



**AGENDA
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
JUNE 2, 2014
6:00 PM**

- I. Call to Order**
 - A. Present**
- II. Approve Minutes**
 - A. Finance/Personnel Committee - Regular Meeting - Apr 7, 2014 6:00 PM**
- III. Agenda Items**
 - A. Accepting Oakland Cemetery**
 - B. Twin Pines Golf Club**
 - C. GO Bond Funding**
 - D. Vehicle Operations Policy**
- IV. General Discussion**
- V. Adjournment**

This meeting will be open to the public.

Posted on City Hall Bulletin Board this 29th day of May, 2014

Kim Hubbard, City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
APRIL 7, 2014
6:00 PM

I. Call to Order

The meeting was called to order at 6:00 PM by Member Kevin Wood

II. Approve Minutes

A. Finance/Personnel Committee - Regular Meeting - Feb 24, 2014 6:00

PM Accepted

Minutes approved.

III. Agenda Items

A. Discussion of Video Conferencing Policy

Mr. Smith reviewed the policy provided by the Missouri Municipal League (MML), and reported the following:

- City's infrastructure would need to be substantially updated to provide the video capabilities needed*
- The internet speed would be stressed significantly*
- The cost of internet provided by Century Link is double that the cost of the cable company.*

Mr. Smith reported he has been contacted by Marenet Communications that provides the type of services for video conferencing and consulting services to look at expanding the fiber in our area.

Mr. Smith stated there would need to be a commitment by the Board of Aldermen on updating the infrastructure at city hall and other departments too and a decision would need to be made whether the system would be managed in house or by someone else. Mr. Smith pointed out that management costs will be significant and asked what problem will be solved by having video conferencing.

There was No Action Taken.

Minutes Acceptance: Minutes of Apr 7, 2014 6:00 PM (Approve Minutes)

B. Utility Deposit Amendment Discussion

This discussion item was carried over from the February meeting.

Director Tholen reported there were 683 accounts opened in the two (2) years prior to when the new policy was put in place. The question was asked if we were going to grandfather those accounts in, and Mr. Tholen stated that would not be his recommendation.

Alderman Stull reported he was contacted by a business who was expecting their deposit back, and he thought the City should honor their word.

Mr. Moody pointed out that owners of any account set up prior to the policy change were told if they made 24 consecutive timely payments, not two (2) years from the deposit date but 24 consecutive payments, that their deposit would be refunded.

It was noted that it was not uncommon for organizations to change policies, and at the time of this change, notifications were sent to all customers.

Mayor Wood stated he would recommend customers who have questions come to the Finance Committee and requests would be evaluated on a case by case basis.

C. Accepting Oakland Cemetery Scheduled

Lisa Anderson and Gerry Collins (Lisa's mom) are members of the Oakland Cemetery Association, and Ms. Collins has been a member since 1983. Ms. Anderson reviewed their responsibilities as paying bills, selling plots, displaying flags, purchasing the insurance, and the funeral homes open the graves. The association voted two (2) years ago to try to find another group to take it over. Ms. Anderson stated that cemetery mapping software has been purchased, mapping of plots/graves has been completed and they are in good standing with the state.

Ms. Anderson reported that according to State Statutes, if a cemetery is abandoned for a year, the city is obligated to take it over.

Mr. Moody explained the policy that has been drafted and the need for it's thoroughness. There was discussion of the City being held liable if there are monuments that fall and cause injury and/or damage, the limited number of lots for sale, the interest revenue that is currently earned, and informed the Board that at some point the General Fund will have to provide financial support to the cemetery.

Ms. Collins reported at one time the Rotary Club had put monuments back up as a community project.

The question was asked if the Cass County Historical Society was interested in taking the cemetery over and Ms. Anderson stated they were not.

Alderman Dahlman made the motion to table this discussion till next month's Finance Committee meeting so she could bring herself up to speed. Alderman Meyer seconded the motion and it was approved by a voice vote.

D. Twin Pines Golf Club

Director Chris Deal reported the Twin Pines Golf Club is looking at the possibility of a joint venture and has asked the City if they would be interested, which would potentially transfer ownership of the Golf Course to the City. Mr. Deal reviewed discussions that took place at the March 18, 2014 meeting between Twin Pines Golf Club Board Representatives and City staff.

Mr. Deal reported that staff is currently reviewing contract examples of other city and private golf clubs.

Mr. Moody reported on being cautious with this issue as the City is not looking to add a financial burden which is what commonly happens whenever a city takes on a new service. Mr. Moody reviewed the club's financial need and that there is currently an operating loss that is being incurred. There was discussion regarding the costs to operate and maintain the facility.

It was noted staff wanted to share the information that has been gathered and the Committee was asked if this item was something they wanted staff to continue analyzing. The consensus of the Committee was to continue analyzing.

E. Alderman Age Qualifications Recommended

City Clerk Hubbard explained Missouri State Statues have been amended lowering the minimum age required for a person to serve as an alderman in a fourth class city from twenty-one (21) to eighteen (18).

It was staff's recommendation to move this item to the Board of Aldermen for approval.

F. Electric Utility System Update

Director Thomas reported Kristen Morrow has successfully entered the outage information for 2011, 2012, and 2013 into the American Public Power Association (APPA) e-Reliability Tracker which is one of the requirements for the RP3 award designation.

Mr. Thomas also reported the City has received our system outage scores from the APPA through their e-Reliability Tracker Software and that we scored very high. Mr. Thomas explained the three (3) categories which are system average interruption index, system average interruption frequency index, and customer average interruption duration index and what each index measures.

Mr. Thomas also distributed a graph for 2013 outage causes and reviewed the phases which would need to be implemented to obtain the full 30% mark in the reliability portion of the RP3.

There were no questions from the Board.

IV. General Discussion

None.

V. Adjournment

The meeting was closed at 6:58 PM

Alderman Coburn moved to adjourn the meeting, Alderman Milner seconded the motion and it was approved by those present.

Kevin Wood, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Apr 7, 2014 6:00 PM (Approve Minutes)



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Keith Moody, City Administrator
DATE: May 21, 2014
SUBJECT: Accepting Oakland Cemetery

Type of Item: *Report*

Background: The trustees of the Oakland Cemetery (cemetery located south of the rail road tracks on either side of Commercial Street) are requesting the City take over responsibility of the cemetery.

Review: A title search has been completed and the legal description of the cemetery land has been incorporated into a quit claim deed by the City Attorney. The City attorney is developing an ordinance approving the quit claim deed and transfer of ownership of the cemetery. A resolution will be prepared to approve the cemetery policy.

The trustees have maintained lot ownership and internment information in an electronic database which they recently reviewed for accuracy. They have provided this data to the City; we can incorporate that data into our GIS system. We can keep these records in whichever format we prefer. The trustees have done a wonderful job updating the records management to a modern, easy to understand system.

The tasks related to managing the cemetery are below:

Sale of lots

Coordinating of burials

Record lot ownership and internments

Grave marking

Inspection of burials and monuments

Enforcement of cemetery policy

Contracting for mowing

Contracting for weed control

Maintenance of trees, fences, buildings and driveways

Trustees have also provided a detail of funds available for operations/maintenance (\$57,334) and perpetual care (\$161,219). A lot sells for \$800 currently. 50% of the price goes into the

maintenance account and 50% into the perpetual care account. Current practice is that the funeral home collects payment for a lot sale as well as the grave opening/closing charge. Lot sale funds would be placed into a separate trust fund for our accounting purposes. In keeping with the cemetery by-laws the principal amount of perpetual care funds would not be spent, interest from these funds would be used to maintain the cemetery. The Cemetery Policy developed reflects putting the entire lot sale amount into the perpetual care fund and collecting a maintenance fee of \$1,000 at the time of burial. This will bring the lot sale price in line with other cemeteries and increase the perpetual care funds so that more interest will be available in the future.

The interest on the perpetual care balance (\$5,000 annually at best) is not sufficient to cover the annual maintenance/operating costs. Actual expenses for 2013 are attached (totaling \$8,313.50). Managing the cemetery would not pose a need for additional staffing.

The cemetery policy attached was developed by staff and has been reviewed by the City Attorney. We have also asked the Oakland Cemetery Trustees to review the policy. The policy is based on other municipal cemetery policies we found as references. The intent was to have a comprehensive policy developed prior to accepting the cemetery in order that the City and the Trustees have a clear understanding of what policies would apply if the City assumed responsibility. The policy does anticipate there being a cemetery committee that is advisory to the Board of Aldermen. The committee would recommend policy changes in the future.

Recommendation: Although the City is not obligated to take over managing the cemetery it could be in our best interest to work with the cemetery trustees in order to avoid the records getting lost, funds being depleted and the property falling into a neglected state, followed by a public outcry for the City to remedy the situation. I am confident the City will have to subsidize the operation of Oakland Cemetery. I am also confident the City would ultimately be put under public pressure to address a neglected cemetery located in a high visibility area inside our community. Therefore I believe accepting the cemetery in an amicable manner is the better approach on this issue.

A. Discussion Item (ID # 1415)

Accepting Oakland Cemetery

Attachments:

Cemetery Policy- City of Harrisonville- Draft (PDF)

Oakland Cemetery Budget- 2013 (PDF)

Oakland Cemetery Funds- 11-14-13 (PDF)

Oakland Cemetery Property Ownership Map from County (PDF)

Oakland Cemetery Memo from City Attorney- 11-27-13 (PDF)

Ordinance Accepting Oakland Cemetery (PDF)

City of Harrisonville Cemetery Policy
DRAFT

Section 1: DESIGNATION OF CEMETERY COMMITTEE

- A. A Cemetery Committee consisting of not less than three (3) persons nor more than five (5) persons with at least one person being an Alderman to be appointed by the Mayor with the approval of the Board of Aldermen to provide oversight of the cemetery.
- B. The Cemetery Committee shall meet from time to time, consider policy and make recommendations to the Board of Aldermen.

Section 2: SALE OF LOTS

- A. The City shall sell cemetery lots to persons wishing to purchase same in the Oakland Cemetery at prices to be set by the Board of Aldermen. Cemetery lots shall be sold at the lot sale price plus the cost of recording the deed(s) as follows:
 - 1. Grave lot \$ 800.00
 - 2. Recording fee per deed 35.00
 These fees may be amended by the Board of Alderman from time to time.
- B. Payment in full must be received by the City Clerk and delivered to the Accounts Specialist prior to the delivery of said deed(s).
- C. The City Clerk or designee shall keep a written and computer record of said lot purchase.
- D. The City Clerk or designee shall deliver to the County Recorder of Deeds in a timely manner the completed deed for any lot sold, which shall be duly recorded and returned to the purchaser.

