

## CITY COUNCIL MEETING OF AUGUST 24, 2020

A meeting of the Warrensburg City Council was held on August 24, 2020, at 200 S. Holden and via Zoom, with Mayor Bryan Jacobs presiding. Roll was called as follows, Present were: Brooks, Holmberg, Lund, Kushner, Jacobs. Absent: none.

The minutes of the August 10, 2020, and August 12, 2020, City Council meetings were considered. Holmberg moved to approve the minutes of the August 10, 2020, and August 12, 2020, City Council meetings. Yes: Holmberg, Lund, Kushner, Jacobs. Abstained: Brooks. No: none.

The adoption of the agenda was considered. Lund moved to adopt the agenda. Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none.

The first item was a Historical Budget Presentation by City Manager Harold Stewart. Stewart said he is making this presentation to provide facts and information concerning the budget process.

Stewart explained the budget fiscal year begins the 1<sup>st</sup> of October each year and ends September 30 of the following year. He said during January through March, City staff begins discussion of what projects will be considered, equipment/vehicle needs and staffing needs, and begins putting together cost estimates to the Finance Department.

In April, the new City Council takes office and discussions begin for the upcoming fiscal year. The last few years there has been a City Council Tour of departments and description of the services offered. At that time, department heads provide information of what has been accomplished, what is currently being done, and future needs for the next fiscal year. Stewart said the City looks at the revenues and balances according to the money received.

Stewart said following this process, there is a Strategic Planning Session, and the City Council discusses the upcoming budget and makes recommendations. He said the City Manager meets with the Department heads and they review the budget by each line item. Stewart said trends and history are both identified and discussed. Since there is almost always a deficit, Stewart says the Department Heads and City Manager begin to eliminate expenditures. He said prior to late July, City staff presents the budget to the City Council in open session. Stewart said most years there is a recommended balanced budget. He said the last few years, City staff has had difficulty balancing the budget, and there has been more of a need to make cuts.

Stewart said typically in August the preparation for approval of the budget begins. In September, the documents are finalized, and the budget is approved and is accessible on the City's website. Stewart said there was a delay in this process this year due to COVID.

Stewart gave examples of Budget Versus Actual and why it is important in the budgeting process. He said 2013-2014 was the last year a surplus was budgeted. Stewart said if an employee leaves, a position becomes vacant and there can be cost savings. He said in FY 2016 the City had put a lot of money into reserves, and there were one-time projects that needed to be completed. Stewart said those expenses were to be paid out of the reserves.

Stewart said because of COVID, many cost saving measures were put in place including

furloughs of employees. Stewart said direct responders, sewer employees and IT staff were not furloughed because of public safety needs. Stewart said it is advisable to have up to six months of operating costs available.

Chairman Pro Tem Holmberg asked if the City has an idea of the amount of revenue lost because of on-line sales tax. Finance Director Marcella McCoy said the estimated amount is around \$300,000. Stewart said Missouri is one of two states that does not charge on-line sales tax. He said on-line sales tax could be beneficial for infrastructure for communities.

Stewart said the City pays around \$26,000 for an audit each year. He said all financial statements are available on the City's website. He said the public has access to all meeting agendas and minutes. Stewart said meeting videos are also available and Zoom meetings allow the public to participate.

Under Presentations, McCoy said the budget is the City's financial planning tool for guidance for the fiscal year. McCoy said the City adopts a budget each year for all funds. She said in FY 2021 there are no salary increases and the Public Information Officer has been taken from the proposed budget and animal shelter services are not included, along with the elimination of a department director and some staff changes. She said with some retirement plans for several employees, there will be an additional reduction of \$143,000.

McCoy said the Capital Improvement Transportation is revenue on fuel throughout the state and is distributed based on Warrensburg's last census population. She said this funding is to be used for road maintenance.

McCoy explained the Capital Improvement ½ Cent Sales Tax was approved by the voters of Warrensburg. She said this tax sunsets in 2025 with debt payments extending until 2029, and this will need to go back to the voters. McCoy said this tax provides capital needs such as infrastructure and equipment.

McCoy said the General Obligations Bond Funds were issued to provide funding for the Fire Truck and Street Construction/Improvements. She said there were two initiatives with this funding. She said the fire department equipment and the other major street improvements on Veterans Road.

McCoy said the Debt Service Funds which are the Neighborhood Improvement District (NID) and Tax Increment Financing (TIF) Fund have funds provided by separate sources. She said the Debt Service Fund holds the Certificates of Participation that are paid with the ½ cent Capital Improvement Sales Tax. McCoy said the TIF and the NID are paid with sales and property taxes and special property tax assessments.

McCoy said the Parks and Recreation Fund includes property taxes, sales tax, and use taxes. She said with this revenue, there is enough money to maintain the parks and operate programs, the community center, and the aquatic centers.

