



**AGENDA
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
MAY 13, 2015
6:00 PM**

- I. Call to Order**
 - A. Present**
- II. Approve Minutes**
 - A. Finance/Personnel Committee - Regular Meeting - Jan 5, 2015 6:00 PM**
- III. Agenda Items**
 - A. Appointment Process**
 - B. Discussion of Appointments to Standing Committees**
 - C. Hours of Work and Leave Section V**
 - D. Annual Military Training Leave Section V J**
 - E. Safety-Sensitive Employees Section VI Alcohol and Drug Abuse Policy**
 - F. Employee Tobacco Use Policy Section II General Provisions G.2 Applicability**
- IV. General Discussion**
- V. Adjournment**

This meeting will be open to the public.

Posted on City Hall Bulletin Board this 8th day of May, 2015

Kim Hubbard, City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
FINANCE/PERSONNEL COMMITTEE
REGULAR MEETING
CITY HALL
JANUARY 5, 2015
6:00 PM

I. Call to Order

The meeting was called to order at 6:00 PM by Chair Marcia Milner

Attendee Name	Title	Status	Arrived
Kevin Wood	Member	Present	
Doug Meyer	Member	Present	
Stacey Dahlman	Member	Late	6:10 PM
Morris Coburn	Member	Present	
Marcia Milner	Chair	Present	
Bret Reece	Alternate	Absent	
David Dickerson	Board Member	Present	

Also: Aldermen Bret Brown, City Administrator Keith Moody, Director of Finance Mike Tholen, Sheryl Stanley, Deputy City Clerk, recording.

II. Approve Minutes

A. Finance/Personnel Committee - Regular Meeting - Dec 15, 2014 6:00 PM

Alderman Coburn moved that the minutes from Dec. 15, 2014 be accepted as presented. Alderman Dickerson seconded the motion. Minutes approved. It was noted that Alderman Dickerson's name does not appear on the roster of Finance/Personnel Committee members. Mayor Wood asked staff that this be corrected before the next meeting.

III. Agenda Items

A. 291 Highway Phase 2 Funding Recommended for Board Approval

Alderman Meyer excused himself and left the dais because he is a member of the Transportation Development District Board of Directors. City Administrator Moody recapped the information he first presented to the committee at the Dec. 15 meeting, which was a plan to advance up to \$1.5 million to the TDD to fund Phase 2 of the 71/291 improvement projects. He stated the TDD is currently asking the court's permission to extend the life of the district an additional five years, and he has taken great care to craft a plan that minimizes the city's exposure to the greatest extent possible. The proposed

loan with 6% interest could be repaid by 2025, possibly sooner. He said this is an opportunity for the city's enterprise funds, specifically electric and water/sewer funds, to participate as well and benefit from the 6% interest rate. In response to questioning, however, he said the city could fund the loan without utilizing the enterprise funds.

He reminded the aldermen that MoDOT has pledged up to \$3.6 million to help with the Phase 2 costs, but that those funds will be lost if the city does not step forward with a loan to the TDD to cover the shortfall.

Mayor Wood moved the committee send the proposal on to the full board with no recommendation. Alderman Dahlman seconded and the motion passed.

IV. General Discussion

None

V. Adjournment

The meeting was closed at 6:48 PM

Alerman Coburn moved the meeting be adjourned. Alderman Dickerson seconded.

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

ATTEST:

Kim Hubbard, City Clerk

Minutes Acceptance: Minutes of Jan 5, 2015 6:00 PM (Approve Minutes)



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 5, 2015
SUBJECT: Appointment Process

Type of Item: *Report*

Finance/Personnel Chair Milner asked that the appointment process for boards, commissions, and committees be a discussion topic for this agenda.

I have attached the following documents:

- Board Committee handbook
- Board Committee handbook Resolutions
- Attorney opinion on the setting of committee agendas

A. Action Item (ID # 1846)

Appointment Process

Attachments:

Board Committee handbook (PDF)

Resolutions-Board Committee handbook (PDF)

Attorney opinion on setting agenda and calling a meeting (PDF)

CITY OF HARRISONVILLE

HANDBOOK FOR APPOINTED BOARDS, COMMITTEES AND COMMISSIONS

In order to assist in setting direction for the city, the Board of Aldermen considers the advice of its various boards, commissions and committees. Citizens who serve on boards, commissions and committees, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience based on the elected decision makers.

The Board of Aldermen has engaged more and more citizens in the process of government by creating new advisory boards when the need arises. At present, the City of Harrisonville has the following advisory bodies:

1. Board of Engineering & Appeals
2. Board of Zoning Adjustment
3. Historic Preservation Commission
4. Industrial Development Authority
5. Parks & Recreation Commission
6. Planning Commission
7. Tax Increment Financing Committee

Purpose

The purpose of this Handbook for Boards, Commissions and Committees is to explain the role of boards, commissions and committees in advising the Board of Aldermen and to set forth guidelines to assist in carrying out their work.

City Structure

In order to be more effective in fulfilling their purpose, board, committee and commission members should understand the organizational structure of the city.

The City of Harrisonville is a fourth class municipality operating pursuant to the RSMo Chapter 89 and the Harrisonville Code of Ordinances.

The citizens have chosen a Board/Administrator form of government. Under this form, the citizens elect eight council members, two from each ward, and one mayor at large. The entire Board elects the mayor pro tem. The Board of Aldermen sets the goals and policies for city government, and annually adopts a budget in support of city activities.

City staff, under the direction of the city administrator, is responsible for carrying out the direction of the Board of Aldermen in implementing programs and

services. The city administrator and city attorney report directly to the Board of Aldermen. Department directors and their staffs are under the direction of the city administrator.

As the city's chief executive officer, the city administrator oversees responsibilities for the day-to-day administrative affairs of the city, including assigning staff to assist boards, commissions and committees in carrying out their responsibilities. The city administrator is responsible for conveying and implementing Board policy.