Section 3: PERPETUAL CARE CEMETERY FUND

- A. There shall be established a Perpetual Care Cemetery Fund used for the sole purposes of preservation, care, upkeep and adornment of the Harrisonville Oakland Cemetery property.
- B. The full amount of the purchase price of a grave lot will be deposited in the Perpetual Care Cemetery Fund. The accumulated balance from lot sales shall not be encroached upon, but shall serve to generate interest income. Interest income alone shall be used for the perpetual maintenance and upkeep of the cemetery.
- C. The income from the Perpetual Care Cemetery Fund shall be expended for the preservation, care, upkeep and adornment of the Harrisonville Oakland Cemetery property and for no other purpose whatsoever.
- D. The principal of the Perpetual Care Cemetery Fund shall not be encroached upon for any purpose except for the repurchasing of cemetery lots previously sold. Money may be transferred out of the fund to be invested in bonds of the United States Government or other accounts backed by the full faith and credit of the United States Government or insured by the Federal Deposit Insurance Corporation.

Comment [J1]: The language that has been removed is required by RSMo 214.020. Thus, the City will not be able to invest the funds per its investment property.

Section 4: CEMETERY MAINTENANCE FEE

- A. There is hereby established a cemetery maintenance fee to be used for the purpose of grounds care which shall include, but not be limited to, mowing, tree maintenance, weed control,

insect control, pest control and road maintenance.

- B. The cemetery maintenance fee may be used for monument repair should said monument be in need of repair and at such time a family member within the third degree cannot be located.
- C. The cemetery maintenance fee shall be collected at the time of a burial request in addition to the grave opening and closing fee. The cemetery maintenance fee shall be one thousand dollars (\$1,000.00). This fee may be amended by the Board of Aldermen from time to time.
- D. The cemetery maintenance fee shall be combined with interest earned on the Perpetual Care Fund and private donations for the purpose of maintaining the cemetery.

Comment [J2]: A provision here should be added establishing how this amount can be increased if necessary.

Section 5: SEXTON APPOINTMENT

- A. The City Administrator shall appoint a qualified person to serve as sexton..
- B. The Sexton shall locate graves, assist with coordinating and inspecting of grave openings and closings, inspect monuments, assist with the record keeping of lots sold and occupied, coordinate maintenance of the cemetery and provide support to the Cemetery Committee.

Section 6: DUTIES OF CITY SEXTON

- A. The Sexton or designee shall identify and mark all graves upon notification of a burial.
- B. The Sexton or designee shall inspect graves which shall be a uniform minimum depth of five and one-half (5½) feet for standard burial and a minimum depth of twenty (20) to twenty-four (24) inches for cremation urn burial.
- C. The Sexton or designee shall inspect the erection of monuments as described in Section 7 of this policy.
- D. The Sexton or designee shall investigate in a timely manner complaints received regarding the City Cemetery.
- E. The Sexton or designee shall assist in the prosecution of all violations of the provisions of this Chapter.
- F. The Sexton or designee shall during the months of November through March remove funeral service flowers within seven (7) days of burial.
- G. The Sexton or designee shall from time to time review the lawn maintenance of the City Cemetery to ensure that lawn care is being conducted in accordance with the specifications.
- H. The Sexton or designee shall maintain a plat of the cemetery showing the entire area and location of the cemetery, the portion thereof which has been dedicated for the burial of human remains, all burial lots or interment spaces, and all walks, roads, improvements and features. The Sexton shall also cause the plat to be updated as necessary to remain current.
- I. The Sexton or designee shall maintain a record of the owner of each burial lot or interment space described in the current plat of the cemetery and a record of all dead human remains buried or interred at the cemetery. This record shall contain the name of each deceased person buried or interred at the cemetery, the date of burial or interment, the location of burial or interment and, if known, the name and address of the funeral director who provided the memorial services or other final arrangements for the deceased person.
- J. The Sexton or designee shall provide assistance to burial or interment space owners in locating their lots or spaces and to the family or other interested persons in locating the place of burial or interment of deceased persons whose remains are buried or interred in the cemetery.

Section 7: ERECTION OF MONUMENTS

- A. The owners of lots shall be permitted to ornament such lot in accordance with the standards and intent of this policy. No lot shall be enclosed by any fence or railing.
- B. The monument shall be erected in the following manner:
1. Monument companies must contact and make arrangements with the City Clerk or Sexton forty-eight (48) hours prior to installation of footing.
 2. Installation of footing and/or monument must take place between the hours of 7:30 A.M. and 5:30 P.M. Monday through Friday.
 3. The contractors will provided a copy of a signed work order and a diagram showing layout and location of monument forty-eight (48) hours prior to the installation of the footing.
 4. Contractor will be charged a thirty-five dollar (\$35.00) inspection fee per monument to be paid prior to the installation of the footing.
 5. The City will flag all monument locations for the contractor.
 6. All monuments will be placed at the head of the grave facing the east, unless otherwise specified and approved. No foot markers or above ground tombs are permitted.
 7. All monuments to include headstone, plaques, vases, decorative sculptures and lanterns, etc., will be set on a concrete pad and shall be kept in line along the row of graves to minimize mowing and trimming efforts. The concrete pad shall extend a minimum of two inches but not more than six inches beyond the boarder of any monument and shall not extend beyond the boundary of the owners grave. The concrete pad shall sit on the piers described below and shall be a minimum of two inches thick with an even professional finish. The concrete pad is intended to reduce mowing and trimming time and to diminish damage to monuments incurred from mowing and trimming activities.
 8. Stones under twenty-four (24) inches in length will have one (1) pier of six (6) inches minimum diameter that is three (3) feet deep or rests on the burial vault.
 - a. Stones between twenty-four (24) and forty-eight (48) inches will have a minimum of two (2) piers set no less than eight (8) inches from either end of the stone, a six (6) inch minimum diameter that are at least three (3) feet deep or rests on the burial vault.
 - b. Stones over forty-eight (48) inches will have a minimum of three (3) piers set appropriately spaced to provide maximum support for the stone with a six (6) inch minimum diameter that are at least three (3) feet deep or rests on the burial vault.
 - c. Stones more than sixteen (16) inches in width will have footing poured at all four (4) corners.
 - d. Footing will be constructed of concrete blended appropriately with water. No dry cement is to be poured into the ground.
 - e. All footings must cure for five (5) days prior to actual installation of monument and covered in temperatures thirty-two degrees (32°) and below for cure time.
 - f. All footing installations will be inspected by Cemetery Sexton or designee prior to setting of the concrete pad or monument.
 - g. The length of monuments, including the pad, shall not exceed the width of the grave lot(s). The width of the monuments, including the pad, shall not exceed thirty-six (36) inches.
 9. All monuments and footings will be installed with the contour of ground while sustaining an up-right and non-tilting condition of relevant monuments. Monuments that are leaning will be laid down to eliminate dangerous conditions.
 10. The contractor will contact City Clerk or Sexton twenty-four (24) hours prior to actual

monument installation.

Section 8: CONTRACTUAL WORK IN CEMETERY

- A. Contractors performing work in the Cemetery will prevent unnecessary damage to the cemetery lawn and shall be responsible for restoring all disturbed and damaged lawns, markers and monuments.
- B. Contractors will place any excess dirt resulting from footing installation and grave openings in designated area. No dirt is to be deposited on cemetery lawn without Sexton approval.
- C. Contractors shall indemnify the cemetery and City of Harrisonville and hold it harmless from any injuries suffered by contractor's employees while on cemetery premises as a result of the negligence or carelessness of the contractor or the contractor's employees or agents. Contractors will also indemnify the cemetery and City of Harrisonville and hold it harmless from and against all loss, liability, damage and expense incurred by cemetery resulting from the contractor's employee's tortious acts or omissions.
- D. Contractors shall maintain at least one million dollars (\$1,000,000.00) in liability insurance coverage and maintain statutory Workers' Compensation coverage on all officers, partners, directors and employees involved in contractual services performed at the Harrisonville Cemetery.
- E. Contractor shall annually provide a copy of said coverage to the City Clerk, City Hall 300 East Pearl Street, Harrisonville, Missouri 64701.
- F. Contractor shall guarantee all products for a period of at least two (2) years, during which time the contractor will make repairs or corrections in materials and installation within thirty (30) days after receiving notification from the City Clerk or Sexton.
- G. It shall be unlawful for anyone to perform work in the cemetery without first registering with the City, providing proof of all required insurance and agreeing to abide by all rules and regulations established for the cemetery.

Section 9: BURIAL OF BODIES

- A. Every body which is buried in the cemetery shall be enclosed in a coffin or a casket, such coffin or casket shall be placed in a vault (sealing or non-sealing burial case).
- B. The ashes of a cremated body which are buried in the cemetery shall be enclosed in an urn; such urn shall be placed in an urn vault (sealing or non-sealing burial case).
- C. No more than two (2) urns and vaults will be allowed on one (1) grave lot.
- D. It shall be unlawful for any person to abandon, dispose of, desert, leave or scatter the ashes of a cremated human body or all or part of a dead human body within the cemetery without burying said ashes or body in compliance with this Chapter.
- E. All violations to this Chapter shall be considered misdemeanors which, upon conviction, shall be punishable according to Section 215 of the Harrisonville Municipal Code.

Section 10: MAINTENANCE OF LOTS

No grave shall have a mound or any elevation of earth over said grave above the level of the earth adjacent thereto to exceed, along the centerline of said grave, a height of four (4) inches with a gradual slope to the outer edge thereof to a level of the earth adjacent thereto. All graves shall be covered with grass aside from monuments and the concrete pad described in Section 7 of this policy.

Section 11: CEMTERY CARE AND CONDUCT

- A. The Board of Aldermen may contract for the care, repair, maintenance and mowing of the cemetery property upon such terms as the Board may deem advisable. Such contract shall be accepted by resolution of the Board.
- B. The grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law as provided by State Statute and City Code, shall be enforced in all cases of wanton injury, disturbances or disregard of these rules.
- C. Persons entering upon the cemetery grounds shall conduct themselves with proper decorum; and any breach of this rule, by the discretion of the city may result in removal from the grounds.