McCoy said the Water Pollution Fund is an Enterprise Fund and its sole funding is from sewer service charges. She said there will be a future public hearing concerning sewer rates.

McCoy said there are several Trust and Art Funds. She said money has been entrusted with the City for scholarships and the Children's Memorial Fund. The Arts Commission has fundraising activities. She said the trust funds have regulations of how the money can be spent.

McCoy said the WCVB Tourism Bureau Fund basically operates on its own, and the City manages the collections. She said there is a 5% Tourism Tax collected for those staying in motels/hotels in Warrensburg.

McCoy said the City is working toward fully self-insuring employees. She said the Self-Insurance Premium Fund does not have a specific timeline now.

In summary, McCoy said the City of Warrensburg Proposed Budget for Fiscal Year 2021 will be \$25,804,515 in revenue and \$29,142,855 in expenses.

Under Presentations was Discussion of Animal Control Options for FY 2020/21. Police Chief Rich Lockhart said there are generally around 1,000 calls per year. He said often there is a need to pick up dog(s) after evictions, deaths, and/or arrests. Lockhart said multiple calls generally yields multiple dogs. Lockhart said there are also animal bite calls, an average of 22 per year. He said the shelter is used for the 10-day quarantine, and an alternative location will be needed. Lockhart said if quarantining is refused, a ticket can be issued. Lockhart said dead animals are picked up from the roadside by the animal control officer.

Lockhart said animal control service is available Monday through Friday from 7:00 a.m. through 3:00 p.m. He said after those hours the services are limited to vicious dog calls and other emergency situations.

Lockhart said he researched several options to continue animal control service.

- Provide limited animal control service using current City employees.

- Provide limited animal control service with a part time Animal Control Officer.

- Provide a response to animal bites only and do nothing with stray dogs.

Lockhart said the City could contract with other municipalities for stray and abandoned animal handling.

- Would most likely need to transport the animals which would require a vehicle.

- Contract with an organization that would take stray animals.

- Create a volunteer foster program for stray animals.

- Downsize the current shelter.

Lockhart suggested several options for seized and abandoned animals.

- Utilize a jail cell at the police station for temporary holding.

- Utilize one of the options listed for stray animals.

Lockhart said several issues would need to be reviewed and the ordinance concerning animals should be revised. He said the length of time for quarantining should be reviewed too.

Mayor Jacobs opened a Public Hearing Fixing the Annual Rate of Levy of Taxes by the City of Warrensburg, County of Johnson, Missouri, for General Revenue Fund Purposes for the Year 2020 and Levying Said Taxes. McCoy said with this levy approximately \$809,989 will be generated. As there was no further comment, the Public Hearing was closed.

Mayor Jacobs opened a Public Hearing Fixing the Annual Rate of Levy for Taxes by the City of Warrensburg, County of Johnson, Missouri, for Park Fund Purposes for the Year 2020 and Levying Said Taxes. Mc Coy said \$440,016 will be generated for the Park Fund. As there was no further comment, the Public Hearing was closed.

Mayor Jacobs opened a Public Hearing Fixing the Annual Rate of Levy for Taxes by the City of Warrensburg, County of Johnson, Missouri, for the Debt Service Fund. McCoy said \$1,073,833 will be generated but this money must be on the books for one year before distributed. As there was no further comment, the Public Hearing was closed.

Under the Public Hearing for General Budget Comments, Karen Strohmeier, said she has been a resident of the county for 28 years, but not a resident of the City although she has conducted a lot of business in the City. Strohmeier said she owns a business north of Warrensburg and she, along with others, have questions about the Animal Shelter. She said Marcella has answered several questions concerning the options and the budget. Strohmeier asked about the Assistant City Manager position added to the budget during a tight budget year. Council member Lund explained that was a cost-saving move which combined two positions. She also asked about the Assistant Human Resources position, and Lund explained that was due to workload. Mayor Jacobs pointed out a portion of the Assistant Human Resources position is paid by the Parks Department.

Strohmeier said if the Animal Shelter is closed, what will happen with the money spent previously. Stewart explained the City would continue to pay the outstanding debt payment. Strohmeier asked if dog licenses would still be sold, and the answer was yes--to help control the spread of rabies around the City.

Council member Lund said the City does not want to close the Animal Shelter. He encouraged citizens to donate to Save Our Shelter (SOS). Council member Brooks asked about a ballot issue, and there was discussion of asking for citizen input.

There were several questions via Zoom. Alisha Cunningham asked about the number of jobs that would be lost if the Animal Shelter was closed, and she was told three full-time and three part-time positions. Laura called in and proposed raising sales tax, not property taxes for the Animal Shelter.

Mary Ragland said she is feeling a little better after hearing tonight's comments. She said it is sad no one was given an opportunity to speak earlier about this. Ragland said people were blindsided. As there was no further comment, the Public Hearing was closed.