ARTICLE II. BOARD MEMBER EXPECTATIONS

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings. As a result, for boards which meet monthly, a member may be removed from the position prior to expiration to a term when that member is absent from three consecutive meetings, or four meetings in a year, for reasons other than illness, unless prior arrangements have been made with the board for the absence. For boards that meet more frequently than monthly, a member may be removed when that member is absent from more than 25% of the meetings, unless prior arrangements have been made with the board for the absences.

The chairperson of the board shall be responsible for calling those board members who are not regularly attending the board's meeting in order to encourage them to attend. If a board member's attendance does not improve after being so contacted by the chairperson, the chairperson shall inform the board member in writing that the board will be considering a recommendation to the Mayor regarding the member's possible removal from the board.

If a member is unable to attend a meeting, the secretary or chairperson of the board should be notified at least 24 hours in advance of the meeting. Repeated absences, even if not consecutive, may also be cause for removal.

Board members are encouraged to give the chairperson of the board as much advance notice as possible, preferable 90 days' advance notice, of the board member's intention to resign from the board and to advise the chairperson of the intended date of such resignation.

Conflicts of Interest

The objective of the Board of Aldermen is that the appointed member avoid any conflict of interest. A member should also carefully consider for him or herself avoiding even the appearance of impropriety. Since there may be areas where board members are unsure or unaware that a conflict exists, the following guidelines should be considered.

If a board member has acquired confidential information in the course of official duties that information cannot be used to substantially further the member's personal financial interests. Occasionally gifts are offered to board members. If it appears under the circumstances that a gift has been offered to the member for the purpose of rewarding the member for official action, the board member should refuse the gift. If a gift is of substantial value and would tend to improperly influence a reasonable person, the gift should be refused. A gift of substantial value includes an economic benefit such as loans at a rate substantially lower than the current commercial rate for similar loans. Such an economic benefit would also include compensation received for personal services that substantially exceeds the fair market value of the services.

No board member can participate in any matter, directly or indirectly, in which the board member attempts to influence any decision by (i) the board, committee or commission in which they are a member or (ii) the Harrisonville Board of Aldermen, when the member knows that such a decision may lead to the acceptance of the performance of a service or the sale, rental or lease of property, for a payment in excess of \$500 per transaction or \$5000 per year, to the member, their spouse, dependent children or any business in which they are associated, unless the award is made pursuant to a contract made after public notice and competitive bidding.

State law provides that a board member shall not hold an interest in a business or undertaking that may possibly be directly and substantially economically affected by any official action of the member's board. A board member shall not perform an official act causing an economic detriment to the member's business or personal competitors.

A board member shall not engage in a substantial financial transaction for private business purposes with a person under the direction of that member's board.

If a member has a personal or private interest in any matter before the board, the member must disclose the interest to the board must not vote on the matter and must refrain from attempting to influence the other board members in voting on the matter. The member should consider not only his or her financial interests and investments, but also those of spouse and children.

If you are unsure of your legal responsibilities on any matter coming before your advisory body, you should seek the advice of the City Administrator's Office as soon as possible before the meeting.

Training for New Board Members

Recognizing that a newly appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the City will provide informal and/or formal training opportunities for each newly appointed member. The Board of Aldermen

liaison, staff liaison, and chairperson of the board or commission shall work cooperatively to establish a training process which will provide to the new member a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission. Where appropriate, in-service training should be provided which may include presentations on the responsibility of board and commission members, parliamentary procedure, conflicts of interest, specific board or commission mission, consensus and decision making model, City administration overview, open meetings, and language of local government and commonly used abbreviation and acronyms.

Board and commission members should be invited to in-service opportunities offered by the City. Board and commission members should be encouraged to identify in-service opportunities which would be specifically beneficial to their particular board or commission. When possible, exit interviews should be conducted with departing board and commission members to determine areas in which the City can be more helpful to the board or commission. The City should provide funding for appropriate in-service training for board, committee and commission members.

Board Responsibilities

Each advisory board, committee and commission is responsible to investigate and make thoughtful recommendation to the Board of Aldermen and city staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the Board of Aldermen, from city staff, the citizens of Harrisonville and from the board members themselves. The Board of Aldermen does not wish to impose a rigid structure upon the thoughts and ideas of any board, committee or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the Board of Aldermen, and boards, committees and commissions will be asked to consider such goals.

The normal channels for communication between the Board of Aldermen and the boards, committees and commissions are through the Aldermen liaison to the board and city staff in the affected department. Such person will report to the Board of Aldermen the deliberations and recommendations of the board. The boards, committees and commissions, and their individual members, are always free to communicate directly with the Board of Aldermen on any matter concerning their areas of responsibility.

In considering recommendations from boards, committees and commissions, the Board of Aldermen will attempt to balance the many diverse interests in our community.

Code of Ethics

The citizens and businesses of Harrisonville, Missouri are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity.

To this end, the Harrisonville Board of Aldermen has adopted a Code of Ethics for members of the Board of Aldermen and of the City's boards, committees and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Harrisonville and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Harrisonville Board of Aldermen, boards, committees and commissions.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Missouri and the City of Harrisonville in the performance of their public duties. These laws include, but are not limited to: the United States and Missouri constitutions; the Harrisonville Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Aldermen, boards, committees and commissions, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Aldermen and boards, committees and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Aldermen by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Aldermen or boards, committees and commissions, which they may have received from sources outside of the public decision making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of boards, committees and commissions shall not appear before their own bodies or before the Board of Aldermen on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the Board of Aldermen, board, committee or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Harrisonville, nor will they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the structure of the Harrisonville city government as outlined by the Harrisonville Municipal Code. In this structure, the Board of Aldermen determines the policies of the City with the advice, information and analysis provided by the public, boards, committees and commissions, and City staff.

Members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Board of Aldermen policy decisions.

15. Independence of Boards, Committees and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Board of Aldermen shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee and commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the City, the Harrisonville Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for newly appointed officials. Members entering office shall sign a statement affirming they have read and understood the City of Harrisonville code of ethics. In addition, the Code of Ethics shall be annually reviewed by boards, committees and commissions, and the Board of Aldermen shall consider recommendations from boards, committees and commissions and update it as necessary.

