

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: April 20, 2015

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- **HEALTH INSURANCE UPDATE**
- **TRAP/NEUTER/RETURN**
- **BRUSH SITE**
- **PUBLIC INFORMATION**
- **TRAIL PLAN**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTERS**

HEALTH INSURANCE UPDATE

Several years ago, the City began its employee wellness program. We started out slow by providing educational materials, wellness events and the annual biometric screenings. The initial screenings were conducted in an effort to show employees where they were health wise and arm them with information that they could use to decide whether changes or improvements needed to be made to improve their health. Our ultimate goal was to give employees time to implement needed changes before we began offering premium discounts to those employees who met the goals established from this annual screening.

After several years of screening, 2012 was the first year that the City offered the premium discount to employees. As a result of our wellness efforts, we have seen improvements in our overall health care costs. While many employers saw significant increases in health insurance costs we have been able to minimize those increases. Regardless, as it stands right now our claims history so far for 2015 appears to be on the rise. This increase in part could simply be explained by a couple of accidents that employees have had requiring surgery and rehabilitation.

Phil Drescher, our benefit consultant with Bukaty Companies will be attending the Study Session to give the Council an overall report of how we are doing.

In addition to this presentation, staff would like to discuss the possibility of changing the date of our biometric screening process. We conduct the health screen in January. This screen determines the health index score for the employees. The issue that we want to address with the Council is the timing. Conducting the screening right after the first of

the year following the holiday season is thought by some employees to unfairly impact the scores (not necessarily true) but we do know that the screening weighs on the minds of some of our employees. After much discussion, our thought is to conduct the screening in the fall. We will discuss this with the Council and the details that would go along with this change.

Included is a report from Human Resources Director Pat Meredith providing more information about our wellness program. In addition, there is a summary report showing current health claims experience for the first four months of the fiscal year, along with claim experience for the previous three years.

Phil Drescher with Bukaty Company will visit with the City Council on Monday to give you an update on our self insurance program. He will be available to answer your questions concerning the Affordable Care Act. Finally, the City Council may want to discuss some of the regulations previously mentioned concerning wellness and health care cost containment.

TRAP/NEUTER/RETURN (TNR)

In a previous Newsletter, the City Council was provided information on a program that is aimed at controlling feral and stray cat populations as humanly as possible. The City Council expressed interest in learning more about this. On Monday, Chief Hughes and representatives from Kirksville POP (Kathy Adler) and Field of Dreams (Katy Fine-Newman) will be in attendance to discuss this program.

The City Council has been talking for several months about the agreement with and services provided by the Adair County Humane Society. The Humane Society takes in cats from the City, some of these cats are adopted out, and some are euthanized. Below is a chart that shows the number of cats that have been brought to the shelter over a 12 month period.

<u>Month</u>	<u>Brought in to Shelter</u>	<u>Euthanized</u>	<u>Brought to Shelter Dead</u>	<u>Returned to Owner</u>
April	8	4	1	0
March	7	4	0	0
February	16	11	0	0
January	13	8	5	0
December	21	16	0	0
November	17	8	0	0
October	12	8	2	0
September	19	12	3	0
August	19	12	2	0
July	26	15	0	0
June	15	9	1	0
May	14	9	2	0
Total	187	116	16	0

Police Chief Hughes will discuss three options for the Council to consider: 1) do nothing; 2) the implementation of a City administered a program; and 3) Implement an Ordinance that would give specific groups the responsibility and authority to implement TNR. Council should note that the Chief has some concerns about the program. That being said, there needs to be an exploration of what his concerns are, as well as what are the possible benefits/costs of a Trap, Neuter Release program.

Based on limited research the "Law and Policy Brief" from Alley Cat Allies it states that in 2013 there were 245 communities that had implemented a TNR ordinance of some sort. A few of those were communities in Missouri. What we don't know is if those communities are Charter communities and what would be allowable for a third class city like Kirksville based on Missouri law.

Once the City Council has had an opportunity to visit with KV POP and Field of Dreams, we will need to know whether or not the Council is interested in pursuing this further.

BRUSH SITE

This issue has been discussed with the City Council on multiple occasions. It is hoped that this final proposal will meet with City Council approval.

