



City Council Meeting Agenda
Monday, November 6, 2023 – 6:30 p.m.
City Hall, 200 South Osage, Sedalia MO

MAYOR: ANDREW L. DAWSON

MAYOR PRO-TEM: RHIANNON M. FOSTER

- A. CALL TO ORDER** – Andrew L. Dawson – Council Chambers
- B. PRAYER & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. SERVICE AWARDS**
 - 1. Donald Sattler – Fire Captain – Fire Department – 30 years of service
 - 2. Kenneth Schlesselman – Battalion Chief – Fire Department – 30 years of service
 - 3. David Murray – Senior Operations Technician – Water Department – 30 years of service
 - 4. Bryan Allen – Filtration Plant Operator I – Water Department – 5 years of service
- E. SPECIAL AWARDS**

Presentation – Fire Department Badge Pinning

 - 1. Andrew Allen – Fire Fighter
- F. RETIREMENT AWARDS** – None
- I. APPROVAL OF PREVIOUS SESSION MINUTES**
 - A. Council Meeting – October 16, 2023
- II. REPORT OF SPECIAL BOARDS, COMMISSIONS AND COMMITTEES** - None
- III. ROLL CALL OF STANDING COMMITTEES**
 - A. PUBLIC SAFETY** - Chairman Jack Robinson; Vice Chairman Steve Bloess
 - 1. Presentation – Pettis County Joint Communications Budget (Dannelle Lauder, Presenter)
 - 2. Budget Amendment – Police Bicycle Lights – \$1,680.00
Council Discussion led by Chairman Robinson
R Call for Resolution of the City Council of the City of Sedalia, Missouri, stating facts and reasons for the necessity to amend and increase the City’s Annual Budget for Fiscal Year 2024 –Mayor Dawson
O Call for Ordinance Amending the Budget for the Fiscal Year 2023-2024 regarding purchase of Police Bicycle Lights – Mayor Dawson
 - 3. Budget Amendment and Quotes – Assistance to Firefighters Grant – Purchase of Radios and Repeaters – (Radios – Motorola \$101,001.48; Repeaters - Commenco \$7,913.76)
Council Discussion led by Chairman Robinson
R Call for Resolution of the City Council of the City of Sedalia, Missouri, stating facts and reasons for the necessity to amend and increase the City’s Annual Budget for Fiscal Year 2024 –Mayor Dawson
O Call for Ordinance Amending the Budget for the Fiscal Year 2023-2024 and approving and accepting quotes for the purchase of radios and repeaters for the Fire Department – Mayor Dawson

4. Authorization of Grant submission by the Police Department for Communication Equipment

Council Discussion Led by Chairman Robinson

R Call for Resolution Authorizing the Sedalia Police Department to Act as an Agent for the City of Sedalia in the application process for the SFY 2024 American Rescue Plan Act State and Local Fiscal Recovery Fund First Responder & Interoperable Communications Equipment Grant to be utilized by the Sedalia Police Department – Mayor Dawson

5. Authorization of Grant submission by the Fire Department for Facility Construction

Council Discussion Led by Chairman Robinson

R Call for Resolution Authorizing the Sedalia Fire Department to act as an agent for the City of Sedalia in the application process for the 2024 Department of Public Safety CIIEG Grant to be utilized by the Sedalia Fire Department – Mayor Dawson

B. PUBLIC WORKS – Chairman Thomas Oldham; Vice Chairman Chris Marshall

1. Strategic Planning Presentation – Street/Sanitation/Mowing/Alley Maintenance (Chris Davies, Presenter)

2. Agreement – Safe Streets & Roads for All Action Plan – Wilson & Company - \$239,605.00

Council Discussion led by Chairman Oldham

O Call for Ordinance Authorizing an Owner-Engineer Agreement for the Safe Streets and Roads for All (SS4A) Action Plan – Mayor Dawson

3. Agreement – Central Plant Aeration Upgrades – Burns & McDonnell - \$2,967,949.00

Council Discussion led by Chairman Oldham

O Call for Ordinance Authorizing an Agreement for aeration upgrades at the Central Wastewater Treatment Plant – Mayor Dawson