18. Compliance and Enforcement

The Harrisonville Code of Ethics expresses standards of ethical conduct expected for members of the Harrisonville Board of Aldermen, boards, committees and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The Board of Aldermen may impose sanctions on members whose conduct does not comply with the City's ethical standards. The Board of Aldermen may remove members of boards, committees and commissions from office.

A violation of this code of ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

ARTICLE III. ORGANIZATION OF THE BOARD

Annually, each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary. If a city staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary.

Duties of Chairperson

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas and facilitate the overall decision process. The Chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the Chairperson's responsibility to sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board.

The chairperson, working with the recording secretary, is responsible for preparing an agenda for each meeting and assuring its circulation in advance to all members of the board and other persons who have requested notification and to ensure public notice of the board's regular and, if any, special meetings.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his office by the board. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Recording Secretary

The recording secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. The secretary prepares an agenda in advance of each meeting. A copy of the approved minutes from each meeting shall be deposited with the Harrisonville city clerk. Minutes from meetings shall be recorded as soon as possible. The recording secretary function shall be performed by city staff and if required by law, an appointed member will be elected secretary for the purpose of executing documents.

Officers' Terms of Office

The term of office for the chairperson and the vice chairperson shall be one year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than two consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

Board of Aldermen Liaison

The Board of Aldermen liaison assigned to a board or commission shall serve the following roles:

1. Communicate with the board or committees when Board of Aldermen communication is needed and to serve as the primary two-way communications channel between Aldermen and the board or commission.
2. Serve as the primary formal Aldermen contact.
3. Help resolve questions the board or commission may have about the role of the Board of Aldermen, municipal government, and the board or commission.
4. Establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
5. Provide procedural direction and relay Board of Aldermen's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.

6. Serve as Aldermen contact rather than an advocate for or ex-officio member of the board or commission.

ARTICLE IV. CONDUCT OF MEETINGS

Open Public Meetings

All meetings at which any public business is discussed where a quorum of the board is present are public meetings open to the public at all times. No board or commission shall conduct any closed meeting without first consulting with the City Administrator's Office concerning its propriety.

Quorum

The majority of all of the members of a board shall constitute a quorum, except where statute or ordinance defines the necessary number for a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Special Meetings

A special meeting may be called by the chairperson or vice chairperson, or upon the written request of three members of the board. Notice should be given to each of the board members by personally serving them or by leaving notice at their usual place of residence. Notice of special meetings should be given as much in advance as possible. The notice of a special meeting shall set forth the time, place, date and purpose of the meeting. Attendance at a special meeting constitutes a waiver of the notice of the meeting.

Public Notice

Public notice of all meetings where the board may take any formal action or at which a majority or quorum of the board is expected to attend shall be given. The public notice shall be given no less than twenty-four hours in advance of the meeting and shall be posted at such place as the Board of Aldermen shall designate. The notice shall contain a specific agenda if possible.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the board. When necessary, in order to effectively conduct business, as determined by a majority vote of those present, Robert's Rules of Order shall be in effect.

Public Hearings

Occasionally, a board will be called upon to conduct a public hearing on a matter coming before it.

A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of the public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting.

Further information regarding the conduct of public hearings is available from the City Administrator's Office.

Code of Conduct for Public Meetings

The purpose of this policy is to establish rules of decorum for members of the public attending, bringing signs or other objects to, and/or addressing the legislative or policy body at meetings held the City of Harrisonville, including meetings of the Board of Aldermen, and City Boards, Committees and Commissions. The policy is intended to facilitate the conduct of public meetings in an open and orderly manner and in an environment safe for all persons in attendance. This policy applies to persons attending public meetings.

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the Board of Aldermen, and City Boards, Committees and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.

- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - No objects will be larger than 18 inches by 18 inches.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - The items cannot create a building maintenance problem or a fire or safety hazard.
 - Materials to be utilized by presenters for a scheduled agenda item may exceed size restrictions.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Board/Committee:

- a) Persons wishing to address the Board, Committee or Commission on any item other than a matter scheduled for a Public Hearing, please raise your hand when the Chair asks for citizen comments and the Chair will recognize you.
- b) If you are able, please make your comments from the freestanding microphone at the front of the room. If you are unable to do so, you may address the Board, Committee or Commission from your seat; however, please speak loudly so that the members can hear you.

- c) Provide your name and address at the beginning of your remarks for the formal record.
- d) Meeting attendees are usually given four (4) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- e) Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
- f) Speakers' comments should be addressed to the full body. Requests to engage the Board or Committee Members, Commissioners or Staff in conversation will not be honored. Abusive language will not be tolerated.
- g) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that relevant to the presentation.
- h) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- i) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

ARTICLE V. APPOINTMENTS AND VACANCIES

Unless otherwise provided by state law or by the ordinance establishing the particular board, committee or commission, the following guidelines will be used in dealing with appointments and vacancies to boards, committees and commissions.

Advertisement for Applications

Whenever a vacancy occurs in a board, committee or commission, whether by expiration of term of office, removal of a member, resignation or other reason, the following steps will be taken unless otherwise directed by the Board of Aldermen:

Annually the City Clerk's Office will cause at least one advertisement for the solicitation of applicants for Board, committee and commission positions to be placed in a newspaper of general circulation within the City

In addition to advertising as referenced above, the following are examples of recruitment methods which should be pursued, where appropriate, to complement and enhance the recruitment process.

- Send letters of recruitment to Civic organizations, past applicants for boards and commissions.

- Design and distribute fliers for posting in supermarkets, convenience stores and other public areas.
- Direct mail with City newsletter.
- Post on bulletin boards throughout city buildings and the city's web page and cable TV message board
- Distribute whenever City forms, such as building permits, business licenses, job applications, animal licenses, voter registration, etc., are given out.
- Press releases and Guest editorials by Mayor or Board of Aldermen members
- The chairperson of the board with the vacancy should announce the vacancy at the first board meeting after being notified of the vacancy and urge other board members to solicit qualified candidates.

