HARRISONVILLE
 WHERE TRADITION MEETS INNOVATION

Council Bill No. _____

Ordinance No. _____

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI ESTABLISHING THE COMMUNITY
DEVELOPMENT DEPARTMENT GRANT PROGRAM**

WHEREAS, the Board of Aldermen of the City of Harrisonville, Missouri desire to create the Community Development Grant Program; and

WHEREAS, the purpose of the Community Development Department Grant Program is to promote beautification and property maintenance and provide a tool to address code violations within neighborhoods.

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

Section 1: Chapter 440 of the Harrisonville Municipal Code is hereby established to read as follows:

“Section 440.010 **Title.**

This Chapter shall be known as the “Community Development Department Grant Program” and may be cited as such and may be referred to in this Chapter as the “code”.

Section 440.020 **Purpose.**

This Chapter is established to serve as a “matching grant program” for awarding small matching grants for property improvement projects on a specific basis and for specific improvement types, to specific applicants, all pursuant to the final program guidelines and parameters in this Chapter. A grant under this Chapter will be awarded as a reimbursement for construction costs for exterior improves described herein.

Section 440.030 **Grant Program Board.**

The Grant Program Board is hereby established to consist of the following members: the Director of Community Development, the Building Official, and the Codes Enforcement Officer. Additionally, two Aldermen shall serve on the Grant Program Board in the sole determination of the Mayor. The Mayor and City Administrator may remove any Grant Program Board member and replace the same with either a member of City Staff or a member of the Board of Aldermen, in accordance with the removed member’s affiliation. A minimum of three members of the Grant Program Board must be present to constitute a quorum. A simple majority of votes in favor of the application will deem the application approved. Failure to obtain a simple majority of votes will deem the application denied.

Section 440.040 **Applications.**

Applications under this Chapter will be accepted from January 1 until September 31 for every year the Community Development Department Grant Program is funded, beginning on January 1, 2023. Applications for participation in the Community Development Department Grant Program are available at City Hall and on the City's website. There shall be separate applications for residential and commercial applicants. Contractor, material, and/or scope of work estimates must be submitted with an application. All grant applicants must certify the accuracy and truth of all documents submitted to the city. Anyone making false or misleading statements or submitting false or misleading documents may be subject to legal action.

Section 440.050 **Qualifications.**

The Grant Program Board shall consider the following factors in determining approval or denial of an application:

1. The property's location in the City;
2. The feasibility of completion of the improvements;
3. The age and condition of the property;
4. The overall benefit to the neighborhood and City as a whole.

The following factors may be taken into consideration by the Grant Program Board:

1. If the applicant is 65 years of age and older;
2. Disabled or Blind applicants;
3. First time home buyer applicants;
4. Households at or below the federal poverty level for that year;
5. Active and retired military applicants;
6. Single parent households;
7. If the applicant qualifies for Head of Household federal tax status.

To be considered for a grant, the Cass County Assessor's appraised full market value of the primary building, not including land, cannot exceed \$140,000. Only one grant per property every five (5) years is allowed, unless waived by a majority vote of the Grant Program Board. For a commercial property owner to be eligible for Community Development Department Grant Program funds, the owner must live in the 64701 zip code. The improvement must be in conformance with the City of Harrisonville Municipal Code and other applicable building codes. Any code enforcement violations must be corrected within ninety (90) working days of notification of the violation, or a grant under this Chapter will be forfeited unless successfully appealed to the Codes Enforcement Officer or the Building Official.

Section 440.060 **Amount of Grant.**

A grant under this Chapter shall not exceed 25% of the total project cost, up to a maximum grant amount of \$2,500.00.

Section 440.070 **Residential and Commercial Properties Permitted.**

There is a strong preference for Community Development Department Grant Program funds to be used to benefit owner-occupied residential properties. Therefore, 75% of the Community Development Department Grant Program funds shall be available for residential properties, with the remaining 25% available to commercial properties.