4. Budget Amendment and ratifying purchase and installation of boiler at the Water Filtration Plant - Solomon Boiler Works - \$56,000.00

Council Discussion led by Chairman Oldham

R Call for Resolution of the City Council of the City of Sedalia, Missouri, stating facts and reasons for the necessity to amend and increase the City's Annual Budget for Fiscal Year 2024 –Mayor Dawson

O Call for Ordinance Amending the Budget for the Fiscal Year 2023-2024 and ratifying the Emergency purchase and installation of a boiler at the Water Filtration Plant – Mayor Dawson

5. Aviation Project Consultant – Airfield Improvements – H.W. Lochner

Council Discussion led by Chairman Oldham

O Call for Ordinance Authorizing the selection of an aviation project consultant for airfield improvements at the Sedalia Regional Airport – Mayor Dawson

6. Budget Amendment and Approval of New Job description – Asset Management Director

Council Discussion led by Chairman Oldham

R Call for Resolution of the City Council of the City of Sedalia, Missouri, stating facts and Reasons for the necessity to amend and increase the City's Annual Budget for Fiscal Year 2024 – Mayor Dawson

- Call for Ordinance Amending the Budget for the Fiscal Year 2023-2024 and adding a new Classification and Job Description for the position of Asset Management Director - Mayor Dawson

C. FINANCE / ADMINISTRATION – Chairman Chris Marshall; Vice Chairman Jack Robinson

1. Call for General Election – April 2, 2024 – 1 Councilman from each of the Wards

Council Discussion led by Chairman Marshall

- Call for Ordinance calling a General Election to be held on April 2, 2024 for the purpose of Electing one councilman from each of the four wards in the City of Sedalia, Missouri - Mayor Dawson

2. Call for Bond Election – February 6, 2024 – North Sewer Plant Funding

Council Discussion led by Chairman Marshall

- Call for Ordinance calling a Bond Election in the City of Sedalia, Missouri – Mayor Dawson

3. Amendment – Sick Leave Buy Back Policy

Council Discussion led by Chairman Marshall

- Call for Ordinance Amending the City of Sedalia’s Sick Leave Buy Back Policy – Mayor Dawson

4. Adopting Amended Financial Policies

Council Discussion led by Chairman Marshall

- Call for Ordinance of the City of Sedalia, Missouri amending the City Code and adopting the Amended financial policies regarding purchasing – Mayor Dawson

D. COMMUNITY DEVELOPMENT – Chairwoman Rhiannon M. Foster; Vice Chairwoman Tina Boggess

1. Allow Collector to collect special tax assessments - \$153,806.51

Council Discussion led by Chairwoman Foster

- Call for Ordinance Authorizing the issuance and collection of a special tax bill by the Pettis County Collector’s office – Mayor Dawson

2. Fee Schedule Addition – Per Diem Mobile Food Vendor License - \$25.00 per consecutive 3-day period

Council Discussion led by Chairwoman Foster

- Call for Ordinance Amending Section 12-278 of the City’s Code of Ordinances regarding an Additional fee for a Per Diem mobile food vendor license and incorporating said fee into the City’s fee schedule – Mayor Dawson

IV. OTHER BUSINESS

A. APPOINTMENTS – None

B. LIQUOR LICENSES

New:

*Paige Shearer dba The Local Tap, 700 South Ohio, Liquor by the Drink - \$450.00

Renewal:

*Cathy Geotz dba Break Time #3084, 318 West Broadway, Packaged Liquor - \$150.00

*Philip Sherman dba Dollar General #19535, 4215 East Broadway, Packaged Liquor - \$150.00

V. MISCELLANEOUS ITEMS FROM MAYOR, CITY COUNCIL AND CITY ADMINISTRATOR

VI. GOOD AND WELFARE

VII. Closed Door Meeting – Motion and Second to move into closed door meeting in the upstairs conference room pursuant to Subsections 1 (Legal Advice), 2 (Real Estate), 3 (Personnel), 9 (Negotiation with Employee Groups) and 12 (Negotiated Contracts) of Section 610.021 RSMo.

