

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: August 3, 2015

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- **HEALTH INSURANCE FROM P**
- **PROPERTY TAX LEVY**
- **COMPUTER ACCESS AND TICKET WRITING**
- **RESIDENTIAL STREET STANDARDS**
- **SHOOTING RANGE**
- **REVIEW COUNCIL AGENDA**
- **REVIEW NEWSLETTER**

HEALTH INSURANCE REPORT

In preparation for the 2016 budget, Phil Drescher, our insurance benefits consultant with Bukaty Company will be in attendance on Monday to visit with the City Council. Mr. Drescher will providing an overview of where our health insurance program stands in regard to claims experience. He has been asked to advise us on ways to continue to minimize our health insurance costs and is expected to discuss options with the Council, which will include increases in the individual deductible for our plan.

Though the City's wellness program has shown success in keeping our costs down, what we continue to see is just a small number of claims that make up the majority of our costs.

The City Council will be asked to provide direction to staff on changes you wish to be made to our health coverage.

PROPERTY TAX LEVY

On August 24, the City Council will be hosting a public hearing to obtain input on the annual property tax levy. Each year the City sets its tax levy as set forth by the State Auditor's Office. Based on the 2015 budget, the City expects to receive \$769,253 in real estate property taxes and \$203,205 in personal property tax for a total of \$972,458. The tax levy is based on a formula calculated by the State Auditor's office. The tax levy expected to be presented to the City Council for 2015 is \$.6872 per \$100 valuation.

From an historical standpoint our levy was \$.6393 with an assessed valuation of \$146,096,503 in 2006. The current assessed valuation is \$164,449,327, which is an increase of \$18,352,824.

The proposed levy for 2015 is the same as the 2014 levy (68.72 cents per \$100 assessed valuation). The calculation takes into account the growth in real property and personal property. According to the County Clerk, our real estate valuation increased .8% while the personal property decreased 1.3%. The information for this current year, may change as we are waiting for the Board of Equalization to complete its review.

COMPUTER ACCESS AND TICKETING WRITING CAPABILITIES

Both the Codes and Police Department are interested in determining whether our code inspectors and animal control officer have the authority to write tickets. Having the ability to write tickets would improve their efficiency, and possibly encourage increased compliance. The Police Department is interested in the Animal Control Officer being able to write and issue parking tickets. For the Codes Department, the ability to write tickets would benefit all of the inspectors who are responsible for insuring compliance with City Code, especially weeds and trash. Much of the nuisance abatement work falls to one inspector, who would benefit from having computer access in his vehicle.

Included with this report is an estimate from Sprocket stating that the cost of one machine with the requested capabilities would be approximately \$2,500. The City may have two existing computers that could be used in the vehicles if the Council were agreeable in exploring this, allowing one for each department. But before too much evaluation was conducted, City Council input is requested. Does the Council support allowing other City employees the ability to write tickets for City code violations? As it stands today, sworn police personnel are the only ones with the authority.

City staff has reached out to other cities to determine whether or not this is an option. We have certainly found cities within Missouri that do allow individuals in these positions ticket writing capabilities, what we haven't found yet is whether this is a legal option to consider, but before expending funds on legal research, Council input is requested.

If the Council is interested in exploring this, I will evaluate the value for the City and determine the appropriate course of action. As new technologies continue to be developed we are seeing more and more of our city budget going toward these improvements. Their benefit to the city needs to be considered.

RESIDENTIAL STREET STANDARDS

Included with this Study Session Report is a map that shows the arterial, collector and residential streets within the city limits. There is a significant amount of miles maintained by the City for residential streets. The Public Works Department has been examining ways to improve our street maintenance program. One area that has been identified concerns the standards required for new residential streets.

Len Kollars, Deputy Public Works Director and City Engineer has proposed revisions to these standards by expanding the requirements to include standards for the base work. Please see report on page 8. We will discuss this in more detail on Monday.