Mayor Jacobs read an Ordinance Adopting the Annual Operating Budget for the Fiscal Year Beginning October 1, 2020, for the City of Warrensburg, Missouri for the first time by title. Stewart said the budget has been discussed the last few weeks. He said this is for first reading.

Mayor Jacobs read an Ordinance Amending Section 12-27, Composition of the Diversity and Inclusion Commission, of the Code of Ordinances of the City of Warrensburg, Missouri, for the first time by title. This will be considered again at the next meeting.

Mayor Jacobs read an Ordinance Amending Section 2-420, Warrensburg Energy and Sustainability Task Force, of the Code of Ordinances of the City of Warrensburg for the first time by title. This will be considered again at the next meeting.

Mayor Jacobs read an Ordinance Accepting the Public Improvements Associated with a Development Agreement Between the City of Warrensburg, Missouri and Warrensburg Christian Church Including Curb, Sidewalk, and Stormwater Improvements for Maintenance by the City of Warrensburg for the first time by title. Assistant City Manager Danielle Dulin said this is for improvements at the Christian School. This will be considered again at the next meeting.

Bill No. 8-5-20 being for an Ordinance Authorizing the City Manager and City Clerk to Execute An Agreement with Kansas City Power & Light Company to Participate in the Renewable Energies Direct Program was read for the second time by title. Dulin said this agreement is with Kansas City Power & Light Company although they are now called Evergy. Dulin said this is a renewable program for energy already in place. She said they contacted the City about participating in the Renewable Energies Direct Program. Dulin said there is a little bit of a risk with participating with this program, she believes there is a new and continued interest in this type of energy. Dulin said the Energy and Sustainability Task Force is proposing the City agree to the program for a 5-year term for a 50 percent annual offset. Lund moved to approve. Roll was called for the adoption or rejection of said bill as follows: Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Said bill was declared duly adopted and given Ordinance No. 5599.

Bill No. 8-6-20 being for an Ordinance Fixing the Annual Rate of Levy for Taxes by the City of Warrensburg, County of Johnson, Missouri, for General Revenue Fund Purposes for the Year 2020, and levying said taxes was read for the first time by title. Holmberg moved said bill be passed to second reading by title. Carried unanimously. Said bill was read a second time. Roll was called for the adoption or rejection of said bill as follows: Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Said bill was declared duly adopted and given Ordinance No. 5600.

Bill No. 8-7-20 being for an Ordinance Fixing the Annual Rate of levy for Taxes by the City of Warrensburg, County of Johnson, Missouri, for Park Fund Purposes for the Year 2020 and Levying said Taxes was read for the first time by title. Lund moved said bill be passed to second reading by title. Carried unanimously. Said bill was read a second time. Roll was called for the adoption or rejection of said bill as follows: Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Said bill was declared duly adopted and given Ordinance No. 5601.

Bill No. 8-8-20 being for an Ordinance Fixing the Annual Rate of Levy for Taxes for Debt Service purposes for the Year 2020 and Levy Said taxes was read for the first time by title. Lund moved said bill be passed to second reading by title. Carried unanimously. Said bill was read a second time. Roll was called for the adoption or rejection of said bill as follows: Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Said bill was declared duly adopted and given Ordinance No. 5602.

Bill No. 8-9-20 being for an Ordinance Authorizing the City Manager and City Clerk to Execute an Addendum to the Memorandum of Understanding with the Warrensburg R-VI School District for the School Resource Officer Program for the 2020-2021 School Year was read for the first time by title. Police Chief Rich Lockhart said when preparing the Memorandum of

Understanding for the School Resource Officer (SRO), it was noticed there was nothing included for officers who are not SRO and have worked overtime for school related activities. Brooks moved said bill be passed to second reading by title. Carried unanimously. Said bill was read a second time. Roll was called for the adoption or rejection of said bill as follows: Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Carried unanimously and given Ordinance No. 5603.

In Other Business was Discussion of the Annual Building Permit Fee Schedule. Community Development Director Barbara Carroll said this is an annual review of building permit fees. Carroll said the recovery rate in 2019 increased because expenses were down, City staff does not recommend changing the building permit fee modifier or increasing building permit fees.

In Other Business was a Request for \$500 from the Stevenson Fund. City Clerk Cindy Gabel said this is an annual request from the Teachers Warehouse. She said the money is used to purchase supplies for teacher's classrooms. Lund moved to approve. Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Carried unanimously.

In Other Business was Mayoral Appointments. Mayor Jacobs said he would like to make the following recommendation: Lyle Kreisel, reappointment, Energy and Sustainability Task Force. Lund moved to approve. Yes: Brooks, Holmberg, Lund, Kushner, Jacobs. No: none. Carried unanimously.

As there was no further business, the meeting was adjourned.

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Bryan Jacobs, Mayor

Attest:

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Cindy Gabel, City Clerk