A. Roll Call Vote for Closed Door Meeting

B. Discussion of closed items

C. Vote on matters, if necessary (require a Roll Call Vote)

D. Motion and Second with Roll Call Vote to adjourn closed door meeting and return to open meeting

VIII. BUSINESS RELATED TO CLOSED DOOR MEETING

A. Motion and Second to reopen regular meeting

B. Roll Call

C. Approval of items from Closed Door meeting

IX. ADJOURN MEETING

A. Motion and second to adjourn meeting

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<https://global.gotomeeting.com/join/578973061>

If this is the **first time** you have joined a GoToMeeting you will be asked to identify yourself. Please fill in this information. If you would like, and we suggest you do, go ahead and set your preferences to make it easier to join next time. If you are new to GoToMeeting? We suggest to get the app through the following link:

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Once you have followed the link above and identified yourself you will be given options for how you want to join in with **audio**.

For **smartphones**: tap on one of the phone numbers and it will dial the phone and the meeting numbers.

For **other devices**: use the feature of call me. The phone audio will be much better than through your computer. This should come up if you have your preferences set up to show it. If it does not, in the upper right-hand corner of the GoToMeeting screen you will see an icon that looks like a gear. Click on the gear and then look for "Phone" and if it is not highlighted click on it. One of the options should be to call me. Put the phone number you want to be called on (direct dial) into the box provided and then click the "Call Me" button. Once the system calls you, you will be asked to hit pound.

Please be mindful of others on the call by eliminating as much background noise as you can. Mute yourself until you are ready to speak. Do not put the call on hold, if you need to leave even for a short time, hang up as you can always dial back in after your other call. If you hear an echo or squeal, you may have your computer speakers on as well as the phone, mute your computer speakers to eliminate this.

If you want to join in **listen only** mode you can dial the following number and enter the access code.

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United States (Toll Free): 1 866 899 4679

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Access Code: 578-973-061

The City Council reserves the right to discuss any other topics that are broached during the course of this meeting.

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY CLERK'S OFFICE AT 827-3000. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS

POSTED ON NOVEMBER 3, 2023, AT 3:30 P.M. AT THE SEDALIA MUNICIPAL BUILDING, BOONSLICK REGIONAL LIBRARY, SEDALIA PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.SEDALIA.COM



OFFICE OF THE CITY ADMINISTRATOR

To: Honorable Mayor Andrew L. Dawson & City Council Members
From: Kelvin Shaw, City Administrator
Re: Agenda items for City Council meeting on Monday, November 6, 2023, 6:30 p.m.

Public Safety Committee – There are five items for consideration through the Public Safety Committee.

1. Director Dannelle Lauder will present the Joint Communications Budget. In September of 2020, the City entered into an agreement with Pettis County and Pettis County Ambulance District (PCAD) to provide central dispatch of all 911 services in Pettis County to include Sedalia. Included in this agreement is the process for presenting the budget to each of the parties to gain agreement on funding levels. Entering the agreement, we anticipated the \$1.00 any device fee approved by the voters in 2019 would generate \$500,000 to \$700,000 annually. As we discussed then, the equipment we all were using was severely out of date and beyond its useful life. Therefore, the any device fee was critically important to generate a funding source for a complete redesign of the system to facilitate utilization of technology to make us more effective in handling emergency calls. However, this fee does not cover all the costs to operate the central dispatch. The agreement sets up the process to fill this gap in funding to operate joint communications. The agreement calls for each party to put in their proportionate share to fill the gap up to the following amounts; \$300,000 from Sedalia, \$150,000 from PCAD, and \$200,000 from Pettis County. If an additional gap exists above these levels, the board of directors shall approach each of the parties to gain further approval and if such approval is granted, the parties would share equally in the excess funding requirements. Each year the proposed budget is presented to the board and then to each of the parties involved, so this is the presentation for this year to the City called for in the agreement.
2. Sonny Broyles, being appreciative of the new bike unit and the added patrol downtown, made a generous donation of \$1,600 to enhance the equipment with more lighting. Staff recommends a budget amendment to formally appropriate these funds in compliance with the wishes of the donor.
3. During the September 5 meeting, Council adopted an ordinance to accept an Assistance to Firefighters Grant (AFG) along with approval of a related budget amendment. The grant is to purchase additional dual band radios to equip the department with capabilities of communicating directly with other agencies. The budget amendment was based on a total project amount of \$101,006.54 and a maximum grant award amount of \$91,824.12, which was derived from a quote for the equipment obtained prior to making the application. However, due to the time it took for the application review process and making the award, the quote expired. Further, the manufacturer of the equipment announced price increases during this time frame. Therefore, the vendor was not able to hold this pricing. The increase is \$7,908.70 to the total project and since the grant award will not increase, this amount has to be covered with additional match. Staff recommends a budget amendment to appropriate the additional funds needed and to accept the revised quotes totaling \$108,915.24.