SHOOTING RANGE

In 2012, the City was notified that the Police Department would no longer be able to use the shooting range at Big Creek Conservation Area, provided through the Missouri Department of Conservation's (MDC). The Department used this area for many, many years. It was designated for law enforcement use when needed. The City was even allowed to retain storage at the facility.

Firearms' training for police is critical. Although it doesn't happen as often as portrayed on television, use of firearms by police is fraught with significant personal and financial consequences. Though we are fortunate to have minimal firearms events, when a firearm is used it has the potential for extensive exposure and serious outcomes. As a temporary measure, the department is currently using a private range. The support of the property owner has been great and appreciated. But it is not a facility that we can expect to serve us long term.

At the time of this notice, the City was also encouraged to work with MDC on an alternative shooting range at a different location. The initial discussion was to develop a range at the City's landfill. The physical location, space, topography, access and other factors appear almost tailor-made for a shooting range. MDC had tentatively expressed a willingness to help with this project, which included not only technical support (design of the range) but in-kind construction assistance.

As time has evolved, changes in scope have been considered due to interests and a need for facilities. As it stands right now, MDC is interested in working with the City to fund a shooting range that would open to the public and maintained by the City. Discussions have gone so far as to even consider the construction of a shooting park, which would include other amenities including archery and skeet shooting. This sort of facility would then become a draw to the community, as opposed to a local community park.

We want to discuss this with the City Council. MDC has offered funding of 80% of the project cost with the City contributing 20%, which could include in-kind and the donation of the land.

REVIEW COUNCIL AGENDA

REVIEW COUNCIL NEWSLETTER

Attachments

- Staff Report – Health Insurance
- Staff Report – Portable Computer
- Computer Quote
- Staff Report – Residential Streets
- Current Residential Street Standards
- Functional Street Map

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Self-Funded Insurance

STUDY SESSION MEETING DATE: August 3, 2015

CITY DEPARTMENT: Human Resources

PREPARED BY: Pat Meredith

The City of Kirksville partially self-funds the employee medical and dental insurance plan utilizing agreements with Third Party Administrators, Preferred Provider Networks, Pharmaceutical Benefit Managers, Reinsurance Providers and a broker to assist in the administration of the insurance fund and keep us abreast of affordable healthcare requirements and other pertinent changes in the law.

The first six months of 2015 claims expenditures are (\$598,492.61) 45% of maximum claims liability or 63% of expected claims liability for the year. July claims are available and are very high at \$218,277. This is the result of two claim that will exceed our \$75,000 Specific Stop Loss. One claim has a \$65,000 laser.

This year the City is expected to pay \$1,101,035 (78%) for medical and dental care and employees will pay the remaining \$307,712 (22%). City staff is working with Phil Drescher, Bukaty Companies to evaluate our current plan design to determine how much a high deductible/HSA plan would bring down premium costs in 2016 or if it would be more beneficial to keep our current plan design.

Phil Drescher, Bukaty Companies has been working with the City approximately 15 years and has recommended many cost saving enhancements to our plan design, wellness program initiatives, and assisted us with Affordable Care Act compliance and will be assisting us with new onerous reporting requirements.

Mr. Drescher meets with City Council annually to answer your questions on how we are doing.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Codes Department Portable Computers & Ticket Writing Capability

STUDY SESSION MEETING DATE: July 20, 2015

CITY DEPARTMENT: Codes & Planning Department

PREPARED BY: Brad Selby

The Codes Department has considered the addition of portable computers in our service trucks in past years. This could be a valuable add to us if we are able to get the ability to write tickets for repeat offenders and in other situations.