Section 12: DECORATION OF GRAVES

- A. Flowers, flags and other decorations shall be confined to the monument area of the grave. This may include vases, and hooks incorporated into the monument and concrete pad as well as attaching decorations to the monument stone. They shall not inhibit mowing and trimming of graves.
- B. Exceptions- decorations on the lawn area of a grave will be permitted during the non-growing season from November 1 to March 1 and Memorial Day. Decorations remaining seven days after the Memorial Day will be removed and discarded.
- C. Decorations that are unsightly, offensive, faded, torn or not meeting these regulations will be removed.
- D. The city is not responsible for theft or damage to items placed on graves.

Section 12: OFFENSES

- A. Parking is specifically prohibited on the grass or other non-paved areas in the cemetery unless specifically authorized by the City.
- B. No person shall:
 - 1. Pull down or in any manner destroy any gate, fence or railing around the cemetery or graveyard or turn lose any animal onto said cemetery property.
 - 2. Without lawful authority erase or deface any inscription upon any monument, slab, head or foot board or stone; or write, carve, scratch or in any manner deface any grave, stone, head or foot board.
 - 3. Pull down or dig up or destroy in any manner any species of flower, shrub, shade or ornamental tree.
 - 4. Discharge any kind of firearm on any cemetery property, except in the performance of a burial ceremony.
 - 5. Drive on or through the cemetery lawn, including funeral processions, unloading casket, vault unloading and tent equipment unloading and loading

Section 13: PENALTY

Persons found guilty of violating any provision of this Chapter shall be punished in accordance with the provisions of Section 215 of the Harrisonville Municipal Code. Each violation shall be deemed a separate offence.

Section 14: BURIAL FEES

The burial fees schedule is as follows:

Opening and closing costs (standard burial, weekdays)	\$	700.00
Opening and closing costs (weekends and holidays)		800.00
Opening and closing costs (cremations and infant, weekdays)		300.00
Opening and closing costs (cremations and infant, weekends and holidays)		400.00

These fees may be amended by the Board of Alderman from time to time.

OAKLAND CEMETERY ASSOC.
2013 EXPENSES

SCHROCK LAWN SERVICE	JANUARY	250.00	Tree limb removal
SCHROCK LAWN SERVICE	JUNE	750.00	MOWING
SCHROCK LAWN SERVICE	JULY	1,165.00	MOWING
SCHROCK LAWN SERVICE	AUGUST	1,200.00	MOWING
SCHROCK LAWN SERVICE	SEPTEMBER	1,200.00	MOWING
SCHROCK LAWN SERVICE	OCTOBER	1,200.00	MOWING
SCHROCK LAWN SERVICE	NOVEMBER	1,200.00	MOWING
SCHROCK LAWN SERVICE	NOVEMBER	600.00	Tree limb removal
		<hr/>	
		7,565.00	*

This is what we paid Schrock in 2013.

*This total is weather dependent and varies slightly from year to year.

STATE FARM INSURANCE	Liability INS.	425.00	
TRASH SERVICE	1 year	240.00	
SAFETY BOX RENTAL (COMMERCE)		35.00	
BANK FEES	New this year	11.00	
VI SA CHK CARD FEE	New this year	16.50	
DELUXE CHECKS		21.00	
			8,313.50

DATED THIS DECEMBER 16, 2013. Note: December stmt
has not been received.

Attachment: Oakland Cemetery Budget- 2013 (1415 : Accepting Oakland Cemetery)

14-Nov-13

OAKLAND CEMETERY ASSOC.
 JERRIE COLLINS, TREASURER
 700 TALL GRASS DR.
 PLEASANT HILL, MO. 64080

Commerce Bank

440216848	Checking	\$	5,583.75
440709917	Main't.	\$	7,746.35
4402911879	Endowment	\$	12,144.01
6620533327	Endowment	\$	30,787.76
6220533328	Main't.	\$	28,735.24
6220595134	Endowment	\$	57,364.71

142,361.82

Country Club Bank

71171226	Endowment	\$	30,925.51
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30,925.51

NASB

80044014	Main't	\$	5,000.00
899107778	Main't	\$	10,269.15
877960777	Endowment	\$	30,000.00

45,269.15

Total

218,556.48

Attachment: Oakland Cemetery Funds- 11-14-13 (1415 : Accepting Oakland Cemetery)

Date Created: 12/3/2013



Overview

Legend

- Corporate Limits
- PLS Townships
- Parcels

Attachment: Oakland Cemetery Property Ownership Map from County (1415 : Accepting Oakland Cemetery)

Parcel ID	133151100000030000	Alternate ID	n/a	Owner Address	OAKLAND CEMETERY
Sec/Twp/Rng	5-44-31	Class	Exempt		N COMMERCIAL
Property Address	N COMMERCIAL	Acres	n/a		HARRISONVILLE MO 647010000
	HARRISONVILLE				

District 5713001
 Brief Tax Description PT E2 LT5&6 NE AS REC 138/406 111/158 & RR R/W 1278/120
 (Note: Not to be used on legal documents)

Last Data Upload: 11/27/2013 2:24:45 AM

Memorandum

To: Keith Moody
From: Zerger & Mauer
Date: 11/27/2013
Re: *Cemetery Conveyance*

In response to the City's request, we have researched the requirements the City must comply with in accepting a conveyance of the Oakland Cemetery under current Missouri law. The following is a summary of that research.

In general there was not a great deal of case law regarding the transfer of cemetery property to a political subdivision of the State, including a City. The State of Missouri has enacted several statutes directly on the topic, which permit transfer under these circumstances, but beyond the actual statutes there is very little guidance on the issue.

Nothing in the Oakland Cemetery bylaws identify a procedure for transferring ownership of any of the cemetery property or funds. We have requested the articles of incorporation (and we know they exist or existed because they are referred to in the Bylaws) but have not received them.

A. In general Missouri Cities are allowed to own cemetery property

Under RSMo 214.010 a Missouri city may purchase, receive and hold real estate within the boundaries of the City for the burial of the dead. The city can lease, sell or otherwise dispose of the cemetery property. This section does not specify how the City is to take ownership and possession of cemetery lands. However, 214.150, which permits certain cities to acquire cemetery land specifies that a city may, by ordinance, accept or take over by gift or donation cemetery lands. Based on this section, and the lack of any procedural guidance under RSMo 214.010, we suggest that the City acquire the cemetery lands by ordinance.

Once acquired, the board of aldermen may make rules and pass ordinances imposing penalties and fines not exceeding one thousand dollars, regulating, protecting, and governing cemeteries within such cities, towns, villages, and counties, the owners of lots therein, visitors thereto, and punishing trespassers thereon.

B. Notice of Transfer under RSMo 214.035

If the city decides to accept the conveyance of the cemetery property, from the cemetery association, the City is permitted under RSMo 214.035 to revest title to any conveyed platted lots or designated pieces of ground, other than ground in which dead human remains are actually buried and all ground within two feet thereof in the name of the City.

Such a transfer under RSMo 214.035 can only occur where no interment has been made in the lot and title to the lot has been vested in the present owner for a period of at least fifty years prior to the commencement of proceedings pursuant to this section. However, this section does not apply to any lot in any cemetery where a perpetual care contract has been entered into between the cemetery or the City, and the owner of the lot.

This may be a good option for the City in managing the cemetery. The City's ability to sell additional plots and generate additional funds would be a good option considering many of the "lot owners" may not even be aware the lots are owned in their names and the City will likely be forced to expend its money for the continued maintenance of the cemetery.

C. Perpetual Care Cemetery Fund

The City may by ordinance establish a fund for the preservation, care, upkeep and adornment of the cemetery, which shall be known as the "Perpetual Care Cemetery Fund". The money placed in this fund shall be invested in bonds of the United States government or of the state of Missouri, or may be placed in any bank or savings and loan association which is authorized to do business in this state so long as the funds so deposited are protected by federal deposit insurance. The income shall be expended by the City for the preservation, care, upkeep and adornment of the cemetery, for the repurchasing of cemetery lots previously sold, and for no other purpose whatsoever.

D. City Management of the Cemetery

An alternative to having the cemetery conveyed to the City would be to have the City take over the management of the cemetery while keeping the Cemetery Association intact and separate from the City. This way the cemetery would still be owned by the Association and the City would be responsible for putting a structure in place to oversee the day to day operations of the Association. Our research of the relevant Missouri statutes has not uncovered anything that would prevent the City from acting as a managing agent for the Cemetery Association. However, it should be noted that all of the statutes identified above apply to a City accepting a cemetery or cemetery land by conveyance, and would therefore not apply if the City was merely acting as a managing agent for the Cemetery Association.

E. Bylaws

The Association Bylaws provide for membership consisting of families who have paid in full for ownership of a lot or plot, and who pay annually to the upkeep of the cemetery. These members have full voting privileges in the Association.

The Bylaws also provide that members are required to pay dues. These amounts are unrealistically small. In the event that the City or the Association chooses to continue with the membership the amount should be significantly increased. More importantly, any member failing to pay annual dues for a term of 5 years, automatically forfeits their unoccupied ownership interest in any lot. The lot and

title to the same will then revert to the Cemetery Association. This provision should drastically cut down on the number of members of the Association. However, there is also a provision for life membership, where if a person invested a sufficient amount of money (\$400 for a full lot) in the endowment fund that person automatically became a life member of the Association.

It is also troubling that the Bylaws do not provide for the calling or organizing of any special meetings and instead only provide for an annual meeting on the second Tuesday in March of each year. The Bylaws can only be amended at regular meetings.

F. Summary

In summary, we agree with the City's conclusion that taking the cemetery over at this stage is a better option than allowing the cemetery to fall into disrepair where the City could be forced to take over the cemetery without the relevant information. As outlined above, we believe there are two options regarding the City's involvement with the cemetery: (1) the City can accept the conveyance of the cemetery lands and obtain title to the lands in its name; or (2) the City can act as a managing agent for the cemetery, where the City would essentially handle the operations of the cemetery while title to the cemetery would remain in the name of the association. Either option is permitted under our review of the applicable Missouri laws. There are certain advantages to the City owning the land, e.g. the City can revest unoccupied plots in its own name given the right factual situation. However, owning the lands outright places an additional burden on the City in many ways.

Please let me know if you need clarification of any of the City's options represented above or if you have any additional questions.