4. Chief Wirt has identified another grant opportunity through the State Homeland Security Program (SHSP) that could be used for needed communications equipment. The estimated cost of the equipment is \$81,000 and the grant, if awarded, would offset 50%. Staff recommends a resolution authorizing the application for this grant.
5. Chief Irwin has identified another grant opportunity through the Department of Public Safety that could be used to offset up to 50% of the costs to construct needed facilities if awarded. As has been discussed during previous strategic planning and budgeting presentations, the central fire station is at the end of its useful life and needs to be replaced. Also expanding upon our training facilities would enable us to better train our current employees, as well as, further our efforts to become a focal point for training and certifying new firefighters. Staff recommends approval of a resolution authorizing the application for this grant.

Public Works Committee – There are six items for consideration through the Public Works Committee.

1. Chris Davies, our Public Works Director, will continue this year's presentations of strategic planning for each department. Director Davies will present at this meeting an overview of the plans for the Street, Sanitation / Solid Waste Disposal, and Right of Way Maintenance Departments.

As a reminder, I ask that in each of the individual presentations that they address the following four questions:

- a) Why is the service needed?
- b) Why should the City be doing it?
- c) What level of service are we providing now?
- d) How are we going to accomplish it? In other words, strategies going forward for services including any major budget requests related to new or expanded initiatives.

Particular to this presentation, we have tasked Mr. Davies when he came in to look at the public works structure and make recommendations to carry us forward in the most effective manner. He will provide an overview of such a structure during the presentation for these functional areas.

These presentations will all lead up to and set the stage for the Council strategic planning session on January 7th (the first Saturday in January). During this session, we review the highlights of each of these individual department strategic plans to bring them together into an overall plan for the City, to include setting relative priorities. This high-level direction from Council then becomes the basis for the budget development to match that strategy. We will then have budget work sessions February through March, culminating with a budget adoption the last meeting in March.

2. The City applied for and was awarded a Safe Streets For All (SS4A) grant through the Department of Transportation (DOT). The award anticipated a total project of \$250,000, with grant funds covering \$200,000 of that total. The project entails organizing stakeholders to provide data and input on areas that we can make our streets safer and aiming at zero serious accidents. The funding is to provide transportation expert consulting and design work to gather data, analyze it, and then prepare designs to mitigate dangers. Public

Works has gone through the process prescribed by the grant to select the engineers and recommend the award to Wilson & Company. They further worked with them on the scope of work and negotiated a price of \$239,605 for these services, which is under the budgeted amount.