We have considered what benefits we could see if we had a portable computer in one of our vehicles available. At this time, we don't see much benefit with our building inspectors using this. But, I do think there could be benefits for our nuisance code inspector. If we had a unit that would stay in the truck and would access all of our systems from the vehicle, including the Springbrook software, and could print and scan in the vehicle, this would speed our process. If we updated a file and come back into the office, the office computer would already have this information, also. Many times when we are in the field, we need to know who lives in a house. We can access water records from there, and we could also access the Adair County Assessor's ownership files. This would allow us to generate a letter in the truck, print it on a small printer, sign the letter, scan it back into the system for our records, and leave the letter on the front door. This could eliminate some postage costs, but more importantly, could reduce the delay between noticing a violation and getting it abated. This system would be a great benefit, we believe, if we are allowed to write tickets in the future for some code violations. There has to be some way to allow this, because other cities in Missouri are using a system allows the code inspector to write a summons to Court for offenders.

If we believe these things can happen to get quick access to our information, we would ask council for approval for one unit to go in our vehicle for evaluation in the next year or two. We would budget for this in the 2016 budget.

At this time, the quotation we have received from Sprocket Technologies for budgetary purposes is about \$2,500 for equipment and installation, and \$500 per year for the online access. Maintenance of the equipment in future years is estimated at \$200 annually.



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Quote ID: 000276
 Date: 07/28/2015
 Expires: 08/28/2015

Hardware

Description	Price	Qty	Ext. Price
HP Officejet L411A Inkjet Printer - Color - 4800 x 1200 dpi Print - Plain Paper Print - Portable - 22 ppm Mono / 18 ppm Color Print - 5 ppm Mono Print / 3.5 ppm Color Print (ISO) - 50 sheets Input - 500 pages per month - Manual Duplex Print - Bluetooth -	\$318.40	1	\$318.40
HP Officejet L411A Inkjet Printer - Color - 4800 x 1200 dpi Print - Plain Paper Print - Portable - 22 ppm Mono / 18 ppm Color Print - 5 ppm Mono Print / 3.5 ppm Color Print (ISO) - 50 sheets Input - 500 pages per month - Manual Duplex Print - Bluetooth -			
Pwr+ Car Charger for Hp Officejet 100 Mobile Printer L411 L411a Cn551ab1h Cn551a#b1h ; 65 Watt Dc Auto Adapter Power Supply Cord	\$39.90	2	\$79.80
Pwr+ Car Charger for Hp Officejet 100 Mobile Printer L411 L411a Cn551ab1h Cn551a#b1h ; 65 Watt Dc Auto Adapter Power Supply Cord			
HP 97 Tri-color Original Ink Cartridge - Cyan, Magenta, Yellow - Inkjet - 560 Page - 1 Each	\$49.19	1	\$49.19
HP 94 Black Original Ink Cartridge - Black - Inkjet - 480 Page - 1 Each	\$30.15	1	\$30.15
RAM Secure-N-Motion™ Laptop Tray Security Kit	\$59.36	1	\$59.36
No-Drill(tm) Laptop Mount for the Ford Ranger & Explorer Sport Trac	\$304.36	1	\$304.36
No-Drill(tm) Laptop Mount for the Ford Ranger & Explorer Sport Trac			
HP ProBook 450 G2 15.6" LED Notebook - Intel Core i5 i5-5200U Dual-core (2 Core) 2.20 GHz - 4 GB DDR3L SDRAM RAM - 500 GB HDD - DVD-Writer - Intel HD Graphics 5500 - Windows 7 Professional 64-bit - 1366 x 768 16:9 Display - Bluetooth - English (US) Keyboa	\$764.53	1	\$764.53
Hardware Subtotal			\$1,605.79



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Software

Description	Price	Qty	Ext. Price
Microsoft Office 2013 Professional Plus - License - 1 PC - Government Use - Volume, Local Government - MOLP: Open License for Government - PC - English	\$405.00	1	\$405.00
Software Subtotal			\$405.00

Services

Description	Price	Qty	Ext. Price
HP Care Pack - 3 Year - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical Service	\$169.00	1	\$169.00
Hourly Labor Rate	\$85.50	3	\$256.50
Hourly Labor Rate			
Services Subtotal			\$425.50