BILL NO. _____
VOTED FOR: _____
VOTED AGAINST: _____

ORDINANCE NO. _____
FIRST READING: _____
SECOND READING: _____

AN ORDINANCE ACCEPTING THE REAL AND PERSONAL PROPERTY OF THE OAKLAND CEMETERY ASSOCIATION OF HARRISONVILLE, MISSOURI

WHEREAS, the Board of Aldermen of the City of Harrisonville, Missouri (the “City”) hereby finds that it is necessary and advisable to accept ownership of the Oakland Cemetery Association of Harrisonville (“Oakland Cemetery”), and all of its assets and records for the operation and maintenance of the cemetery; and

WHEREAS, The Oakland Cemetery has approached the City offering to dedicate, gift, transfer, or bequeath the Oakland Cemetery to the City along with all personal property owned or belonging to the Oakland Cemetery in order that the City might provide continuing maintenance and management of the Oakland Cemetery; and

WHEREAS, the City has determined that it is in the best interest of the health, safety, and welfare of its citizens to accept full ownership and operation of the Oakland Cemetery; and

WHEREAS, the City will assume ownership, operation and responsibility of the Oakland Cemetery, which is an active cemetery, and other cemetery property; and

WHEREAS, certain rules and regulations need to be established in order to provide for the continued operation of the cemetery as a public service provided by the City.

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

SECTION 1. The City hereby accepts the ownership of the Oakland Cemetery, all cemetery records, and all other real and personal property of the Oakland Cemetery Company and is hereby authorized to begin operating the cemetery under the rules and regulations prescribed by the laws of the State of Missouri, and the Cemetery Policy. Such real property, as identified in **Exhibit A**, shall be designated a public cemetery.

SECTION 2. The City shall adopt and incorporate a Cemetery Policy consisting of regulations and policies to be followed in the operation of the Oakland Cemetery. Any regulations, policies, or practices previously followed by the Oakland Cemetery but not specifically addressed by the City of Harrisonville, Missouri are hereby adopted and continued until such time as they may be specifically addressed by the Board of Aldermen.

Attachment: Ordinance Accepting Oakland Cemetery (1415 : Accepting Oakland Cemetery)

SECTION 3. Any person, firm or corporation who violates any of the provisions of the Cemetery Policy or this Ordinance shall be guilty of a misdemeanor and shall be subject to a fine of up to \$500.00 and/or imprisonment for up to 90 days in jail as may be determined by court of law. Each day that the violation continues to exist shall constitute a separate offense. Any criminal prosecutions hereunder shall not prevent civil proceedings for abatement and termination of the activity complained of.

SECTION 4. Hours of operation. The Oakland Cemetery shall be open to the public from 6:00 AM to 10:00 PM daily.

SECTION 5. Severability. The provisions of this ordinance are severable. If any portion of this ordinance is deemed invalid for any reason, such invalidity shall not affect the remaining provisions.

SECTION 6. That this Ordinance shall be in full force and effect from and after its passage and adoption.

Vote taken as follows:

- Ayes:
- Nays:
- Absent:
- Abstain:

Read two times by title only on the ___ day of April, 2014, and passed by the Board of Aldermen this ___ day of April, 2014.

Kevin W. Wood, Mayor and Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Kim Hubbard, City Clerk

APPROVED by the Mayor this ___ day of April, 2014.

Attachment: Ordinance Accepting Oakland Cemetery (1415 : Accepting Oakland Cemetery)

EXHIBIT A

Beginning at the Northeast corner of the East Half of Lot 5 of the Northeast Quarter of Section 5, in Township 44, Range 31, Cass County, Missouri, running thence West on the line between Lots 5 and 6 of said Quarter, 436 feet; thence South 100 feet; thence East 436 feet; thence North 100 feet to the Place of beginning; also

A tract of land known as Oak Cemetery situate lying and being in the County of Cass and State of Missouri, and described as follows: Beginning at a stone at the Southeast corner of Lot 6 of the Northeast Quarter of Section 5, Township 44, Range 31, running thence East on the line between Lots 5 and 6, 36 feet and 8 inches; thence North 114 feet; thence West parallel with the line between Lots 5 and 6, 326 feet to the intersection of the right of way of the Missouri Pacific Railway; thence with said right of way to the intersection of the same with the right of way of the K.C.C & S right of way; thence with said last named right of way to the intersection of the same, on the rock wall on the East side thereof, with the line between Lots 5 and 6 of the Northeast Quarter of said Section 5; thence East 423 feet and 4 inches to the stone at the starting point. Also

All that portion of the North Half of the East Half of the East Half of Lot 5 of the Northeast Quarter of Section 5, Township 44, Range 31, in Cass County, Missouri, except 1 acre in an oblong square in the Northeast corner of thereof now owned by the Cemetery Company and also excepting the right of way of the Kansas City, Clinton and Springfield Railway Company; also

A tract described as beginning at the Southeast corner of the above described tract running thence South 100 feet thence West 150 feet thence North 100 feet thence East to the place of beginning, Cass County, Missouri. Also

Commencing at a point 1.68 chains South of the Southwest corner of the North Half of the East Half of East Half of Lot 5, of the Northeast Quarter of Section 5, Township 44, Range 31, running thence North 9.53 chains to a point 2 chains South of the North line of said Lot 5, thence in a Southwesterly direction to a point on the East line of the right of way of the Missouri Pacific Railway 9.60 chains South of the North line of said Lot 5, measured along the East line of the original right of way, thence in a Southwesterly direction with the right of way to a point West of beginning, thence East 6.70 chains to the place of beginning. And

All that portion to the abandoned former Kansas City, Clinton and Springfield Railway a/k/a Burlington Northern spur, laying between the Oakland Cemetery and Park, and North Commercial Street, to wit: Beginning at a point on the Easterly right of way of said Railroad and 256 feet North of the North line of the South Half of the East Half of the East Half of Lot 5 of the Northeast Quarter, thence West to the East right of way line in a North and Northeasterly direction to the Southerly line of the Missouri Pacific Railroad Company right of way, thence following the South right of way of the Missouri Pacific Railroad Company un a Northeasterly Direction to the point of intersection with the west line of the Oakland Cemetery, this point also being the Easterly right of way line of the said Smoky Hill Railway, thence Southerly along said right of way to the point of Beginning, in Section 5, Township 44, Range 31, in the City of Harrisonville, Cass County, Missouri.



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Chris Deal, Parks Director
DATE: May 21, 2014
SUBJECT: Twin Pines Golf Club

Type of Item: *Report*

On April 7th, staff provided an overview of the Twin Pines Golf Club discussions at the Finance and Personnel meeting of the Board of Alderman. From that meeting, the Board of Alderman directed staff to look further into the Golf Club issue.

On May 12th, the Parks & Recreation Director, Park Board Chairman and City Administrator met with Twin Pines Board representatives and some of their members at the Twin Pines Golf Club. At this meeting, City representatives gave an overview of our discussions to this point and engaged in further dialogue, including questions from both sides. The areas that were discussed was the property tax issue, contract service operations, review of other city operations of golf courses, property ownership and other operating issues.

City staff let the Twin Pines representatives know that after meeting with the School District officials, they felt that it would not be in their best interest financially to lose approximately \$12,000 annually in property tax revenue. And, although at a smaller revenue amount, this would affect the Library as well.

A Twin Pines Member posed this question (Paraphrasing) "in the agreement, could it be spelled out to say that if the venture between the City and the Twin Pines Golf Club did not work out, the Property could go back to the Twin Pines organization?" Staff stated that the details of the agreement would have to be drafted in order for an agreement to be reached by all parties.

The Parks and Recreation Director gave an update to the Park Board the following night, Tuesday, May 13th. The Board had several questions but agreed to have staff look into the issue further.

Staff will have further discussions with Golf Management organizations and bring back this information to the Park Board at its June 10th meeting. Staff will bring back an update to the Board of Alderman after June 10th.

B. Discussion Item (ID # 1414)

Twin Pines Golf Club

Attachments:

Twin Pines Asset Listing- 2012 (PDF)

5 Year Financial (PDF)

Depreciation Detail Listing

Program Services
For your records only

Social security number/EIN
43-0910703

* Item was disposed
of during current year.

Name(s) as shown on return

CASS RECREATION PARK INC

No.	Description	Date	Cost	Salvage	Business percentage	Section 179	Depreciation Basis	Life	Method	Rate	Current deprec.	Accumulated Depreciation	Prior expense	Bonus depreciation	AMT Current
1	TOP DRESSER	19970407	6,495		100.00		6,495	10		0		6,495			
2	UPRIGHT FREEZER	19970607	150		100.00		150	7		0		150			
3	JD RIDING MOWER	19980420	1,250		100.00		1,250	7		0		1,250			
4	2 TV'S	19980814	537		100.00		537	7		0		537			
5	DINING ROOM CHAIRS	19980831	3,781		100.00		3,781	7		0		3,781			
6	ROUGH MOWER	19990219	4,600		100.00		4,600	7		0		4,600			
7	BANK MOWER TRADE IN	19991101	2,898		100.00		2,898	7		0		2,898			
8	OLD GREENS MOWER	20000204	300		100.00		300	7		0		300			
9	FREEZER	20000717	918		100.00		918	7		0		918			
10	1990 USED FAIRWAY MOW	20010810	1,100		100.00		1,100	7		0		1,100			
11	RESTAURANT EQUIPMENT	20010601	9,145		100.00		9,145	7		0		9,145			
12	BRUSH HOG	20040511	8,004		100.00		8,004	7		0		8,004			
13	REFRIGERATOR	20040524	427		100.00		427	7		0		427			
14	GRIDDLE	20040610	633		100.00		633	7		0		633			
15	FAIRWAY MOWER	20041210	8,004		100.00		8,004	7		0		8,004			
16	NEON SIGN	20041228	106		100.00		106	7		0		106			
17	FORTE AIRE FOUNTAIN	20041228	1,802		100.00		1,802	10	SL	10	180	1,441			180
18	TRACTOR	20060302	20,158		100.00		20,158	7	SL	14.286	2,880	19,678			2,880
19	MOWER	20070915	15,660		100.00		15,660	7	SL	14.286	2,237	11,502			2,237
20	JD TRACTOR BUNK RAKE	20111101	12,500		100.00		12,500	7	SL	14.286	1,786	3,572			1,786
21	2 2007 YAM GOLF CART	20111101	3,900		100.00		3,900	7	SL	14.286	557	626			557
22	ICE MACHINE	20120322	2,400		100.00		2,400	7	SL	7.143	257	257			171
23	2 GOLF CARTS	20120322	2,250		100.00		2,250	7	SL	7.143	241	241			161
24	GOLF CART	20120416	1,125		100.00		1,125	7	SL	7.143	107	107			80
25	GOLF COURSE	19680101	86,584	86,584	100.00		0	0		0					
26	LAND IMPROVEMENTS	19690101	6,402		100.00		6,402	10		0		6,402			
27	LAND IMPROVEMENT ADDI	19700101	2,550		100.00		2,550	10		0		2,550			
28	LAND IMPROVEMENTS	19720101	250		100.00		250	10		0		250			
29	PARKING LOT	19731001	2,259		100.00		2,259	10		0		2,259			
30	MAIN WATER LINE	19681201	6,368		100.00		6,368	50	SL	2		6,368			

Attachment: Twin Pines Asset Listing- 2012 (1414 : Twin Pines Golf Club)

Depreciation Detail Listing

2012

PAGE 2

* Item was disposed of during current year.