3. We have been working on the project to bring our Central Wastewater Treatment Plant back up to date to meet the current permitting requirements with the Department of Natural Resources (DNR). In the summer of 2019, we refinanced the debt issued in 2010 and through reducing the interest rate, were able to add \$5,000,000 of new money without increasing the payment amounts. Part of the identified projects this new money was dedicated for were these upgrades to the central plant in the amount of \$2,500,000. Since that time, we have had additional equipment failures causing us to expand the project to include replacement of the failed equipment. Working with the engineers and DNR, we have now better defined the scope of the repairs and upgrade. Staff recommends moving forward with a design build contract with Burns & McDonnell in the amount of \$2,967,949. It should be noted that this is in addition to the related purchases Council previously authorized for some of the longer lead time items amounting to approximately another half a million in total.
4. The boiler system that generates the heat at the water filtration plant has failed. The system is too old to obtain parts to repair it anymore; therefore, it needs to be replaced. Staff was able to work with a local vendor to locate a replacement system that will work within the current building structure for \$56,000. Since freezing temperatures were being forecasted, Mayor Dawson declared this an emergency purchase in accordance with the powers granted to him through the financial management policies. In the spirit of transparency staff recommends formally ratifying this action and adopting a budget amendment.
5. The airport utilizes an on-call engineer arrangement to assist with planning and project management for capital improvements. Periodically we go through the process to select such engineering firm to consult with. This year we only had one firm respond to our request for qualifications, and it was our current engineers that we have worked with for the last several years. We have been satisfied with their work and recommend selection of this firm again as our consultant for capital improvement projects at the airport.
6. One of the tasks that we asked Chris Davies to do is to assess the organizational structure of Public Works. One of the outcomes of that is that the load of the fleet maintenance management spreads the operations manager too thin. Likewise, the amount of time available for oversight and management of these functions just do not allow for it to be as proactive in managing the fleet as we would like. Further, having this function report through a department structure gives the implication that department gets priority. We also had the opportunity to interview a candidate that comes with a background of extensive experience and knowledge in handling public safety specialized vehicles, most particularly fire apparatuses. Much of this work is currently contracted out so having these skill sets will allow us to bring that work in-house at a substantial savings and less down time. As we were talking through this plan, we noted that we have a similar situation with facilities maintenance where it is a dissimilar function with the department director overseeing it. Therefore, staff recommends adding the position of Asset Management Director that reports directly to the City Administrator to add clarity to the cross departmental functions

in these two areas. This position will also be more narrowly focused so as to facilitate a more proactive approach to planning and implementing preventative maintenance programs.

Finance/Administration Committee – There are four items for consideration through the Finance / Administration Committee.

1. In accordance with state statutes, each year Council must by ordinance call for a general election to be held for the expiring terms of city elected officials.
2. As presented in previous meetings and strategic plans, the North Wastewater Treatment Plant that was built with 1940's technology will no longer meet the state and federal requirements for cleaning the water before discharging it. Therefore, staff has been working with engineers on ways to replace this plant with newer and more efficient technology that will meet the requirements. As we analyzed the entire system and the problem at hand, some of the considerations common to all systems are the amount of stormwater that enters the sewer mains and makes its way to the treatment plants. Once this rainwater gets mixed with the sewage, it must go through the treatment process before being discharged. The more stormwater infiltration there is causes a larger gap between what we have to build to treat sewage on a daily basis and the maximum flow we see during a rain event. That extra treatment capacity needed to handle the flow when it rains is costly. This can and is mitigated some with building storage capacity, such as oversized sewer mains and equalization basins. With these methods, we can allow the rainwater to build up and then process it through the plant over the next few days to get ready for the next rain. However, in doing so we still have to pay for more capacity than is needed for just the actual sewage generated. Plus, there is added operating costs to treat the stormwater. It is virtually impossible to keep all the rainwater out of the sewer systems and so there comes a point where you reach diminishing returns of spending on the collection system to keep the rain out. Therefore, the balance we need to find is the point where spending money on keeping rain out is offset by the savings of not having to build sewer treatment plant excess capacity and operating costs of not treating the excess rainwater. We do not think we are there yet, so we propose that we take an approach of spending some capital on reducing stormwater infiltration while spending less than we would otherwise on capital for a new plant by reducing the capacity needed. In analyzing the master plan, along with consulting with engineers and DNR specifically on what it will take to replace the failing North treatment plant, while balancing the reduction of stormwater infiltration, we believe the prudent combined capital budget is to not exceed \$60,000,000.

There is a program available through the state that provides for potential grants and low interest loans for projects like this. The program sets aside a fund that local governments can borrow from and then it gets replenished as it is paid back, therein is where it gets its name as the State Revolving Fund (SRF). These would be tax exempt bonds and the fund only charges roughly half what the current market rate is making large projects like this one much less burdensome on the ratepayers. In order to qualify for this subsidized program though, the voters must approve the borrowing. By getting voter approval, it provides additional security to the fund that the City will pay it back.