Review Process

Applications for the position should be obtained on-line or from the City Clerk's Office. Applications shall be filed with the City Clerk's office. All applications shall be evaluated by the Board of Aldermen and forwarded to the Personnel Committee, which may conduct Interviews for a vacant position.

Immediately following the interviews, the chairperson of the Personnel Committee shall inform the City Administrator's office of its recommendation and the City Administrator's Office will cause the matter to be placed upon the next Board of Aldermen agenda for consideration of appointment.

The applicants for Board, Committee and Commission members shall be evaluated upon qualification, experience, knowledge, interest, willingness to serve, ward residency, the need for a diverse cross-section of the community, past and current service on other City boards, committees and commissions, and other factors deemed relevant by the Board of Aldermen. An eligibility list will be established and applications shall remain active for one year. The recommendation of the Personnel Committee shall be considered but shall not be binding upon the Board of Aldermen.

Appointment

The City Administrator's Office shall forward the appointment certificate and a Handbook for Boards, Committees and Commissions to the newly appointed member.

Term Limits

Appointees to positions with a term of four (4) years or less are limited to two consecutive terms prior to reappointment on a given board, commission or committee (except where specifically provided). Appointees to positions with a term of five (5) years or greater are limited to one term on a given board,

commission or committee (except where specifically provided). However, where the Board of Aldermen expressly determines it to be in the best interest of the community, the Board of Aldermen may reappoint beyond these limits.

ARTICLE VI. EXPENSE REIMBURSEMENT

The city will reimburse any member of a board, committee or commission who incurs expense for travel, lodging, registration fees and the like, where such expenses have been provided for in the budget of the department with which the board is connected. To make sure that an anticipated expense is authorized; all subject expenditures must be cleared in advance through the department.



ARTICLE VII

APPENDIXES

BRIEF DESCRIPTIONS OF BOARDS AND COMMISSIONS

BOARD OF BUILDING & ENGINEERING APPEALS

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

Membership: The board is made up of five members appointed by the Mayor with approval from the Board of Aldermen. The board is in accordance with the City of Harrisonville code book, section 505.030. The board is authorized to transact business upon the appointment of three (3) members; no less than three (3) members shall constitute a quorum.

Meeting Dates: Meet as needed.

Authority: City code adopting the 2006 International Building Codes; which establishes the formation and criteria of the Board of Building and Engineering Appeals. There must a member that meets each one the credentials below:

- 1) Registered design professional with architectural experience or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of workers.
- 2) Registered design professional with structural engineering experience.
- 3) Registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
- 4) Registered design professional with electrical engineering experience or an electrical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
- 5) Registered design professional with fire protection engineering experience or a fire protection contractor with at least ten years' experience, five of which shall have been in responsible charge of work.

Decision Type: Their decision may be appealed to the circuit court.

Term Length: 5 year terms (March)

BOARD OF ZONING ADJUSTMENTS (BZA)

Responsibility: To hold hearings and make decisions concerning requests for variances from the zoning ordinance.

Membership: The Board is made of five members appointed by the Mayor with approval from the Board of Aldermen.

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

Authority: The City is required by State Statute, Chapter 89 to establish this

board. Per the City of Harrisonville code book, section 405.610, a concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement or decision of the party appealed from or to issue an order or variance or to decide in favor of an appellant

Decision Type: BZA decisions may be appealed to the circuit court.

Term Length: 5 year terms (October)

HISTORIC PRESERVATION COMMISSION (HPC)

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

Membership: There are seven members on the commission which are appointed by the Mayor with approval from the Board of Aldermen. Per the City of Harrisonville code book, sections 405.350 and 405.355, that to the extent available, the commission shall include professional members representing such disciplines as architecture, law, real estate, history, construction or any other field related to historic preservation. A quorum shall consist of five (5) members.

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

Authority: The city's square is on the National Historic Register. The HPC was established in 1993 by city ordinance 1928 (City Code of Ordinance Title IV, Article XVI, Section 405.340. In addition, the HPC has authority from RSMo 253.415.

Decision Type: Final.

Term Length: 3 year terms (May)

INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)

Responsibility: The primary function of this commission is to issue industrial revenue or development bonds on behalf of the city.

Membership: The board is made up of five members appointed by the Mayor with approval from the Board of Aldermen.

Meeting Dates: Meet as needed.

Authority: Authorized under Section 349 of Missouri State Statutes.

Decision Type: Final

Term Length: 6 year terms (November)

PARK BOARD

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

Membership: The board is made up of nine members appointed by the Mayor with approval from the Board of Aldermen.

Meeting Dates: Meet the second Tuesday of each month.

Authority: The board is mandated by State Statute, Chapter 90 that cities with a special property tax establish a Park Board.

Decision Type: Final unless it is appealed to the Board of Aldermen on or before the fifth day following the day notice of such decision is given.

Term Length: 3 year terms (June)

PLANNING & ZONING COMMISSION (P & Z)

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

Membership: The Commission was established in 1964 with the approval of Ordinance 637. There are eight members eight that are appointed by the Mayor with approval of the Board of Aldermen. The remaining member is the Mayor.

Meeting Dates: The third Thursday of each month.

Authority: Required by State Statute, Chapter 89.

Decision Type: Recommendations to the Board of Aldermen.

Term Length: 4 year terms (November)

TAX INCREMENT FINANCING COMMISSION (TIF COMMISSION)

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

Membership: The board is made up of eleven members. Six of the members are appointed by Board of Aldermen, 2 by the Harrisonville School District, 2 by Cass County, and 1 representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each

Meeting Dates: Meet as needed.

Authority: Created by city ordinance pursuant to State Statute, Chapter 99-Section 99.820.

Decision Type: Makes recommendations to the Board of Aldermen

Term Length: 4 year terms (September)

HARRISONVILLE REDEVELOPMENT CORPORATION

Responsibility: The purposes for which the corporation is formed are to acquire, construct, maintain, and operate a re-development project or projects in accordance with the provisions of "The Urban Redevelopment Corporation Law of the State of Missouri".