This final proposal meets the objectives we outlined in our original report. 1) be able to manage this site, and the amount of brush that is coming in from all over the county and beyond is not manageable; 2) provide a place for our citizens to take their brush; 3) support or local business by assisting them with a way to eliminate the brush at an affordable cost to their operation; 4) meet State requirements in how we manage brush; and 5) be able to afford the program we implement.

PUBLIC INFORMATION

When one thinks of public information, they might think of the formal records, ordinances, minutes, contracts, etc. that are part of governmental operations. Certainly those things are public information. However, with the immediate access to information through the Internet, citizens expect to find the information they are looking for immediately, which puts some pressure on local government to make sure the information is available and can be managed.

The City of Kirksville provides a comprehensive approach toward public information. We do this through a variety of approaches: Citizens can read Council Agenda and Study Session materials on line. City Council Newsletters are also available online providing not only summaries of various events and projects going on in Kirksville, but dates and times of meetings and upcoming issues of interest. The City added textcaster in 2009, and expanded this program in 2010. We have a reverse 911 system that allows us to inform residents of emergency situations, water main breaks, etc. Following is a list of our efforts.

- Currently the City provides information to our citizens using the following methods.
- City's Web Site

- Council Meetings – You Tube
- Press Releases
- Public Notices and Announcements
- Cable Channel 3 – includes the taped City Council meetings
- Kirksville Connection mailed to all water customers
- Meeting announcements sent out to all Media
- Participation a minimum of 4xs per month on Area Scene
- Direct Mailings
- Required Public Hearings
- Public Meetings
- State of the City Address
- Presentations to local service clubs
- Reverse 911 System
- Textcaster
- Summer Block Parties
- Community Surveys
- Facebook and Twitter (specific departments)
- 13 Citizen Committees

On several occasions the City Council has talked about ways to get more people involved. What types of efforts can be made It seems our focus should be on getting information out to the public and let them decide when it is important enough for them to get involved.

For many years, the City had a full-time public information officer. This position was eliminated in 2004 due to budget constraints. Since that time, the responsibilities of that position have been shared largely by the Community Services Department led by the Assistant City Manager with support from many other individuals within the organization.

Developing communication strategies for government organizations is different for government than it is for business. While the general principles are the same for both, the decision making process and operations in the public sector creates challenges and opportunities that don't exist in the private sector. The City is here to serve the public good and in doing this the expectation is that all the business of the City should be open. More and more there is an expectation of transparency meaning they want information on matters of public concern. Providing public information is a way that we as public servants can present an accurate picture of what is happening in our City. We have an obligation to communicate in an open, honest and timely way to our citizens. For the most part we do a good job of getting information but we are beginning the process of revamping our public information process.

Over the course of the last year, we have slowly yet deliberately been working on some foundational processes. Ashley Young, Assistant City Manager will discuss with the Council the efforts that we have made thus far and future plans to improve our public information efforts.

TRAIL PLAN

The City had initially developed a trails plan to allow for the construction of trails throughout the community. A trail system would serve the pedestrian needs of the citizens of the community. A trail system would also serve to communicate to anyone considering Kirksville as a home whether for business or family that community pride and public amenities are important to our town. The City began developing a trail system in the mid to late 1990s using available funds from the Capital Improvements Sales Tax. The City was also able to partner with other agencies, like Truman State University, and Kirksville R-III to complete other sections.

Since we began this process we have realized that we need to develop an improved mapping system that better communicates what work has been completed and what work is proposed to be completed if funds are available.

Included is a Staff Report from Ashley Young. It is our plan to present a revised map to LPRC, ATC and Planning & Zoning before it is brought to the City Council for final approval.

REVIEW COUNCIL AGENDA

REVIEW COUNCIL NEWSLETTER

Attachments

- Staff Report City Insurance
 - Staff Report Trap Neuter Spay
 - Staff Report Brush Site
 - Staff Report Public Information
 - Staff Report Trails/Sidewalks
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KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Medical Insurance

STUDY SESSION MEETING DATE: May 18, 2015

CITY DEPARTMENT: Human Resources

PREPARED BY: Pat Meredith

Phil Drescher, Bukaty Companies has been working with the City for a number of years and has recommended cost saving enhancements to our plan design and assisted us with compliance and the bidding process. Mr. Drescher meets with the City Council annually to review the results of our wellness screenings; health claims experience, and answer questions.