There is an opportunity to have a special election for bonds in February. If we get this in front of the voters then, and they approve, we can then meet the deadline of March 1 for submit-

ting our application to the SRF fund. Staff has worked with a bond attorney to draft an ordinance to put this on such ballot and recommends approval.

3. There has been some confusion in the written policies for sick leave buy back qualifications. The policy currently states that for employees to qualify they have to have used no more than five days of sick leave during the past year (40 hours of time). In practice, this has been interpreted for fire personnel that work 24-hour shifts to mean no more than two full 24-hour shifts (48 hours of time). Staff recommends a modification to the written policy to clarify it and reconcile with current and past practices.
4. In working with several grants that we have been able to obtain, we have identified some common purchasing requirements for federal grants that would be helpful to have spelled out in our financial policies. Our legal advisors have drawn on what they have helped other Cities with and reviewed the federal regulations to draft added sections for our purchasing section in our financial management policies. As a reminder, staff and Council reviews this comprehensive set of financial management policies each year in connection with the budgeting process and they are adopted by ordinance. Staff recommends approval of an ordinance to amend these policies at this time to incorporate the federal purchasing requirements as applicable.

Community Development Committee – There are two items for consideration through the Community Development Committee.

1. As provided by state statute and city code, when property owners fail to comply with certain property maintenance standards, the City is put in the position of abating the condition that creates a nuisance to the neighborhood. The costs associated with performing such abatement are then charged as a special tax bill against the property to recover the public funds. Council can, by ordinance, then direct these special tax bills to be collected in the same manner as the other real estate taxes levied on the property. As was done last year, staff has worked with the County Collector on the logistics and recommends approval of such an ordinance again this year.
2. In May of 2021, Council added to the code for licensing mobile food vendors the opportunity to obtain licenses for three-day periods of time rather than having to pay for a whole year. A mobile food vendor license for the year is \$160.00 and some only come to Sedalia for special events a couple times a year, so this cost is not feasible for them. Therefore, the intent was to allow them to purchase licenses for three days at a time for \$25.00. The language was added to the code but the amount was inadvertently not added to the fee schedule. Staff recommends approval of an ordinance to correct this oversight.



CITY OF SEDALIA, MISSOURI
CITY COUNCIL MEETING
OCTOBER 16, 2023

The City has an on-line broadcast of Council Meetings available both live and recorded by going to https://global.gotomeeting.com/join/578973061"

The Council of the City of Sedalia, Missouri duly met on Monday, October 16, 2023 at 6:30 p.m. at the Municipal Building in the Council Chambers with Mayor Andrew L. Dawson presiding. Mayor Dawson called the meeting to order and asked for a moment of prayer led by Chaplain Byron Matson followed by the Pledge of Allegiance.

ROLL CALL:

Table with 4 columns: Name, Status, Name, Status. Rows include Jack Robinson, Thomas Oldham, Chris Marshall, Tina Boggess, Bob Hiller, Bob Cross, Rhiannon Foster, Steve Bloess.

SERVICE/SPECIAL/RETIREMENT AWARDS: None

MINUTES: The Council Meeting minutes of October 2, 2023 were approved on motion by Foster, seconded by Oldham. All in Favor.

REPORTS OF SPECIAL BOARDS, COMMISSIONS & COMMITTEES:

- *The Citizen's Traffic Advisory Commission minutes dated September 13, 2023 were accepted on motion by Oldham, seconded by Foster. All in favor.
*The Planning & Zoning Commission minutes dated August 2, 2023 were accepted on motion by Oldham, seconded by Marshall. All in favor.

ROLL CALL OF STANDING COMMITTEES:

FINANCE & ADMINISTRATION - Chris Marshall, Chairman; Jack Robinson, Vice Chairman

Financial Update: Finance Director Jessica Pyle stated for the month of August, Use and Sales Tax is up for the fiscal year over \$227,000.00 or 2.2% but are below the budgeted amount of 4% by approximately \$200,000. Franchise Tax, which includes the Charter settlement on class action suit has increased to \$377,818.00. Transportation Taxes have increased due to a 15.6% increase in Gasoline Taxes. Property Tax payments increase in December and January.