The corporation is organized for the purpose of clearance, replanning, reconstruction or rehabilitation of blighted areas, and the construction or

rehabilitation of such industrial, commercial, residential or public structures as may be appropriate, including provisions for recreational and other facilities incidental or appurtenant thereto.

Membership: The Board of Directors is made up of five members, the Mayor or his designee, two members of the Board of Aldermen (which are elected by a majority of the Board of Aldermen for a one-year term) the City Administrator and the Development Director, and none of which need to be shareholders.

Meeting Dates: Meet as needed.

Authority: Urban Redevelopment Corporation Law of the State of Missouri, Chapter 353, Urban Redevelopment Corporation. Articles of Agreement and Bylaws. City Ordinance established the Corporation to facilitate redevelopment of a portion of the City located in the area of the downtown square (1997).

Term Length: Position of Mayor, City Administrator, Development Director has no term limits. The 2 Aldermen positions have one year terms.

HARRISONVILLE DEVELOPMENT CORPORATION

Responsibility: The purpose for which the corporation was originally organized was to further the economic development of the City and Cass County; to promote and assist the growth and development of business and industrial concerns, to benefit the community as a whole by increased employment. The Harrisonville Development Corporation was formed to promote industrial development in the City and to make property in the City Industrial Park available for industry purchase.

Membership: The Board of Directors is made up of nine members appointed by the Mayor with the consent of the Board of Aldermen for three-year staggered terms. (Revised in 1980). However, at some point the membership changed to seven.

Meeting Dates: Meet as needed.

Authority: Articles of Acceptance under General Not for Profit Corporation Act. Period of duration of the corporation is perpetual.

Term Length: Three-year staggered terms



City of Harrisonville
Board, Commission and Committee Appointment
Application Form

Name	Date:
Home Address:	
E-Mail Address:	
Home Telephone:	Work Telephone:
Occupation:	Best Time to Call: am/pm
Do you own commercial property and/or operate a business in Harrisonville?	
Work/Business Name:	
Work/Business Address:	
Length of Residency in Harrisonville:	
Are you now, or have you ever served on a board, commission or committee for the City of Harrisonville or any other community? ☐ Yes ☐ No If yes, please give name of board, commission and/or committee and dates served:	

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

1	2	3
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Are you registered to Vote? ☐ Yes ☐ No

(Application continued on back page)

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

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

Applicant's Signature:

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

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

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

THANK YOU FOR YOUR INTEREST IN THE CITY OF HARRISONVILLE

CITIZEN'S GUIDE TO Harrisonville's Boards, Committees, & Commissions

Board of Zoning Adjustment
Responsibility: Serves as a quasi-judiciary board that hears variances, appeals and ordinance interpretations relating to regulations contained in the Zoning Ordinance. Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms Meetings: As needed on the second Tuesday of the month.
Board of Engineering & Appeals
Responsibility: Determine questions of fact as to the acceptability and adequacy of alternate materials, equipment, design and types of construction. Review decisions of the Director of Codes Administration or the Fire Chief in the interpretation of the City's Building Codes. The Board may grant modifications to the codes. Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for five-year terms Meeting Dates: Meet as needed.
Historic Preservation Commission
Responsibility: Designating local landmarks and preservation districts. Review the design of exterior changes to locally designated structures. Membership: Seven members appointed by the Mayor with approval from the Board of Aldermen for three-year terms Meeting Dates: The second Wednesday of the month, as needed.
Industrial Development Authority
Responsibility: Issue industrial revenue or development bonds on behalf of the city. Membership: Five members appointed by the Mayor with approval from the Board of Aldermen for six-year terms. Meeting Dates: Meet as needed.
Parks & Recreation Board
Responsibility: Oversee all aspects of the Harrisonville Parks and Recreation Department and Community Center. Membership: Nine members appointed by the Mayor with approval from the Board of Aldermen for three-year terms. Meeting Dates: Meet the second Tuesday of each month.
Planning & Zoning Commission
Responsibility: Oversee the development and update of the city's Comprehensive Development Plan, and to make recommendations to the Board of Aldermen concerning the adoption of zoning and subdivision regulations. Membership: Eight members are appointed by the Mayor with approval of the Board of Aldermen for four-year terms. The remaining ninth member is the Mayor. Meeting Dates: The third Thursday of each month.
Tax Increment Financing Commission
Responsibility: Considers requests from developers for tax increment financing of new industrial and commercial developments in the city. Membership: Eleven members. Six members are appointed by Board of Aldermen, 2 by the Harrisonville School District, 2 by Cass County, and 1 representing all other taxing jurisdictions. The 6 appointments by the city serve staggered terms of four years each Meeting Dates: Meet as needed



Model of Excellence
Harrisonville Board of Aldermen, Boards, Committees and Commissions
MEMBER STATEMENT

As a member of the Harrisonville Board of Aldermen or of a Harrisonville board, committee or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the City and conduct myself by the following model of excellence.

I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Harrisonville;
- Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of Harrisonville Code of Ethics.

Signature

Date

Name (Please print)

Office

Article I. Introduction

Section 1.01 *Purpose* *page 1*

Section 1.02 *City Structure* *page 1*

Article II. Board Member Expectations

Section 2.01 *Attendance* *page 2*

Section 2.02 *Conflicts of Interest* *page 2*

Section 2.03 *Training for New Board Members* *page 3*

Section 2.04 *Board Responsibilities* *page 4*

Section 2.05 *Code of Ethics* *page 5*

Article III. Organization of the Board

Section 3.01 *Duties of the Chairperson* *page 8*

Section 3.02 *Vice Chairperson* *page 9*

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Section 3.04 *Officers' Terms of Office* *page 9*

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Article IV. Conduct of Meetings

Section 4.01 *Open Public Meetings* *page 10*

Section 4.02 *Quorum* *page 10*

Section 4.03 *Special Meetings* *page 10*

Section 4.04 *Public Notice* *page 10*

Section 4.05 *Rules of Order* *page 10*

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Section 4.07 *Code of Conduct for Public Meetings* *page 11*