Program Services
For your records only

Name(s) as shown on return													Social security number/EIN		
CASS RECREATION PARK INC													43-0910703		
No.	Description	Date	Cost	Salvage	Business percentage	Section 179	Depreciation Basis	Life	Method	Rate	Current deprt.	Accumulated Depreciation	Prior expense	Bonus depreciation	AMT Current
31	SEWAGE SYSTEM	19690101	670		100.00		670	50	SL	HY	2	578			13
32	SPRINKLER SYSTEM	19910128	123,263		100.00		123,263	31.5	SL	MM	3.175	94,861			3,913
33	CART PATHS PADS	19920810	8,500		100.00		8,500	15			0	8,500			
34	CART PATHS	19930831	10,700		100.00		10,700	15			0	7,955			
35	CART PATHS	19950801	7,955		100.00		7,955	15			0	11,900			397
36	CART PATHS	19970903	11,900		100.00		11,900	15	SL	HY	6.667	10,530			730
37	CART PATHS	19980724	10,956		100.00		10,956	15	SL	HY	6.667	40,625			3,900
38	CART PATHS	20020814	58,500		100.00		58,500	15	SL	HY	6.667	23,098			
39	POOL	19681201	23,098		100.00		23,098	20			0	13,997			
40	FILTER SYSTEM AND PUM	19860901	13,997		100.00		13,997	5			0	9,697			
41	MAJOR REPAIRS	19860901	9,697		100.00		9,697	5			0	484			484
42	POOL	20111231	4,843	47,953	100.00		4,843	10	SL	MQ	10	65,026			
43	LAND	19681001	47,953		100.00		47,953	0			0	1,875			
44	CLUBHOUSE	19681201	65,026		100.00		65,026	40			0	121			
45	METAL SHED	19681201	1,875		100.00		1,875	20			0	4,662			
46	STORAGE SHED	19690101	121		100.00		121	10			0	2,987			
47	GOLF CARD SHED	19731201	4,662		100.00		4,662	20			0	837			
48	GOLF CARD SHED	19760401	2,987		100.00		2,987	20			0	1,518			
49	DOORS STORAGE SHED	19760501	837		100.00		837	10			0	8,813			365
50	CARPET	19840201	1,518		100.00		1,518	15			0	915			38
51	NEW CART SHED	19881108	11,509		100.00		11,509	31.5	SL	MM	3.175	2,875			122
52	WINDOWS	19881108	1,208		100.00		1,208	31.5	SL	MM	3.175	1,774			62
53	BUILDING IMPROVEMENTS	19890608	3,848		100.00		3,848	31.5	SL	MM	3.175	544			78
54	SHRUBS	19891002	1,965		100.00		1,965	31.5	SL	MM	3.175	8,509			399
55	BEST DOOR	19890911	544		100.00		544	31.5	SL	MM	3.175	1,417			67
56	BUILDING IMPROVEMENTS	19910531	2,471		100.00		2,471	31.5	SL	MM	3.175	870			42
57	NEW CART SHED	19910901	12,564		100.00		12,564	31.5	SL	MM	3.175	1,047			52
58	BUILDING ENTRANCE	19911001	2,100		100.00		2,100	31.5	SL	MM	3.175				
59	OFFICE	19920604	1,315		100.00		1,315	31.5	SL	MM	3.175				
60	DINING ROOM WALLS	19921222	1,650		100.00		1,650	31.5	SL	MM	3.175				

Attachment: Twin Pines Asset Listing- 2012 (1414 : Twin Pines Golf Club)

Depreciation Detail Listing

Program Services
For your records only

Social security number/EIN
43-0910703

* Item was disposed
of during current year.

Name(s) as shown on return

CASS RECREATION PARK INC

No.	Description	Date	Cost	Salvage	Business percentage	Section 179	Depreciation Basis	Life	Method	Rate	Current depr	Accumulated Depreciation	Prior expense	Bonus depreciation	AMT Current
61	LANDING AND STAIRS	19921222	290		100.00		290	31.5	SL	MM	3.175	184			9
62	PRO SHOP IMPROVEMENTS	19901201	9,936		100.00		9,936	31.5	SL	MM	3.175	9,936			380
63	ROOF	19951201	14,815		100.00		14,815	39	SL	MM	2.564	6,490			168
64	FURNACE/AC	19951009	3,364		100.00		3,364	20	SL	HY	5	2,901			450
65	ROOF	19960925	9,005		100.00		9,005	20	SL	HY	5	7,316			1,111
66	METAL CART SHEDS	19980520	43,312		100.00		43,312	39	SL	MM	2.564	24,646			

TTC
741,510
Net Depreciable Cost

Attachment: Twin Pines Asset Listing- 2012 (1414 : Twin Pines Golf Club)

CASS RECREATION PARK, INC.
Profit & Loss
January 2009 through June 2013

	Jan - Dec 09	Jan - Dec 10	Jan - Dec 11	Jan - Dec 12	Jan - Jun 13	TOTAL
Ordinary Income/Expense						
Income						
ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING RENTAL INCOME	0.00	0.00	0.00	1,655.00	100.00	1,755.00
DUES INCOME	157,749.05	144,982.58	133,511.57	134,846.21	66,592.69	637,682.10
CART SHED	8,991.63	8,774.99	8,855.07	8,558.40	8,525.17	43,705.26
ELECTRIC CART	641.25	613.75	600.00	635.00	580.00	3,070.00
LATE CHARGES	496.97	785.73	564.88	451.79	357.48	2,656.85
MISCELLANEOUS INCOME	1,238.27	5,117.05	6,571.64	2,776.61	80.00	15,783.57
SPECIAL ACTIVITIES	0.00	-323.75	66.63	5,180.90	250.13	5,173.91
TRAIL FEES	4,816.70	4,647.51	4,775.21	4,529.22	4,262.41	23,031.05
PRO SHOP REVENUE						
CART RENT/GREEN FEES - HONOR B...	0.00	0.00	1,932.00	2,216.00	115.00	4,263.00
FOOD AND DRINK - PRO SHOP	0.00	0.00	0.00	11,422.08	3,828.09	15,250.17
CART RENT/GREEN FEES - CINDY	0.00	0.00	0.00	8,851.28	2,666.50	11,517.78
PRO SHOP REVENUE - Other	4,511.97	3,466.32	1,262.00	0.00	0.00	9,240.29
Total PRO SHOP REVENUE	4,511.97	3,466.32	3,194.00	22,489.36	6,609.59	40,271.24
Total Income	178,445.84	168,064.18	158,139.00	181,122.49	87,357.47	773,128.98
Cost of Goods Sold						
PRO SHOP EXPENSES						
LABOR-PRO SHOP	0.00	0.00	0.00	8,322.50	4,867.63	13,190.13
PAYROLL TAXES - PRO SHOP	0.00	0.00	0.00	644.23	463.73	1,107.96
FOOD AND SUPPLIES-PRO SHOP	0.00	0.00	0.00	6,283.14	2,474.96	8,758.10
SUPPLIES - PRO SHOP	0.00	0.00	0.00	161.79	313.00	474.79
POOL UPKEEP/REPAIRS	6,249.53	5,376.97	3,717.27	4,587.96	1,663.90	21,595.63
POOL EXPENSES - PAYROLL	0.00	0.00	1,083.88	0.00	0.00	1,083.88
GOLF CART RENTAL	1,506.40	0.00	0.00	810.00	0.00	2,316.40
Total PRO SHOP EXPENSES	7,755.93	5,376.97	4,801.15	20,809.62	9,783.22	48,526.89
GOLF COURSE EXPENSES						
FUEL FOR EQUIPMENT	5,547.52	6,318.06	8,922.10	7,517.43	2,884.86	31,189.97
LABOR GOLF COURSE	49,549.98	52,790.78	54,662.31	53,625.56	24,567.95	235,226.58
PAYROLL TAXES- GOLF COURSE	3,910.99	4,184.10	4,958.85	4,730.60	1,985.67	19,770.21
HEALTH INSURANCE	2,400.00	2,400.00	2,400.00	2,500.00	1,500.00	11,250.00
REPAIRS & MAINT-GOLF COURSE	24,277.70	27,169.00	31,946.28	31,896.95	21,909.77	137,199.70
Total GOLF COURSE EXPENSES	85,686.19	92,861.94	102,889.54	100,320.54	52,878.25	434,636.46
Total COGS	93,442.12	98,238.91	107,690.69	121,130.16	62,661.47	483,163.35
Gross Profit	85,003.72	69,825.27	50,448.31	59,992.33	24,696.00	289,965.63
Expense						
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00
COMMISSION	0.00	0.00	131.25	0.00	0.00	131.25
ADVERTISING	771.93	929.00	568.00	1,328.00	0.00	3,596.93