The first quarter of 2015 claims doubled in comparison to 2014 claims for the same period. As of the date of this report we have two claims above the shock claim threshold of \$37,500 however, we have nine months remaining in the year to turn this trend around. This year the City has budgeted \$1.1 million dollars for health and dental insurance benefits.

The City adopted a wellness program in 2008. The goal of the program is to encourage healthier lifestyles and make employees aware of medical problems before they become chronic. The wellness program is voluntary however employees who participate and reach their health goal determined through a biometric screening receive a premium reduction. Interactive Health Solutions has provided us with our wellness screenings and goals for the past seven years.

Employees have requested that the date of the health screenings (*currently the first full week of January*) be moved to a later date in the year. An October screening date would allow the City to make one annual change in premiums in conjunction with annual premium adjustments instead of one in January and another in March after we receive the results of the biometric screenings.

Annual premium increases are effective in January. The City Council has consistently waited until January to pass premium increases on to employees even though January's premiums are withheld in December.

The first year of the change would result in two screenings in 2015 and would be offered voluntarily to all employees. Employees who choose not to test would retain their current premium status until January 2016.

Insurance Comparison

Jan - thru April	2015	2014	2013	2012
Med/Den Claims	\$ 403,370.01	\$ 141,765.47	\$ 453,163.06	\$ 147,106.20
RX Claims	\$ 105,003.63	\$ 65,959.93	\$ 69,900.17	\$ 38,866.10
Medical Adm	\$ 8,144.90	\$ 8,670.50	\$ 9,212.75	\$ 5,608.84
Dental Adm	\$ 1,084.00	\$ 1,118.00	\$ 1,138.00	\$ 578.00
COBRA Adm	\$ 656.25	\$ 695.00	\$ 711.25	\$ 363.75
Flex Adm	\$ 639.00	\$ 576.00	\$ 738.00	\$ 414.00
Healthlink PPO	\$ 4,200.00	\$ 4,448.00	\$ 4,552.00	\$ 2,328.00
ReInsurance	\$ 60,441.52	\$ 58,795.00	\$ 47,792.08	\$ 41,655.69
Total	\$ 583,539.31	\$ 282,028.00	\$ 587,207.31	\$ 236,920.58
Calendar Year	2015	2014	2013	2012
Med/Den Claims		\$ 525,224.86	\$ 1,004,340.79	\$ 861,843.47
RX Claims		\$ 193,996.71	\$ 202,148.68	\$ 141,998.31
Medical Adm		\$ 27,210.43	\$ 26,126.58	\$ 25,525.00
Dental Adm		\$ 3,318.00	\$ 3,356.00	\$ 3,402.00
COBRA Adm		\$ 2,049.50	\$ 2,093.75	\$ 2,143.75
Flex Adm		\$ 1,647.00	\$ 2,034.00	\$ 2,542.50
Healthlink PPO		\$ 13,040.00	\$ 13,400.00	\$ 14,129.50
ReInsurance		\$ 171,398.03	\$ 139,790.00	\$ 165,447.74
Total		\$ 937,884.53	\$1,393,289.80	\$ 1,217,032.27

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Citizen's Group Proposal for Trap, Neuter and Return (TNR) Program (for feral cats)

STUDY SESSION MEETING DATE: May 18, 2015

CITY DEPARTMENT: Police Department

PREPARED BY: Chief Jim Hughes

The City was approached by representatives of KV POP (Protect our Pets) and Field of Dreams Rescue. Both organizations asked that the City modify the Code of Ordinances, as it relates to cats, to allow/support the implementation of a Trap-Neuter-Return (TNR) program.

Although there are some opponents to such efforts, many animal rights groups and some local governments have found the effort to be successful in humanely managing feral cats.

A very brief explanation was submitted in a Council Newsletter on April 1st and discussed at the April 6th Study Session.

As a result of that conversation, members of City Council requested that staff develop additional information and return for further discussion.

A quick survey did locate a few municipalities that had supported (in some way) similar programs.