Quote Summary

Description	Amount
Hardware	\$1,805.79
Software	\$405.00
Services	\$425.50
Total	\$2,436.29

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Subdivision Code for New Streets Sub Base Stabilization

STUDY SESSION MEETING DATE: August 3, 2015

CITY DEPARTMENT: Engineering Department

PREPARED BY: Len Kollars

Developers typically follow the attached City Code 21 - 27 for constructing new streets however the subgrade and base preparation is very limited in scope of work required for concrete and asphalt pavements. City crews are expending time and resources to repair street pavement in residential subdivisions that have sub-base failures which causes pavement heaving and random slab panel cracks within 3-5 years. American Concrete Paving Association requires a minimum of 6" thickness for plain concrete pavement for residential streets and most Cities follow ACPA however they have included subgrade stabilization and sub base requirements as well.

Engineering Department recommends to add the following statements on subgrade stabilization and subbase to the Planning Code for New Streets:

1. Prior to beginning any work on street subgrade the contractor shall secure the services of a qualified testing agency to acquire samples of the material to be used for subgrade construction. These samples shall be analyzed to determine proctor values, liquid limits, and plasticity index. Copies of the analysis shall be provided to the City Engineer for review prior to commencing any subgrade preparations. If it is determined that fly ash modification is required the following guidelines shall be followed.

The contractors testing agency shall determine the areas to be modified, the amount of fly ash to be used (% by weight), and depth to be tilled.

Construction of pavements on high plasticity soils shall be modified with class "C" fly ash, or replaced with lower plasticity soils. High plasticity soils shall be defined as soils with a liquid limit greater than 50 and a plasticity index greater than 30.

The subgrade surface shall be brought to the specified lines, grades and cross-sections by repeatedly adding or removing material and compacting to the specified density with a suitable roller to perform these operations.