Article V. Appointments and Vacancies

Section 5.01 Advertisement **page 13**

Section 5.02 Review process **page 14**

Section 5.03 *Appointment* **page 14**

Section 5.04 *Term limitations* page 14

Article VI. Expense Reimbursement *page 15*

Article VII. Appendixes:

Section 7.01 Board Descriptions

(a) Board of Building & Engineering Appeals page 17

(b) Board of Zoning Adjustment **page 17**

(c) Historic Preservation Commission **page 18**

(d) Industrial Development Authority **page 18**

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(h) Harrisonville Redevelopment Corporation **page 19**

(i) Harrisonville Development Corporation page 20

Section 7.02 Application **page 21**

Section 7.03 *Model of Excellence Member Statement*

COUNCIL BILL NO. 025

RESOLUTION NO. 011-08

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE ADOPTING AN APPOINTED BOARDS, COMMITTEES AND COMMISSIONS HANDBOOK

WHEREAS, the Board of Aldermen of the City of Harrisonville desires to train and educate all appointed boards, committees and commissions to assist each in their mission; and

WHEREAS, the Board of Aldermen desires to ensure equality and fairness of each appointed board, committee and commission; and

WHEREAS, the Board of Aldermen, desires to set forth guidelines to assist in carrying out their work;

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

Section 1: The Board of Aldermen handbook entitled, "Appointed Boards, Committees and Commission Handbook," which is attached hereto as "Exhibit A" and incorporated herein by this reference as though fully set forth herein, is hereby approved.

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

PASSED AND RESOLVED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Harrisonville, Missouri this 7th day of April 2008.

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

ATTEST:

Debbie Grant, City Clerk

WITNESS my hand and seal this 7th day of April 2008.

COUNCIL BILL NO. 084

RESOLUTION NO. 043-10

A RESOLUTION AMENDING ARTICLE V, APPOINTMENTS AND VACANCIES, REVIEW PROCESS, OF THE CITY OF HARRISONVILLE HANDBOOK FOR APPOINTED BOARDS, COMMITTEES AND COMMISSIONS, EFFECTIVE JANUARY 1, 2011

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

Section 1. That Article V, Appointments and Vacancies is hereby amended to read:

Review Process

Applications for the position should be obtained on-line or from the City Clerk's Office. Applications shall be filed with the City Clerk's Office. All applications shall be evaluated by the Mayor.

The Mayor shall inform the City Administrator's Office of his/her recommendation and the City Administrator's Office will cause the matter to be placed upon the next Board of Aldermen agenda for consideration of appointment.

The applicants for Board, Committee and Commission members shall be evaluated upon qualification, experience, knowledge, interest, willingness to serve, ward residency, the need for a diverse cross-section of the community, past and current service on other City boards, committees and commissions, and other factors deemed relevant by the Mayor. An eligibility list will be established and applications shall remain active for one year.

Section 2. That the amendment for the City of Harrisonville Handbook for Appointed Boards, Committees and Commissions, Article V shall become effective January 1, 2011.

READ and DULY PASSED by the Board of Aldermen and APPROVED by the Mayor of the City of Harrisonville, Missouri, this 6th day of December 2010

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

ATTEST:

Debbie Grant, City Clerk

WITNESS my hand and seal this 6th day of December 2010.

Zerger & Mauer LLP

Memorandum

To: Keith Moody, City Administrator
Kim Hubbard, City Clerk

From: Zerger & Mauer, LLP

Date: 4/30/2015

Re: *Setting Committee Agendas*

We drafted this Memorandum in response to the City of Harrisonville's ("City") request regarding the procedure for who sets committee meeting agendas. There was some confusion over whether the Mayor or the committee chairperson was responsible for actually setting the agenda. After researching the Missouri statutes, the City Code, and the City Handbook for appointed boards, committees, and commissions ("Handbook"), we believe the committee chairperson and secretary are responsible for setting the agenda.

The Handbook provides an outline for how the various boards work in conjunction with the Board of Aldermen. The Handbook specifically states under the Duties of Chairperson section that the chairperson, working with the recording secretary, is responsible for preparing an agenda for each meeting and assuring its circulation in advance to all members of the board and other person who have requested notification.

Additionally, it is our position (from practice) that if a committee member would like to place an item on the agenda he/she should simply request, that the chairperson put the item on the agenda. If the chairperson refuses the request, then two committee members can submit a request that an item be placed on the agenda and direct the City staff (secretary) to put the item on the agenda.

However, in the interest of preserving the City's resources, we suggest that any time there is a request for an agenda item that would be deemed outside the routine matters of the committee, the Mayor be notified. This will prevent or lessen the opportunity for an instance where a committee will be considering an item outside its authority that another committee could or should address.

This procedure is the same for actually "calling" a meeting, and the committee chairperson would call the meeting. If a committee member wants to request a meeting they would ask the chairperson to schedule it. If the request is refused then two committee members may submit a request to the secretary directing the secretary to schedule the meeting.

In addition to the procedure listed above, the City Code provides that the procedure to call a meeting of the Historic Preservation Commission shall be established by resolution but the chairperson can call a meeting at any time. This provision, applying specifically to the Historic Preservation Commission, was the only such provision we found in the City Code regarding commission meetings.

Although, the City did not specifically request that we look into the issue of how an item is placed on the agenda for a Board of Aldermen meeting or how a Board of Aldermen meeting is called, we believe the procedure would be the same as outlined above for committees. The Mayor would place an item on the agenda and call meetings but two members of the Board of Aldermen could do the same if a request to do so was denied by the Mayor.

We hope this addresses any questions the City has. Please let us know if there is anything else we help you with.

Thank you.

Attachment: Attorney opinion on setting agenda and calling a meeting (1846 : Appointment Process)



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 8, 2015
SUBJECT: Discussion of Appointments to Standing Committees

Type of Item: *Policy*

Finance/Personnel Chair Milner requested this as a discussion item. I have attached a list of standing committee appointments.