CASS RECREATION PARK, INC.
Profit & Loss
January 2009 through June 2013

	Jan - Dec 09	Jan - Dec 10	Jan - Dec 11	Jan - Dec 12	Jan - Jun 13	TOTAL
BANK CHARGES	104.00	19.00	21.00	69.00	66.00	279.00
CABLE	142.96	0.00	0.00	0.00	0.00	142.96
DUES AND SUBSCRIPTIONS	220.00	220.00	200.00	730.00	220.00	1,590.00
GENERAL MAINTENANCE	3,033.81	3,967.95	5,902.17	5,687.73	157.22	18,748.88
INSURANCE	8,440.54	7,366.98	7,008.05	7,718.50	4,429.00	34,963.07
LEGAL FEES	0.00	904.00	578.00	268.00	0.00	1,750.00
MISCELLANEOUS	572.76	379.70	916.57	7,355.97	30.00	9,255.00
OFFICE EXPENSE	393.55	581.50	166.86	431.75	26.12	1,599.88
POSTAGE	176.00	181.54	181.59	176.00	0.00	715.13
PROFESSIONAL FEES	12,925.40	13,365.00	13,515.00	13,830.00	7,095.00	60,730.40
TAXES/LICENSES	15,617.47	13,218.04	12,901.88	13,070.52	6,706.80	61,514.71
TELEPHONE	1,318.77	1,373.15	1,624.92	1,882.65	974.81	7,174.30
UTILITIES-ELEC/WATER/SEWER	14,157.89	10,665.98	15,061.53	19,270.27	7,456.08	66,611.75
LP GAS	312.91	0.00	0.00	0.00	0.00	312.91
Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	58,187.99	53,171.94	58,776.82	71,818.39	27,161.03	269,116.17
Net Ordinary Income	26,815.73	16,653.33	-8,328.51	-11,826.06	-2,465.03	20,849.46
Other Income/Expense						
Other Income	-2,922.62	-2,261.93	-1,473.14	-2,807.54	-1,134.46	-10,599.69
INTEREST EXPENSE	86.52	107.27	81.05	23.55	4.81	303.20
INTEREST INCOME	27.41	53.19	51.27	24.62	0.00	156.49
MISC INCOME						
Total Other Income	-2,808.69	-2,101.47	-1,340.82	-2,759.37	-1,129.65	-10,140.00
Other Expense	20,929.54	20,502.42	19,587.32	21,027.59	9,428.52	91,475.39
DEPRECIATION	20,929.54	20,502.42	19,587.32	21,027.59	9,428.52	91,475.39
Total Other Expense	-23,738.23	-22,603.89	-20,928.14	-23,786.96	-10,558.17	-101,615.39
Net Other Income	3,077.50	-5,950.56	-29,256.65	-35,613.02	-13,023.20	-80,765.93
Net Income						



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Keith Moody, City Administrator
DATE: May 15, 2014
SUBJECT: GO Bond Funding Analysis for Streets/Sidewalks/Storm Water

Type of Item: Report

Background: Attached is an analysis of General Obligation Bond issuance structured such that bonds could be issued in a perpetual fashion without exceeding the city's GO debt limit and reaching a point where the property tax levy remains at level as future bond issues occur, a sustainable funding approach for street, sidewalk, and storm water improvements.

Review: The analysis reflects issuing \$5 million in GO Bonds every five years with a very conservative 1% growth in assessed value projected and a 20 year repayment term on each bond issue. The property tax rate needed to retire the debt would start at \$.35 with the first bond issue and would increase to \$.65, then \$.94, and level off at \$1.13 16 years into the program (after the 4th bond issue). The 5th bond issue would not cause an increase in the tax levy as the 1st bond issue would be retired and the 5th bond issue takes its place.

On page 4 of the analysis you can see the "Voteable Debt Capacity" in the final column. The 20% debt limitation for general obligation bonds is a Missouri constitutional limitation and is actually comprised of two 10% limits. One of the 10% limits is only for the purpose of acquiring rights-of-way, construction, extending and improving streets and avenues, and sanitary or storm sewer systems. The second 10% is available for all municipal purposes. This proposal would commit all statutory GO Debt capacity to streets/sidewalks/storm sewers.

Harrisonville could only ask for approval to issue \$23 million in 2014/2015. After bonds have been issued the principal amount of the issuance is deducted from the voter authorized amount and when that authorized amount has been issued then a city is required to attain voter approval for additional GO Debt issuance authority. In this analysis a ballot question asking for approval to issue \$23 million in GO Bonds would occur in 2014 and then a second GO Bond ballot question asking for approval to issue \$17 million in GO Bonds in 2034 (20 years later). Similar ballot questions would occur every 20 years. The program is sustainable in that the City does not exceed its authorized GO Debt capacity and the debt service tax levy remains constant at \$1.13 so long as the bond issues remain at \$5 million every 5 years.

Budget Impact: The bond proceeds would allow the city to complete on average \$1 million per year in street, sidewalk and storm water improvements. A prioritized list of these improvements

has already been developed. I would not recommend using these funds to complete maintenance as the investment should last as long as the financing (20 years).

A single family with a home having a market value of \$175,000 and personal property with a market value of \$25,000 would pay \$145 of additional property tax in year one of the program and would pay \$470 of additional property tax in year 16 and beyond. Our total cost of living for a single family would be 14th out of 50 when the tax rate hits its peak, still among the lowest third of metro communities and well below average.

Planning: For all general obligation bonds, the voter approval requirements are either 4/7ths or 2/3rds depending on the election date. For even numbered years, 4/7ths is required in April, August and November. For odd numbered years, April is the only available election for 4/7ths.

C. Discussion Item (ID # 1406)

GO Bond Funding

Attachments:

GO Debt Analysis 2014 (PDF)

City of Harrisonville, Missouri

Debt Service Fund

Summary of Projected Cash Flows

\$5 Million Issued per year 2015, 2020, 2025, 2030 and 2035

(Assuming June 1st closing date)

Calendar Year	Assessed Valuation	Assessed Valuation Growth	Tax Levy	Total Revenue (1)	Total Debt Service (2)	Annual Excess/ (Deficit)	Fund Balance
12/31/2013	\$ 117,235,056						
2014	117,235,056	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
2015	118,407,407	1.00%		-	-	-	-
2016	119,591,481	1.00%	0.3500	410,199	340,850	69,349	69,349
2017	120,787,395	1.00%	0.3500	414,301	344,863	69,438	138,787
2018	121,995,269	1.00%	0.3500	418,444	343,606	74,838	213,625
2019	123,215,222	1.00%	0.3500	422,628	342,188	80,441	294,065
2020	124,447,374	1.00%	0.3500	426,854	340,606	86,248	380,314
2021	125,691,848	1.00%	0.6500	800,657	744,031	56,626	436,939
2022	126,948,767	1.00%	0.6500	808,664	743,213	65,451	502,390
2023	128,218,254	1.00%	0.6500	816,750	742,775	73,975	576,366
2024	129,500,437	1.00%	0.6500	824,918	741,719	83,199	659,565
2025	130,795,441	1.00%	0.6500	833,167	744,919	88,248	747,813
2026	132,103,396	1.00%	0.9400	1,216,936	1,142,625	74,311	822,124
2027	133,424,429	1.00%	0.9400	1,229,106	1,145,588	83,518	905,643
2028	134,758,674	1.00%	0.9400	1,241,397	1,143,350	98,047	1,003,690
2029	136,106,260	1.00%	0.9400	1,253,811	1,144,913	108,898	1,112,588
2030	137,467,323	1.00%	0.9400	1,266,349	1,140,231	126,118	1,238,706
2031	138,841,996	1.00%	1.1300	1,537,536	1,544,431	(6,895)	1,231,811
2032	140,230,416	1.00%	1.1300	1,552,912	1,543,181	9,730	1,241,541
2033	141,632,720	1.00%	1.1300	1,568,441	1,541,106	27,334	1,268,876
2034	143,049,048	1.00%	1.1300	1,584,125	1,542,081	42,044	1,310,920
2035	144,479,538	1.00%	1.1300	1,599,966	1,545,900	54,066	1,364,986
2036	145,924,334	1.00%	1.1300	1,615,966	1,603,375	12,591	1,377,577
2037	147,383,577	1.00%	1.1300	1,632,126	1,600,500	31,626	1,409,203
2038	148,857,413	1.00%	1.1300	1,648,447	1,601,250	47,197	1,456,400
2039	150,345,987	1.00%	1.1300	1,664,931	1,599,500	65,431	1,521,831
2040	151,849,447	1.00%	1.1300	1,681,581	1,600,125	81,456	1,603,287
2041	153,367,941	1.00%	1.1300	1,698,397	1,203,125	495,272	2,098,559
2042	154,901,620	1.00%	1.1300	1,715,381	1,199,000	516,381	2,614,939
2043	156,450,637	1.00%	1.1300	1,732,534	1,202,875	529,659	3,144,599
2044	158,015,143	1.00%	1.1300	1,749,860	1,199,625	550,235	3,694,833
2045	159,595,294	1.00%	1.1300	1,767,358	1,199,250	568,108	4,262,942
2046	161,191,247	1.00%	1.1300	1,785,032	801,750	983,282	5,246,223
2047	162,803,160	1.00%	1.1300	1,802,882	797,625	1,005,257	6,251,481
2048	164,431,192	1.00%	1.1300	1,820,911	802,000	1,018,911	7,270,392
2049	166,075,503	1.00%	1.1300	1,839,120	799,750	1,039,370	8,309,762
2050	167,736,258	1.00%	1.1300	1,857,511	800,875	1,056,636	9,366,398
2051	169,413,621	1.00%	1.1300	1,876,086	400,500	1,475,586	10,841,984
2052	171,107,757	1.00%	1.1300	1,894,847	399,125	1,495,722	12,337,707
2053	172,818,835	1.00%	1.1300	1,913,796	401,875	1,511,921	13,849,628
2054	174,547,023	1.00%	1.1300	1,932,934	398,750	1,534,184	15,383,811
2055	176,292,493	1.00%	1.1300	1,952,263	399,750	1,552,513	16,936,324
Totals				\$ 55,809,124	\$ 38,872,800		

(1) See detailed schedule on page 2.

(2) See detailed schedule on page 3.