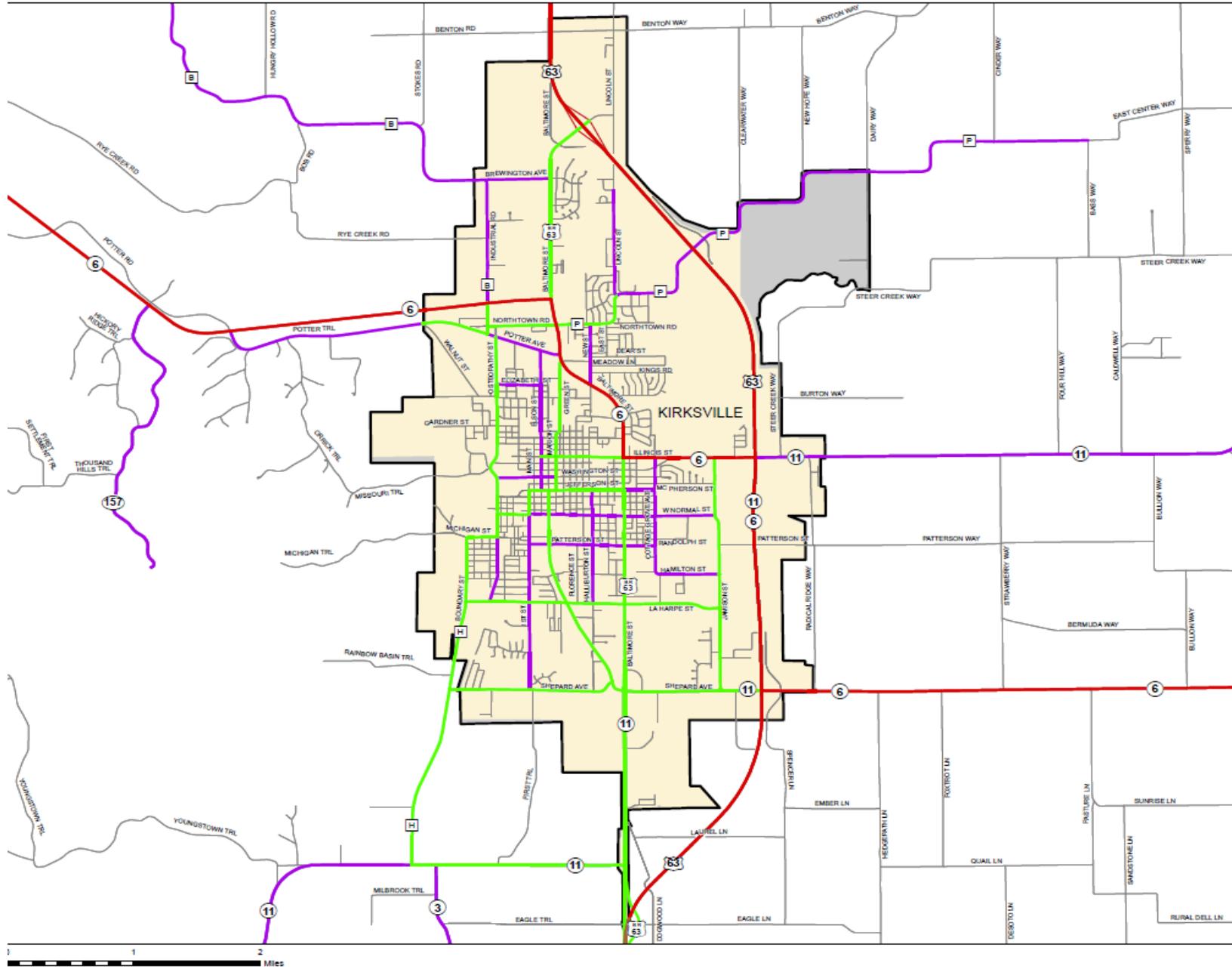
2. All streets (collectors & residential) within subdivisions shall conform to the Technical Specifications". City specifications require a 6" rolled stone base over a compacted subgrade 95% of standard proctor for the top 9" of the subgrade. A minimum of 4 compaction tests per lift per 1000 feet of street. Testing and stabilization will be paid for by the Developer or Contractor.

Sec. 21-27. - New streets.

The pavement on any new residential street shall be at least six (6) inches of class A concrete or five (5) inches of class A concrete with welded six-inch wire mesh in the center thereof. All other streets shall be at least six (6) inches of class A concrete with welded six-inch wire mesh in the center thereof. An alternate design of asphalt will be accepted for residential streets. The new residential street shall be at least six (6) inches of rolled stone base plus either four and one-half (4½) inches of asphaltic concrete or three (3) inches of asphaltic base course plus one and one-half (1½) inches of asphaltic concrete, unless otherwise specified by the city engineer. All other streets shall be six (6) inches of rolled stone base plus at least either six (6) inches of asphaltic concrete or four and one-half (4½) inches of asphaltic base course plus one and one-half (1½) inches of asphaltic concrete, unless otherwise specified by the city engineer. The width of any residential street shall be at least fourteen (14) feet per lane or a total width of twenty-eight (28) feet. All other new streets, avenues or boulevards shall be a minimum of thirty-six (36) feet, unless otherwise specified by the city council.

(Code 1974, § 21-9)

Editor's note— The ordinance from which this article is derived was approved on March 1, 1965.



Functional Classification System

KIRKSVILLE

Adair County

Missouri



FUNCTIONAL CLASS	
Interstate	
Other Freeway/Expressway	
Other Principal Arterial	
Minor Arterial	
Major Collector	
Minor Collector	
Local	
	CITY
	URBAN AREA

Federal-Aid highways exclude local roads and rural minor collectors.



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 105 W. Capitol Ave.
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 Phone (573) 526-5478
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Approved March 21, 2013

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