Section 440.080 **Eligible Improvements.**

Eligible residential improvements include, but are not limited to:

1. Exterior painting/siding improvements;
2. Exterior door/window repair or replacement;
3. Roofing;
4. Gutters;
5. Shutters;
6. Front-facing concrete work;
7. Masonry;
8. Foundation repairs;
9. Awnings;
10. Building additions;
11. Trash container screening.

Eligible commercial improvements include:

1. Trash container/dumpster screening;
2. Removal of non-conforming signage and sign structures.

Section 400.090 **After Grant Approval.**

After grant approval, grantees must complete the project within 180 days of the grant approval, and the project must show progress within 60 days of grant approval, or the grant may be forfeited. If the project requires a building permit or any other permit, the applicant may seek waiver of said permitting fees. Upon completion of the project, applicant must submit qualified project invoices and proof of payment in the form of cancelled checks and/or credit card receipts to the Community Development Department. All grantees must certify the truth and accuracy of all documents submitted to the City. Community Development Department staff will schedule a post-project inspection to verify project completion and confirm no exterior code violations are present. Upon the submission and inspection described herein, the City will issue a check to the applicant in the appropriate amount within the normal accounts payable schedule.

Section 400.100 **Funding.**

The Community Development Department Grant Program shall be funded each year from the following sources:

- The Building Division permit revenue surplus;

- The Code Enforcement abatement recoup revenue surplus;
- The Building Division expenses savings;
- The City budget.

Exact funding will be determined yearly by the Board of Aldermen.

Section 400.110 **Appeals.**

If the Grant Program Board denies an application, the applicant may, within thirty (30) days of the denial file with the City Clerk a written appeal to the City Administrator, or their designee, specifying the grounds thereof. In acting on the appeal, the City Administrator, or their designee, may overturn the Grant Program Board's decision.

Section 2: That this Ordinance shall be in effect immediately upon its passage and approval.

Read for the first time by title only on the 15th day of August 2022. Read for the second time by title only on the 15th day of August 2022.

Judy Bowman, Mayor

ATTEST:

Daniel Barnett, City Clerk

APPROVED by the Mayor this 15th day of August, 2022



TO: Board of Aldermen
FROM: Theresa West, Assistant
DATE: August 11, 2022
SUBJECT: Ordinance Authorizing Other Ambulance Services

Type of Item: *Approval*

E. Action Item (ID # 4288)

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI AMENDING THE HARRISONVILLE MUNICIPAL CODE REGARDING OUTSIDE AMBULANCE AND EMERGENCY MEDICAL SERVICES

Attachments:

Ordinance Authorizing Other Ambulance Services 2022 (DOCX)

Staff Report AMR change (DOC)

Council Bill No. _____

Ordinance No. _____

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF
HARRISONVILLE, MISSOURI AMENDING THE HARRISONVILLE MUNICIPAL
CODE REGARDING OUTSIDE AMBULANCE AND EMERGENCY MEDICAL
SERVICES**

WHEREAS, the City of Harrisonville desires to amend its Municipal Code to allow outside ambulance services and outside emergency medical services to provide non-emergency transports within City limits.

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

Section 1: Section 205.080(A) is hereby amended to read as follows:

“A. It shall be unlawful to:

1. Use or cause to be used any emergency medical service other than the Harrisonville Emergency Services Department unless exempted by the provisions of this Section or authorized in advance and in writing by the City Administrator;
2. Provide emergency medical service or transfer within the City unless authorized or exempted by this Section or authorized in advance and in writing by the City Administrator;
3. Knowingly give false information to cause the dispatch of an emergency medical service or rescue unit.”

Section 2: That this Ordinance shall be in effect immediately upon its passage and approval.

Read for the first time by title only on the 15th day of August 2022. Read for the second time by title only on the 15th day of August 2022.