B. Action Item (ID # 1853)

Discussion of Appointments to Standing Committees

Attachments:

2015-BOA COMMITTEES (PDF)



City of

Harrisonville

BOARD OF ALDERMEN COMMITTEE AND BOARD LIAISON APPOINTMENTS

Public Works

(1ST Thursday of month as needed, 6:00pm; City Hall)

Ivan Stull, Chair

Morris Coburn

Clint Long

David Dickerson

Mayor Brian Hasek

Alternate Josh Stafford

Staff-Director of Public Works

Secretary-Stanley

Finance / Personnel Committee

(4th Thursday of month as needed, 6:00pm; City Hall)

Marcia Milner Chair

Stacey Dahlman

Morris Coburn

David Dickerson

Clint Long

Mayor Brian Hasek

Alternate Josh Stafford

Staff -Human Resources Manager/ Director of Finance

Secretary - Hubbard

Transportation

(4th Thursday of month as needed, 6:00pm; City Hall)

Ivan Stull Chair

Morris Coburn

Clint Long

David Dickerson

Mayor Brian Hasek

Alternate Josh Stafford

Staff – Director of Public Works, Airport Manager, Police Chief

Secretary - Hubbard

Public Safety

(4th Thursday of month as needed, 6:00pm; City Hall)

Morris Coburn, Chair

Josh Stafford

Stacey Dahlman

David Dickerson

Mayor Brian Hasek

Alternate Clint Long

Staff –Police Chief, Fire Chief

Secretary - Hubbard

Board/Commission Members & Liaisons

DARE Board- Morris Colburn (Liaison)

Historic Preservation- David Dickerson (Liaison)

VIPS Program-Judy Bowman (Liaison)

Park Board -Stacey Dahlman (Liaison)

P & Z –Ivan Stull (Liaison)

Revised 4-27-15



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 8, 2015
SUBJECT: Hours of Work and Leave

Type of Item: *Policy*

City staff has been in the process of outsourcing the payroll and the implementation is almost complete. I have included in your packets an addition to the personnel policy covering the time keeping process. I have shared this information with department heads asking for their input also and at this time have not received any.

I'm asking for a positive recommendation to take this to the Board for approval.

C. Action Item (ID # 1858)

Hours of Work and Leave Section V

Attachments:

Time Keeping and Attendance (DOCX)

B. Time Keeping and Attendance

Time Keeping

In compliance with Fair Labor Standards Act (FLSA), the City of Harrisonville requires all hourly employees keep an accurate account of their time worked. Supervisors, Directors and Superintendents are responsible for correcting time entry mistakes or errors and submitting time to HR no later than noon on Monday of a payroll week, (you will be notified of exceptions for holidays, emergencies, etc., via email, in advance).

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Clocking in/out

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- 1) All time worked must be accurately recorded.
- 2) Paylocity Webtime will be utilized in tracking time worked.
- 3) Deviations from regular schedules must be noted and tracked including tardiness, unscheduled absences, leave (vacation, sick, comp time, bereavement, etc.) and overtime. There are sections for employees and supervisors to include narratives for deviations from scheduled hours such as "employee was late 15 minutes", "overtime authorized by supervisor", etc.)
- 4) The City of Harrisonville will follow the "7 minute rule" in accordance with the FMLA. The "7 minute rule" refers to the method of rounding time to the nearest quarter hour.
 - a. Employees may not clock in more than 7 minutes **before** a scheduled shift (unless otherwise instructed to do so by the supervisor) and they may not clock out more than 7 minutes **after** the scheduled end of their shift.
 - b. "Clock ins": Any punches more than 7 minutes after your scheduled start time will be rounded up to the quarter hour. For example, if an employee clocking between 7:38-7:52, they will be credited for 7:45. If an employee clocks in between 7:53-8:07, they will be credited for 8:00. Any time after 8:07 will be rounded up to 8:15 and the employee will be .25 hours late.
 - c. "Clock outs": The time system calculates the clock out punch at the end of a shift according to the 7 minute rule. For example if an employee clocks out 4:38-4:52 the time recorded will give credit for 4:45. Clocking out at 4:53-5:07 will give credit for 5:00.
 - d. The "7" minute rule" only applies to time keeping. If you are scheduled at 8:00 am and arrive at 8:02, your supervisor can count this as tardy.
- 5) You must start work, take your lunch and **RETURN** to work, and end your work day when you are instructed to do so by your supervisor. Any deviations from a normal workday must be approved in advance, by your supervisor and noted on time card.

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Attendance

Supervisors will consider the operating requirements of the department, seniority of employees, and, insofar as possible, and the request of the employee when approving leave. Any employee who is unable to report for work on time and does not notify his/her supervisor by his/her designated starting time, is subject to Leave Without Pay, see paragraph O of this section, and may be subject to disciplinary action.

Supervisors may authorize time off. Each Supervisor shall keep daily employee attendance records, which shall ~~be reported~~ be approved through the Paylocity Payroll System to the payroll department by noon on Mondays. If Monday is a holiday, Supervisors shall ~~submit~~ see that their records are approved and to payroll first thing the next regular work day. ~~A~~ Leave request shall be ~~prepared~~ be submitted and approved in advance, it is the Supervisors responsibility to make sure their employees have the time available that has been requested. ~~and forwarded to the payroll department by the Supervisors for the affected employee's absence including vacation, holiday, personal hours, compensatory time and other approved absences.~~



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 5, 2015
SUBJECT: Annual Military Training Leave

Type of Item: *Policy*

The City's personnel manual, Section V J currently covers annual military training leave for employees up to 120 hours paid. The current policy states the following "Compensation for said leave of absence shall be calculated at the normal rate of pay, less pay compensation paid by the State or Federal Government for said paid of training", which is not accurate. I have spoke with City Attorney Heather Zerger regarding this and she referenced a 1959 Attorney General Opinion that states cities must provide an employee's regular pay, in addition to their national guard pay while they are on guard duty (military leave).

I have attached a redline copy of the policy.

I am requesting a positive recommendation to take this to the full board for approval.