There are a number of wide-ranging options that can be discussed. Three will be mentioned here (which is not an inclusive listing). One option would be to do nothing, which would effectively prohibit a legal program. Another would be to have the City run/administer a program in its entirety (which is not supported by Staff). One of the most common options would be to provide assistance (e.g. ordinance changes, access to traps) to a private group(s) as they take full responsibility/authority to run/administer a program.

The Police Department is not opposed to supporting a grassroots citizens group(s) in running such an effort. If data from the program does not justify continuation, support can be withdrawn and ordinances (which will need some minor modifications) can be returned to original form.

Even if there is no statistically significant decrease in numbers (which proponents believe there will be), the fact that the animals are not trapped and/or dealt with by animal control, and subsequently euthanized, may be a humane alternative to current

tactics and allow animal control and the Humane Society Shelter, to focus on other issues.

Included as an Enclosure to this report is a 1) position paper by local animal advocacy groups addressing their request, 2) copy of a document originally distributed in April (*Trap-Neuter-Return Ordinances and Policies in the United States (Elizabeth Holtz, JD)*), and 3) paper entitled *Legalizing Trap-Neuter-Return: Advantages and Disadvantages of Three Types of TNR Ordinances* (Michelle Newton, JD candidate 2012).

There will be representative from KV POP and Field of Dreams at the study session to address Council and answer questions.

If Council elects to move forward with some variant of this concept/program the Police Department will take Council's input, recommend modifications to Ordinances (to be presented in a future Council meeting), and work with local groups to establish a mutually agreed upon policy/procedure.

Enclosures

Position paper by local animal advocacy groups addressing their request
Trap-Neuter-Return Ordinances and Policies in the United States
Legalizing Trap-Neuter-Return: Advantages and Disadvantages of Three Types of TNR Ordinances

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Brush Site

STUDY SESSION MEETING DATE: May 18, 2015

CITY DEPARTMENT: Public Works

PREPARED BY: Glenn Balliew, Public Works Director

On 16 March, 2015 the Public Works Director reported that: "The current operation allows for anyone to access the site on a 24 hour, 7 day a week basis and is meant for City of Kirksville residents only. Due to contractors and the surrounding communities the amount and size of brush, trees and stumps has become unmanageable. The Kirksville Public Works does not possess the manpower or equipment to manage the size and amount of trees trunks, stumps and volume being dumped at the brush site".

The recommendation was made to limit the brush site access to Kirksville citizens to two weekends a month during peak months and one weekend a month during non peak months. Curbside pick-up for residents will remain at two per year.

Citizens of Kirksville will be given access to the brush collection site the second & third weekends of peak collection months, March-May and September-November, and the second weekend of each of the other months, times to be determined and posted. Kirksville citizens will be allowed to drop off brush and yard waste free of charge but must present a copy of their city utility bill and photo identification if requested. Citizens who do not have the proper documentation will be charged in accordance with the drop off pricing list. Any citizen traveling in a contractor or tree/limb/yard waste business or contract vehicle, without a current city issued permit, will be required to pay the contractor drop off price. The brush site will be periodically monitored for compliance.

Contractors, tree/limb removal business will be required to purchase a brush site permit. This permit will allow unlimited brush site access from 7:30 am- 4:00 pm, Monday through Friday, and during weekends when citizens have access. With this permit a key to the brush site gate will be issued. The holder of the key will sign a written agreement with strict stipulations and rules to be follow. A business license will be required to obtain a permit. The cost of the permit will be \$500.00 annually. Failure to comply with the signed agreement and rules will result in loss of privileges and forfeiture of the permit cost.

Non Kirksville citizens and non permitted contract price list:

<u>Drop off Pricing</u>	<u>Out of town citizens</u>	<u>Non-permitted contractors</u>
Leaves-bagged (no plastic bags)	\$1.00	\$1.50
Small truck even with bed	\$13.00	\$17.00
Small truck even with cab	\$19.00	\$25.00
Full size truck even with bed	\$15.00	\$20.00
Full size truck even with cab	\$23.00	\$30.00
Trailer less than 10 feet	\$15.00	\$20.00
Trailer more than 10 feet	\$19.00	\$25.00
Trailers over 16 feet	\$23.00	\$30.00
Large vehicles (dump/farm trucks)	\$45.00	\$55.00

Brush, trees, yard waist size and type limitations will be established.