Judy Bowman, Mayor

ATTEST:

Daniel Barnett, City Clerk

Attachment: Ordinance Authorizing Other Ambulance Services 2022 (Ordinance Authorizing Other Ambulance Services)

APPROVED by the Mayor this 15th day of August, 2022



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

5.E.b

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

To: Board of Aldermen
From: Rusty Sullivan, Fire Chief
Date: 08/11/2022

Re:

GENERAL INFORMATION

Applicant: Harrisonville Fire Department

Requested Actions: ORDINANCE CHANGE REGARDING OUTSIDE AMBULANCE AND
EMERGENCY MEDICAL SERVICES

Date of Application: 08/11/2022

PROPOSAL

It is my recommendation that The City of Harrisonville change city code to allow the transport of non-emergency patients by outside medical transport companies from medical facilities inside the city limits of Harrisonville.

I also recommend that this be accomplished by changing code 205.080 to read;

A. It shall be unlawful to:

1. Use or cause to be used any emergency medical service other than the Harrisonville Fire Department unless exempted by the provisions of this Section **or authorized in advance and in writing by the City Administrator;**
2. Provide emergency medical service or transfer within the City unless authorized **or exempted by this Section or authorized in advance and in writing by the City Administrator;**
3. Knowingly give false information to cause the dispatch of an emergency medical service or rescue unit."

PREVIOUS ACTIONS

KEY ISSUES

- The City of Harrisonville remains uncompensated for supplementing a for-profit company
- The Harrisonville Fire Department does not have sufficient manpower to cover these calls
- The Harrisonville Fire Department does not have the supplies to cover these calls

- The City of Harrisonville is unprotected while HFD is servicing a for-profit company
- The City of Harrisonville is in violation of city code 205.020

A. Functions.

1. The organization shall perform functions related to **fire suppression, fire prevention, fire inspection, fire investigation, public education, specialized and technical rescue, and hazardous material mitigation.**
2. The organization shall perform functions related to **emergency medical care, advanced medical care,** public education, and specialized treatment modalities through the approval of the Department Medical Director.
3. The organization shall perform **emergency management functions** within the territorial limits of City of Harrisonville and may conduct these functions outside the territorial limits as directed by the Governor during the time of emergency pursuant to the provisions of Chapter 44, RSMo., and supplements thereto.

STAFF COMMENTS AND SUGGESTIONS

STAFF RECOMMENDATION

Approval

ATTACHMENTS

Ordinance

STAFF CONTACT: Rusty Sullivan, Fire Chief



TO: Board of Aldermen
FROM: Daniel Barnett,
DATE: August 9, 2022
SUBJECT: Municipal Court Report - July 2022

Type of Item: *Discussion*

A. Discussion Item (ID # 4282)

Municipal Court Report - July 2022

Attachments:

July 2022 Municipal Court Report (PDF)

IN THE MUNICIPAL COURT OF HARRISONVILLE, MISSOURI
CASS COUNTY

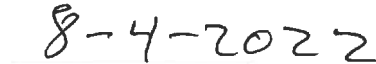
I certify that the attached is a report on all cases heard or tried before the Judge of the Circuit Court of Cass County Missouri, Municipal Division at Harrisonville during the month of **July 2022** and that the information and statements contained in said report are true and correct according to my best information, knowledge and belief.


Don Lograsso
Municipal Court Judge


Date

Presented and reviewed as required by Court Operating Rule 4.29.


City Clerk


Date

Subscribed and sworn to before me this _____ day of _____, 2022.