D. Action Item (ID # 1847)

Annual Military Training Leave Section V J

Attachments:

Military leave (DOCX)

J. Annual Military Training Leave

In addition to leaves of absence otherwise authorized in these regulations, regular employees who are required to take annual periods of training as members in organized units of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard and National Guard or otherwise called to provide military services, may be granted a paid leave of absence upon proper application through his/her appointing authority to the City Administrator with pay for the duration of said period of annual training not to exceed 120 work hours for all employees. Requests for such leave must be accompanied by a copy of official orders requiring such training. Compensation for said leave of absence shall be calculated at the normal rate of pay, ~~less any compensation paid by the State or Federal Government for~~ for said period of training (§105.270, R.S.Mo., and Opinion of the Attorney General, No. 1, Sheppard, 9-16-59). Such military training leave shall not be deducted from annual vacation leave.

Employees may use accrued vacation or comp time for military leave that exceeds the 120 hours otherwise the leave will be unpaid.



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 5, 2015
SUBJECT: Safety-Sensitive Employees

Type of Item: *Policy*

City employees who perform safety-sensitive functions are subject to random testing which include the following:

- 1) Any employee required to obtain a Commercial Driver's License (CDL)
- 2) Public Safety Officers (Police, EMS and Fire)
- 3) Communications Officers
- 4) Water Treatment Plant Operators

Animal Control employees need to be included with this group as they deal with potentially dangerous animals that could pose a direct threat to the public and should be considered a safety-sensitive function. If approved this would go into effect for the Animal Control Department the 4th quarter of this year.

The City Attorney has been contacted and has provided guidance regarding this addition.

I am looking for a positive recommendation to take this item to the full board for approval.

E. Action Item (ID # 1848)

Safety-Sensitive Employees Section VI Alcohol and Drug Abuse Policy

Attachments:

Safety Sensitive Employees (DOCX)

C. Safety-Sensitive Employees

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

1. Any employee required to obtain a Commercial Driver's License (CDL)
2. Public Safety Officers (Police, EMS, and Fire)
3. Communication Officers
4. Water Treatment Plant Operators
5. Animal Control Officers



STAFF REPORT

TO: Finance/Personnel Committee
FROM: Kim Hubbard, City Clerk
DATE: May 5, 2015
SUBJECT: Employee Tobacco Use Policy

Type of Item: *Policy*

The City has allowed employees to smoke in city-owned, leased, or rented vehicles when they are by themselves or when they have permission from other occupants.

It has been requested that this policy be reviewed and amended to prohibit smoking in all city vehicles.

I am looking for a positive recommendation to take to the Board for approval.

F. Action Item (ID # 1849)

Employee Tobacco Use Policy Section II General Provisions G.2 Applicability

Attachments:

Smoking Policy (DOCX)

G. Employee Tobacco Use Policy - City Facilities & Vehicles

1. Purpose

The U.S. Surgeon General has determined that exposure to “side-stream”, “second-hand”, or “passive smoke” increases the risk to non-smokers of developing cancer and other diseases related to smoking. As authorized by the Board of Aldermen Resolution R-99-14 dated November 15, 1999, the purpose of this policy is to restrict smoking in the public buildings of the City of Harrisonville, to provide a clean and healthy environment for all employees and visitors and to promote a positive impression of City operations with the general public. It is the intent of this policy to address and be sensitive to the preferences of both smokers and non-smokers.

2. Applicability

This smoking policy shall apply to all individuals while inside any City controlled building or space including City Hall, Police Station, EMS Building, Fire Station, Water Treatment Plant, Waste Water Treatment Plant, Water Facility, Animal Shelter, Street Facility, Electric Facility, Substation Control Room, Parks Facility, Pool, Community Building, and North Park Building.

This policy also applies to any city-owned, leased, or rented vehicle. ~~when more than one person is in the vehicle unless all occupants give permission.~~

The use of other tobacco products, including chewing tobacco and snuff, are also subject to the provisions of this policy. No chewing cups are allowed in any office unless in a designated area and no cups are permitted in city vehicles. Chewing is allowed if the employee is out in the field and away from public view. At no time is chewing allowed if the employee is in contact with the public.

This policy does not apply to open-air facilities unless prohibited under other policies. Individual departments may further restrict the use of tobacco beyond the scope of this policy if specific work conditions warrant such restrictions from a safety or operational standpoint.

3. Definitions

“Smoking” is defined as carrying or possessing any lighted tobacco product including cigars, cigarettes, and pipes.

“Designated Smoking Area” means any area within an enclosed City facility where smoking is specifically permitted, and shall be so situated as to allow non-smoking individuals reasonable opportunity to conduct normal activity in a smoke-free environment.

4. Designated Smoking Areas

The designated employee smoking areas where smoking and other forms of tobacco use shall be permitted include the bay area adjacent to the Police and Fire Stations, Street, Water, Waste Water and the filter building except lab at the water treatment plant.

Smoking by employees will be permitted immediately outside City buildings; however, during the scheduled work day, no employee shall be permitted to smoke directly in front of the City Hall, Police Station, EMS Facility including the sidewalk and parking lots. Smoking, by employees is expressly prohibited in office spaces, Council Chambers, conference rooms, kitchens, bathrooms, entrance lobby/foyer areas, sleeping quarters and other areas of general use inside City facilities.

5. Procedure

- a. “No Smoking” signs shall be posted at the primary entrance to all public buildings.
- b. Designated employee smoking areas shall be clearly identified and posted.
- c. Complaints of non-compliance shall be made to the appropriate Supervisor, Human Resources Manager, or City Administrator and all complaints will be held confidential. Anonymous complaints cannot be accepted because the validity of the complaint must be verified.
- d. Outdoor ash receptacles shall be placed in the permitted smoking areas, at public entrances and outdoor smoking areas. All smoking material must be properly extinguished and disposed of in ash receptacles. Tobacco products, cigarette butts, etc. are not permitted to be extinguished on the sidewalks or surrounding grounds.

6. Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All employees share the responsibility of adhering to and enforcing the policy. Employees who are found smoking outside of “smoking permitted” areas will be considered in violation of this policy and will be subject to discipline in the same manner and magnitude as violation of other City policies and work rules. Visitors or others who violate the City ordinance regarding non-smoking shall be advised by employees of this public policy and requested to extinguish smoking materials.