City of Harrisonville, Missouri

Debt Service Fund

Projected Revenue

\$5 Million Issued per year 2015, 2020, 2025, 2030 and 2035

(Assuming June 1st closing date)

Calendar Year	Assessed Valuation	Assessed Valuation Growth	Tax Levy	Taxes Assessed	Taxes Collected @ 98%	Interest Income @ 0%	Total Revenue
12/31/2013	\$ 117,235,056						
2014	117,235,056	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
2015	118,407,407	1.00%	-	-	-	-	-
2016	119,591,481	1.00%	0.3500	418,570	410,199	-	410,199
2017	120,787,395	1.00%	0.3500	422,756	414,301	-	414,301
2018	121,995,269	1.00%	0.3500	426,983	418,444	-	418,444
2019	123,215,222	1.00%	0.3500	431,253	422,628	-	422,628
2020	124,447,374	1.00%	0.3500	435,566	426,854	-	426,854
2021	125,691,848	1.00%	0.6500	816,997	800,657	-	800,657
2022	126,948,767	1.00%	0.6500	825,167	808,664	-	808,664
2023	128,218,254	1.00%	0.6500	833,419	816,750	-	816,750
2024	129,500,437	1.00%	0.6500	841,753	824,918	-	824,918
2025	130,795,441	1.00%	0.6500	850,170	833,167	-	833,167
2026	132,103,396	1.00%	0.9400	1,241,772	1,216,936	-	1,216,936
2027	133,424,429	1.00%	0.9400	1,254,190	1,229,106	-	1,229,106
2028	134,758,674	1.00%	0.9400	1,266,732	1,241,397	-	1,241,397
2029	136,106,260	1.00%	0.9400	1,279,399	1,253,811	-	1,253,811
2030	137,467,323	1.00%	0.9400	1,292,193	1,266,349	-	1,266,349
2031	138,841,996	1.00%	1.1300	1,568,915	1,537,536	-	1,537,536
2032	140,230,416	1.00%	1.1300	1,584,604	1,552,912	-	1,552,912
2033	141,632,720	1.00%	1.1300	1,600,450	1,568,441	-	1,568,441
2034	143,049,048	1.00%	1.1300	1,616,454	1,584,125	-	1,584,125
2035	144,479,538	1.00%	1.1300	1,632,619	1,599,966	-	1,599,966
2036	145,924,334	1.00%	1.1300	1,648,945	1,615,966	-	1,615,966
2037	147,383,577	1.00%	1.1300	1,665,434	1,632,126	-	1,632,126
2038	148,857,413	1.00%	1.1300	1,682,089	1,648,447	-	1,648,447
2039	150,345,987	1.00%	1.1300	1,698,910	1,664,931	-	1,664,931
2040	151,849,447	1.00%	1.1300	1,715,899	1,681,581	-	1,681,581
2041	153,367,941	1.00%	1.1300	1,733,058	1,698,397	-	1,698,397
2042	154,901,620	1.00%	1.1300	1,750,388	1,715,381	-	1,715,381
2043	156,450,637	1.00%	1.1300	1,767,892	1,732,534	-	1,732,534
2044	158,015,143	1.00%	1.1300	1,785,571	1,749,860	-	1,749,860
2045	159,595,294	1.00%	1.1300	1,803,427	1,767,358	-	1,767,358
2046	161,191,247	1.00%	1.1300	1,821,461	1,785,032	-	1,785,032
2047	162,803,160	1.00%	1.1300	1,839,676	1,802,882	-	1,802,882
2048	164,431,192	1.00%	1.1300	1,858,072	1,820,911	-	1,820,911
2049	166,075,503	1.00%	1.1300	1,876,653	1,839,120	-	1,839,120
2050	167,736,258	1.00%	1.1300	1,895,420	1,857,511	-	1,857,511
2051	169,413,621	1.00%	1.1300	1,914,374	1,876,086	-	1,876,086
2052	171,107,757	1.00%	1.1300	1,933,518	1,894,847	-	1,894,847
2053	172,818,835	1.00%	1.1300	1,952,853	1,913,796	-	1,913,796
2054	174,547,023	1.00%	1.1300	1,972,381	1,932,934	-	1,932,934
2055	176,292,493	1.00%	1.1300	1,992,105	1,952,263	-	1,952,263
Totals				\$ 56,948,086	\$ 55,809,124	\$ -	\$ 55,809,124

Attachment: GO Debt Analysis 2014 (1406 : GO Bond Funding Analysis for Streets/Sidewalks/Storm Water)

City of Harrisonville, Missouri

Debt Service Fund

Aggregate Debt Service

\$5 Million Issued per year 2015, 2020, 2025, 2030 and 2035

(Assuming June 1st closing date)

Calendar Year	Projected Series 2015 Debt Service	Projected Series 2020 Debt Service	Projected Series 2025 Debt Service	Projected Series 2030 Debt Service	Projected Series 2035 Debt Service	Total Debt Service
12/31/2013						
2014						\$ -
2015						-
2016	340,850					340,850
2017	344,863					344,863
2018	343,606					343,606
2019	342,188					342,188
2020	340,606					340,606
2021	343,781	400,250				744,031
2022	341,713	401,500				743,213
2023	344,400	398,375				742,775
2024	341,844	399,875				741,719
2025	344,044	400,875				744,919
2026	341,000	401,375	400,250			1,142,625
2027	342,713	401,375	401,500			1,145,588
2028	344,100	400,875	398,375			1,143,350
2029	345,163	399,875	399,875			1,144,913
2030	340,981	398,375	400,875			1,140,231
2031	341,556	401,250	401,375	400,250		1,544,431
2032	341,806	398,500	401,375	401,500		1,543,181
2033	341,731	400,125	400,875	398,375		1,541,106
2034	341,331	401,000	399,875	399,875		1,542,081
2035	345,525	401,125	398,375	400,875		1,545,900
2036		400,500	401,250	401,375	400,250	1,603,375
2037		399,125	398,500	401,375	401,500	1,600,500
2038		401,875	400,125	400,875	398,375	1,601,250
2039		398,750	401,000	399,875	399,875	1,599,500
2040		399,750	401,125	398,375	400,875	1,600,125
2041			400,500	401,250	401,375	1,203,125
2042			399,125	398,500	401,375	1,199,000
2043			401,875	400,125	400,875	1,202,875
2044			398,750	401,000	399,875	1,199,625
2045			399,750	401,125	398,375	1,199,250
2046				400,500	401,250	801,750
2047				399,125	398,500	797,625
2048				401,875	400,125	802,000
2049				398,750	401,000	799,750
2050				399,750	401,125	800,875
2051					400,500	400,500
2052					399,125	399,125
2053					401,875	401,875
2054					398,750	398,750
2055					399,750	399,750
Totals	\$ 6,853,800	\$ 8,004,750	\$ 8,004,750	\$ 8,004,750	\$ 8,004,750	\$ 38,872,800

Yield	3.25%	5.00%	5.00%	5.00%	5.00%
Original Par	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Refunding Status	TBD	TBD	TBD	TBD	TBD

City of Harrisonville, Missouri

Debt Service Fund

Debt Capacity Calculation

\$5 Million Issued per year 2015, 2020, 2025, 2030 and 2035

(Assuming June 1st closing date)

Calendar Year	Assessed Valuation	20% of Assessed Valuation	Debt Service Fund Balance	Maximum Debt Capacity	Outstanding Principal (1)	Voteable Debt Capacity
12/31/2013						
2014	\$ 117,235,056	\$ 23,447,011	\$ -	\$ 23,447,011	\$ -	\$ 23,447,011
2015	118,407,407	23,681,481	-	23,681,481	-	23,681,481
2016	119,591,481	23,918,296	69,349	23,987,645	4,860,000	19,127,645
2017	120,787,395	24,157,479	138,787	24,296,266	4,670,000	19,626,266
2018	121,995,269	24,399,054	213,625	24,612,678	4,475,000	20,137,678
2019	123,215,222	24,643,044	294,065	24,937,110	4,275,000	20,662,110
2020	124,447,374	24,889,475	380,314	25,269,788	4,070,000	21,199,788
2021	125,691,848	25,138,370	436,939	25,575,309	8,765,000	16,810,309
2022	126,948,767	25,389,753	502,390	25,892,144	8,385,000	17,507,144
2023	128,218,254	25,643,651	576,366	26,220,017	7,990,000	18,230,017
2024	129,500,437	25,900,087	659,565	26,559,652	7,580,000	18,979,652
2025	130,795,441	26,159,088	747,813	26,906,901	7,150,000	19,756,901
2026	132,103,396	26,420,679	822,124	27,242,804	11,615,000	15,627,804
2027	133,424,429	26,684,886	905,643	27,590,529	10,990,000	16,600,529
2028	134,758,674	26,951,735	1,003,690	27,955,424	10,340,000	17,615,424
2029	136,106,260	27,221,252	1,112,588	28,333,840	9,660,000	18,673,840
2030	137,467,323	27,493,465	1,238,706	28,732,170	8,955,000	19,777,170
2031	138,841,996	27,768,399	1,231,811	29,000,210	13,125,000	15,875,210
2032	140,230,416	28,046,083	1,241,541	29,287,624	12,195,000	17,092,624
2033	141,632,720	28,326,544	1,268,876	29,595,420	11,225,000	18,370,420
2034	143,049,048	28,609,810	1,310,920	29,920,729	10,210,000	19,710,729
2035	144,479,538	28,895,908	1,364,986	30,260,894	9,145,000	21,115,894
2036	145,924,334	29,184,867	1,377,577	30,562,444	13,290,000	17,272,444
2037	147,383,577	29,476,715	1,409,203	30,885,918	12,330,000	18,555,918
2038	148,857,413	29,771,483	1,456,400	31,227,882	11,320,000	19,907,882
2039	150,345,987	30,069,197	1,521,831	31,591,029	10,260,000	21,331,029
2040	151,849,447	30,369,889	1,603,287	31,973,176	9,145,000	22,828,176
2041	153,367,941	30,673,588	2,098,559	32,772,147	8,380,000	24,392,147
2042	154,901,620	30,980,324	2,614,939	33,595,263	7,580,000	26,015,263
2043	156,450,637	31,290,127	3,144,599	34,434,726	6,735,000	27,699,726
2044	158,015,143	31,603,029	3,694,833	35,297,862	5,850,000	29,447,862
2045	159,595,294	31,919,059	4,262,942	36,182,000	4,920,000	31,262,000
2046	161,191,247	32,238,249	5,246,223	37,484,473	4,350,000	33,134,473
2047	162,803,160	32,560,632	6,251,481	38,812,113	3,755,000	35,057,113
2048	164,431,192	32,886,238	7,270,392	40,156,630	3,125,000	37,031,630
2049	166,075,503	33,215,101	8,309,762	41,524,862	2,465,000	39,059,862
2050	167,736,258	33,547,252	9,366,398	42,913,650	1,770,000	41,143,650
2051	169,413,621	33,882,724	10,841,984	44,724,709	1,450,000	43,274,709
2052	171,107,757	34,221,551	12,337,707	46,559,258	1,115,000	45,444,258
2053	172,818,835	34,563,767	13,849,628	48,413,395	760,000	47,653,395
2054	174,547,023	34,909,405	15,383,811	50,293,216	390,000	49,903,216
2055	176,292,493	35,258,499	16,936,324	52,194,823	-	52,194,823

(1) See detailed schedule on page 5

City of Harrisonville, Missouri

Debt Service Fund

Detailed Outstanding Principal

\$5 Million Issued per year 2015, 2020, 2025, 2030 and 2035

(Assuming June 1st closing date)