This will help recoup some or all of the \$50,000 to \$60,000 tax payer dollars currently being spent to maintain the Kirksville Community brush collection site. As stipulated above, Kirksville citizens, with the proper documentation, will still be provided this service at no cost.

Curb side brush pickup will remain at twice a year. The city will also conduct curb side brush pickups following damaging weather events, i.e. tornado, ice storm, heavy snow, wind, etc. if it is deemed necessary. Public Work will also have the option to open the brush site for a length of time following a weather event to allow citizens to perform property cleanup. The drop off charges above may or may not be waived during this time frame.

The brush site will be closed, except to permit holders, December through February, except to permit holders, unless a weather event requires it to be open.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Public Information Update

STUDY SESSION MEETING DATE: May 18, 2015

CITY DEPARTMENT: Community Services

PREPARED BY: Ashley Young

Over the course of the past year, a number of internal changes have been made to the Public Information Division within the Community Services Department. This Division exists to help ensure that the public and the media are informed and up-to-date with the latest information from the City. These changes came about in order to ensure efficiency in government, which is a Council priority, and improve the amount of information available to the public.

Prior to January 1, 2015, there did not exist a consistent, streamlined process of submitting press release requests to the Public Information Division, and then sending those press releases to the media. As of the first of the year, a process was established via a Press Release Request Form, requesting specific information, to streamline the process of writing and releasing press releases exclusively through the Public Information Division. Along with the new process, consistent branding, or graphics, were designed for all press releases. Thus far, the new process has been successful in centralizing and streamlining the dissemination of press releases.

As an aside, the Police Department still sends time-sensitive releases to the media and public. The Public Information Division is working with the Police Department to ensure their process and branding, or graphics, is consistent with all other public communications from the City.

Additionally, the City is currently renegotiating its contract with KTRM (Truman Media Network, or TMN). TMN currently records all Council meetings during the Truman State University academic year, along with Chamber of Commerce Council Candidate's Forums. The renegotiated contract will include a provision for the broadcast of TMN's News 36 program on the City's Channel 3, along with other changes that will improve the amount of material recorded by TMN, and then broadcast on Channel 3 for access by the viewing public. The Council will be updated once this negotiation has completed.

The City is also in the process of rewriting "City Council Policy #17 Cable TV – Channel 3" to make it a comprehensive "Public Information Policy" covering all aspects of the Public Information Division. Once completed, this policy will be reviewed by the Council. If approved, the policy will provide the framework within which the Public Information Division can move forward in not only further centralizing and streamlining the dissemination of information to the public, but also expanding the City's reach into social media, presumably via platforms such as Facebook and Twitter, among others.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Trail and Sidewalk Plan

STUDY SESSION MEETING DATE: May 18, 2015

CITY DEPARTMENT: Community Services

PREPARED BY: Ashley Young

The City's Trail and Sidewalk Plan exists as a guide for the future development of our trail and sidewalk system. Making the City more pedestrian-friendly through increasing sidewalks and trails increases recreational possibilities, making the community healthier and more attractive. The City has been working with the Engineering Division of the Public Works Department to update the Trail and Sidewalk Plan and set priorities for the expansion of sidewalks and trails in the City.

Through the Missouri Department of Transportation's (MoDOT's) Safe Routes to School (SRTS) and Transportation Alternatives Program (TAP) grants, the linear of feet of sidewalk has been, or is scheduled to be, expanded, specifically along Florence, Halliburton, and Laharpe Streets. These additional sidewalks have been added to the existing Trail and Sidewalk map, which serves as the basis for the Trail and Sidewalk Plan. Grant funding provides a source of funds that allows the City to expand trails and sidewalks that might otherwise not be possible with the funds the City typically has available. Additionally, the Codes Department continues to work to improve the existing sidewalk infrastructure through promotion of the Sidewalk Repair Loan Program along with the Sidewalk Repair Loan Program.

Once the Trail and Sidewalk Plan has been updated, it will be presented to the Lakes, Parks and Recreation Commission, Planning and Zoning Commission, and the Airport and Transportation Commission for recommendation to the Council. Those recommendations will be compiled and the updated Trail and Sidewalk Plan will be presented to the Council at that time.