Notary

RECEIVED
AUG 04 2022
CITY OF HARRISONVILLE

Attachment: July 2022 Municipal Court Report (Municipal Court Report - July 2022)

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Municipality: Harrisonville Municipal		Reporting Period: Jul 1, 2022 - Jul 31, 2022	
Mailing Address: 300 E PEARL STREET, HARRISONVILLE, MO 64701					
Physical Address: 300 E PEARL STREET, HARRISONVILLE, MO 64701				County: Cass County	Circuit: 17
Telephone Number: (816)3808903			Fax Number:		
Prepared by: MICHELLE SHAFFER			E-mail Address: michelle.shaffer@courts.mo.gov		
Municipal Judge: Don Lograsso					
II. MONTHLY CASELOAD INFORMATION					
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
A. Cases (citations/informations) pending at start of month		23	272	319	
B. Cases (citations/informations) filed		3	8	8	
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	1	0	
4. plea of GUILTY in court		2	17	23	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	1	0	
6. dismissed by court		0	0	0	
7. <i>nolle prosequi</i>		0	12	8	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		2	31	31	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		24	249	296	
E. Trial de Novo and/or appeal applications filed		0	0	0	
III. WARRANT INFORMATION (pre- & post-disposition)			IV. PARKING TICKETS		
1. # Issued during reporting period	64	1. # Issued during period		0	
2. # Served/withdrawn during reporting period	49	☐ Court staff does not process parking tickets			
3. # Outstanding at end of reporting period	304				

Attachment: July 2022 Municipal Court Report (Municipal Court Report - July 2022)

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: Harrisonville Municipal	Reporting Period: Jul 1, 2022 - Jul 31, 2022
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)

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 and witness fees.

Fines - Excess Revenue	\$3,454.50	Court Automation	\$330.65
Clerk Fee - Excess Revenue	\$324.00	Law Enf Arrest-Local	\$490.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$9.99	Overpayment	\$0.01
Bond forfeitures (paid to city) - Excess Revenue	\$100.00	Total Other Disbursements	\$820.66
Total Excess Revenue	\$3,888.49	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$10,138.00
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Bond Refunds	\$541.00
Fines - Other	\$3,928.00	Total Disbursements	\$10,679.00
Clerk Fee - Other	\$326.84		
Judicial Education Fund (JEF) ☒ Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$53.24		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$384.80		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$9.98		
Law Enforcement Training (LET) Fund surcharge	\$106.00		
Domestic Violence Shelter surcharge	\$105.50		
Inmate Prisoner Detainee Security Fund surcharge	\$104.50		
Restitution	\$109.99		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$300.00		
Total Other Revenue	\$5,428.85		

Attachment: July 2022 Municipal Court Report (Municipal Court Report - July 2022)

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Contact information same as last report ☒	
Municipality: HARRISONVILLE		Reporting Period: JULY 2022	
Mailing Address: P.O. BOX 367		Software Vendor: TYLER TECHNOLOGIES	
Physical Address: 300 E PEARL ST		County: CASS	Circuit: 17
Telephone Number: (816) 380-8903		Fax Number: (816) 380-8910	
Prepared by: MICHELLE SHAFFER	E-mail Address: michelle.shaffer@courts.mo.gov		iNotes ☒
Municipal Judge(s): DON LOGRASSO		Prosecuting Attorney: JEFFREY DEANE	
II. MONTHLY CASELOAD INFORMATION			
	Alcohol & Drug related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations / informations) pending at start of month	53	423	430
B. Cases (citations / informations) filed			
C. Cases converted to Show-Me Courts	0	8	7
1. jury trial (Springfield, Jefferson County, and St. Louis County only)			
2. court / bench trial - GUILTY			
3. court / bench trial - NOT GUILTY			
4. plea of GUILTY in court			
5. Violations Bureau Citations (i.e., written plea of guilty) and bond forfeitures by court order (as payment of fines / costs)			
6. dismissed by court			
7. nolle prosequi			
8. certified for jury trial (not heard in the Municipal Division)			
9. TOTAL CASE DISPOSITIONS			
D. Cases (citations / informations) pending at end of month [pending caseload = (A + B) – C9]	53	415	423
E. Trial de Novo and / or appeal applications filed			
III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS	
1. # Issued during reporting period	0	# Issued during period	0
2. # Served/withdrawn during reporting period	47	☒ Court staff does not process parking tickets	
3. # Outstanding at end of reporting period	665		

Attachment: July 2022 Municipal Court Report (Municipal Court Report - July 2022)