Calendar Year	Projected Series 2015 Principal	Projected Series 2020 Principal	Projected Series 2025 Principal	Projected Series 2030 Principal	Projected Series 2035 Principal	Total Principal	Principal Outstanding
12/31/2013							
2014						\$ -	\$ -
2015						-	-
2016	140,000					140,000	4,860,000
2017	190,000					190,000	4,670,000
2018	195,000					195,000	4,475,000
2019	200,000					200,000	4,275,000
2020	205,000					205,000	4,070,000
2021	215,000	90,000				305,000	8,765,000
2022	220,000	160,000				380,000	8,385,000
2023	230,000	165,000				395,000	7,990,000
2024	235,000	175,000				410,000	7,580,000
2025	245,000	185,000				430,000	7,150,000
2026	250,000	195,000	90,000			535,000	11,615,000
2027	260,000	205,000	160,000			625,000	10,990,000
2028	270,000	215,000	165,000			650,000	10,340,000
2029	280,000	225,000	175,000			680,000	9,660,000
2030	285,000	235,000	185,000			705,000	8,955,000
2031	295,000	250,000	195,000	90,000		830,000	13,125,000
2032	305,000	260,000	205,000	160,000		930,000	12,195,000
2033	315,000	275,000	215,000	165,000		970,000	11,225,000
2034	325,000	290,000	225,000	175,000		1,015,000	10,210,000
2035	340,000	305,000	235,000	185,000		1,065,000	9,145,000
2036		320,000	250,000	195,000	90,000	855,000	13,290,000
2037		335,000	260,000	205,000	160,000	960,000	12,330,000
2038		355,000	275,000	215,000	165,000	1,010,000	11,320,000
2039		370,000	290,000	225,000	175,000	1,060,000	10,260,000
2040		390,000	305,000	235,000	185,000	1,115,000	9,145,000
2041			320,000	250,000	195,000	765,000	8,380,000
2042			335,000	260,000	205,000	800,000	7,580,000
2043			355,000	275,000	215,000	845,000	6,735,000
2044			370,000	290,000	225,000	885,000	5,850,000
2045			390,000	305,000	235,000	930,000	4,920,000
2046				320,000	250,000	570,000	4,350,000
2047				335,000	260,000	595,000	3,755,000
2048				355,000	275,000	630,000	3,125,000
2049				370,000	290,000	660,000	2,465,000
2050				390,000	305,000	695,000	1,770,000
2051					320,000	320,000	1,450,000
2052					335,000	335,000	1,115,000
2053					355,000	355,000	760,000
2054					370,000	370,000	390,000
2055					390,000	390,000	-
Totals	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 25,000,000	

Attachment: GO Debt Analysis 2014 (1406 : GO Bond Funding Analysis for Streets/Sidewalks/Storm Water)

April 30, 2014

Page 5

PiperJaffray®



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 21, 2014
SUBJECT: Vehicle Operations Policy

Type of Item: *Approval*

As a participating member of MPR's Loss Control Program one of the requirements for the 2013/2014 plan year is to implement a vehicle operation policy. Without this policy being in place it will affect the City receiving a 2% reimbursement of our annual contribution for property and liability insurance.

This policy has been reviewed by department heads and Jason McMahon, MPR,.

Attached is the proposed policy for your review with questions posed by staff and response to questions from Jason McMahan at MPR.

Staff recommends the committees recommend for approval by the Board of Aldermen.

D. Action Item (ID # 1413)

Vehicle Operations Policy

Attachments:

Vehicle Policy(PDF)

RE Vehicle Operations Policy-Comments from Jason at MPR (PDF)

SECTION IV

N. City Owned Equipment and Vehicle Operations Policy

1. Employee Safe Driving skills are an essential and vital part of the success of our overall safety program. Because vehicle and equipment operations present a risk of workplace injuries, death and property loss, it is imperative that each employee have a positive attitude and use defensive driving skills.
2. Procedures.
 - a. The driving record of all new employees shall be reviewed and found to be acceptable before the employee is hired. The Department Director will determine acceptable standards per departmental requirements. The PD is supposed to be doing law enforcement apps only. We need to see how other communities are accomplishing this.
 - b. All City-owned vehicles except those used by the police department and City Administrator will be left at their “base” locations after hours and during weekends. Exceptions may be approved by the City Administrator if necessary.
 - c. Vehicles are not to be taken out of the City limits unless on official City business or as approved by the City Administrator.
 - d. City equipment, including tools, is not to be used for work not related to official City business.
 - e. No one shall operate any City owned vehicle or personal vehicles while conducting City business without a valid Driver’s License, or valid Commercial Driver’s License if required, in his/her possession and shall drive such vehicle in compliance with any restrictions or endorsement on the license.
 - f. If an employee drives a City vehicle or personal vehicle for City business, even on an occasional basis, and their driver’s license has been suspended or in any way restricted, the employee shall notify his/her supervisor immediately.
 - g. All employees who operate a City vehicle or personal vehicle for City business, are required to wear their seat belts.
 - h. While employees operating a City owned vehicle or personal vehicle for City business are prohibited from using a cell. What about hand free? Voice activated hands free? Pulling over to the side of the road?

- i. All operators of City owned vehicles must complete Drivers Training within 60 days after the employee's start date. If training is not available during this time frame, the employee must complete interim safe driver training within 60 days and make arrangements to attend the next scheduled Drivers Training. What type of training and who is providing the training? What is interim safe driver training?
- j. Fire Personnel and Police Personnel will attend driver training specific for their job classification. Does this mean EVOC training? Who provides it? Is academy training ok?
- k. All operators of City owned vehicles must complete a driver training refresher course annually. What is this? Who provides?
- l. Annual snow and ice control training for applicable drivers.
- m. No one shall operate a City owned vehicle without proper authorization. If applicable, CDL, U.S. and Missouri DOT rules and regulations shall be followed. This includes placarding for hazardous materials.
- n. No one shall authorize operation of a City owned vehicle or personal vehicle for City business without reasonable assurance that the person operating said vehicle is capable, trained, and qualified to operate said vehicle.
- o. All employees operating a City owned vehicle or personal vehicle for City business shall obey all state and local traffic ordinances, comply with the posted speed limit, and operate vehicles in a safe and prudent manner.
- p. Fire and police department personnel shall follow their emergency response policy when responding to an emergency.
- q. All employees operating City owned vehicles designed to haul materials shall secure those materials to prevent them from dislodging and falling from their vehicles. Materials shall be covered with a protective cover or be sufficiently secured in accordance with Missouri Statutes.
- r. All vehicles when practical shall be kept free of loose objects. Attention shall be given to any object that might lodge under a brake pedal, become a projectile in a collision or sudden stop, or interfere in any way with the safe operation of the vehicle, e.g., use of cell phones, pagers, eating, drinking, or smoking while driving.

- s. A spotter will be used at all times when backing a vehicle with an obstructed view. When a spotter is not available the driver will conduct a walk around inspection prior to backing a vehicle.
 - t. Driver's License Check. Human Resources in coordination with the appropriate department personnel shall periodically (quarterly) validate all driver's licenses of employees authorized to operate a City vehicle. Licenses will be reviewed for their validity, type of license, license number, expiration date and renewal date. The PD is supposed to be doing law enforcement apps only. We need to see how other communities are accomplishing this.
3. Accidents. All employees will be trained on, and know, the proper accident reporting procedures. Employees (drivers) involved in a vehicular accident shall be required to receive additional driver training as deemed necessary by their Supervisor and/or Department Director.
 4. Random Drug Testing. All employees who are required by their Job Description to have a CDL license shall be subject to a random drug and alcohol screening pursuant as further defined in Section VI. Don't we already do this for all employees that drive?
 5. Operations of Motorized Vehicles. Employees under the age of 18 shall not operate vehicles, heavy equipment, or other motorized vehicles (as described by the US Department of Labor).

khubbard

From: Jason McMahon <jason@mprisk.org>
Sent: Wednesday, May 21, 2014 2:12 PM
To: khubbard
Subject: RE: Vehicle Operations Policy

2. Procedures - a. we would suggest using an outside service like Validity <http://www.validityscreening.com/> for all drivers. In fact we recommend that you do it annually to verify that employees have a valid license still. That is who we use annually and with new hires.

H. studies have repeatedly shown that hands free is no safer than non-hands free. Pulling over to a safe location is always the best choice.

i. Any of our video's would qualify and/or driver training through our online training system or onsite by a risk manager from MPR. I am not familiar with "interim safe driver training".

j. I believe the answer would be EVOC for both, and pursuit for law enforcement. It should be done in accordance with their profession, and at the bare minimum what is the industry standard. If there is a lawsuit for a pursuit case, and the last time someone had pursuit training was at the academy 15 years ago, that will not go well.

K. Same as I.

S. Is highlighted but no question. I think this is great, employee's need to know it and if there are accidents because it is not being followed consequences must be enforced to make the policy valid.

t. See a. I would strongly oppose having the police department do these checks. You may not need quarterly, annually may be enough. You might also need something in your HR policy manual that stipulates employees must notify the city of a change in their driving ability if they are required to drive for their job. One of our members had a guy driving for 3 years on a suspended license, they didn't catch it until they used a 3rd party to run the checks.

4. Drug testing - I do not have an answer as MPR does no drug testing, that is member driven.

Sorry it took so long to get this back to you. Please let me know if you have any questions about any of this.

Jason McMahon
 Risk Management Advisor, MPR
 Office: (816) 292-7533
 Mobile: (816) 365-0469
 Fax: (816) 292-7599

-----Original Message-----

From: khubbard [<mailto:khubbard@ci.harrisonville.mo.us>]
Sent: Monday, May 12, 2014 3:14 PM
To: Jason McMahon
Subject: Vehicle Operations Policy

Attachment: RE Vehicle Operations Policy-Comments from Jason at MPR (1413 : Vehicle Operations Policy)

Jason:

See the attached proposed policy. I took this policy off of the IPMA website (it is actually the City of Lee's Summit's policy. The highlighted areas are areas that there are questions, which are red. Can you help me out on the answers to these questions?

Thanks

Kim Hubbard
City Clerk
City of Harrisonville
816-380-8916

-----Original Message-----

From: CH-Copier-Toshiba [<mailto:chcopier@ci.harrisonville.mo.us>]
Sent: Monday, May 12, 2014 2:56 PM
To: khubbard
Subject: Send data from MFP07347979 05/12/2014 14:56

Scanned from MFP07347979

Date: 05/12/2014 14:56
Pages: 3
Resolution: 200x200 DPI

Attachment: RE Vehicle Operations Policy-Comments from Jason at MPR (1413 : Vehicle Operations Policy)