Presentation: Cyber Security Awareness

IT Director Monte Richardson, presented information on Cyber Security Awareness and measures to assess and protect the City against attack. As operations become more complex, it becomes imperative to have a management security practice that meets the maturity of the system. By using the National Institute of Standards and Technology framework, it offers a tool to build the City's IT Department and the management philosophy in a meaningful and proactive way. The system manages areas in one

compatible framework and affords flexibility to address them. The benefits of adopting the framework include enhanced security, improved risk management, compliance, cost savings and community trust.

There are five principle elements of the NIST framework:

- **Identify** – Understanding and managing cybersecurity risks
- **Protect** – Putting safeguards in place to ensure the security of digital infrastructure
- **Detect** – Identifying cybersecurity events as they occur
- **Respond** – Responding effectively and efficiently to cybersecurity incidents
- **Recover** – Restoring capabilities quickly and learning from incidents to improve security

The framework has four tiers:

- **Tier 1** – Ad hoc Cybersecurity practices; initial awareness of risk and practices
- **Tier 2** – Risk informed policies and processes; practices are formalized
- **Tier 3** – Cybersecurity practices are implemented consistently; defined and managed
- **Tier 4** – Continuous improvement and adaptation to emerging threats

Progress is measured by the Nationwide Cybersecurity Review which is a national program at no cost to the City to utilize and is required for some state/federal grants. This also allows the City to participate in their survey to identify where improvements should be made. The review consists of 130 questions across 5 elements of the framework and encompasses governance, risk management, incident management, and service delivery. It is designed to measure gap analysis to identify where an organization is and where they would like to be and is conducted annually.

Center for Internet Security started as a “grass roots” activity to identify cyber-attacks that affect organizations every day and has grown into an international community of volunteer individuals and institutions. The Critical Security Controls is not just “a list” but rather a way to rate the maturity of your organization, protect yourself and utilize tools provided. There are 3 Critical Security Controls implementation groups:

- **Group 1** – 56 safeguards; Essential cyber hygiene; minimum standard for information security; low sensitivity data
- **Group 2** – Additional 74 safeguards; organizations have staff responsible for managing and protecting IT infrastructure; staff supports multiple departments with differing risk profiles
- **Group 3** – Additional 23 safeguards; organizations employ security experts that specialize in different facets of cybersecurity; assets & data contain sensitive data/functions subject to regulatory & compliance oversight; abate targeted attacks

Getting where we want to be will require professional services and IT Director Richardson will have a proposal outlining cost and deliverables from a formal system assessment for consideration.

PUBLIC SAFETY – Jack Robinson, Chairman; Steve Bloess, Vice Chairman

- The Budget Amendment in the amount of \$91,404.00 is for the purchase of two Dodge Durangos and DWI Enforcement Equipment for the Police Department.

RESOLUTION NO. 2061 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE THE CITY’S ANNUAL BUDGET FOR FISCAL YEAR 2024 was read once by title and approved on motion by Oldham, seconded by Marshall. All in Favor.

BILL NO. 2023-199, ORDINANCE NO. 11915 – AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 REGARDING PURCHASE OF TWO DODGE DURANGOS PLUS VEHICLE DWI ENFORCEMENT EQUIPMENT was read once by title.

2nd Reading – Motion by Cross, 2nd by Oldham. All in Favor.

Final Passage – Motion by Cross, 2nd by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

PUBLIC WORKS – Thomas Oldham, Chairman; Chris Marshall, Vice Chairman

➤ The Ordinance is for accepting permanent and temporary easements from Higgins Family Properties, LLC to allow construction of the Oak Grove Lane sewer main extension.

BILL NO. 2023-200, ORDINANCE NO. 11916 – AN ORDINANCE APPROVING AND ACCEPTING PERMANENT AND TEMPORARY EASEMENTS RELATING TO OAK GROVE LANE SEWER MAIN EXTENSION was read once by title. 2nd Reading – Motion by Oldham, 2nd by Marshall. All in Favor.

Final Passage – Motion by Oldham, 2nd by Marshall. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

➤ The Ordinances are for removing two handicapped parking spaces in front of 314 South Washington Avenue and one handicapped space on the West side of Kentucky north of Main. The South Washington address is the former Senior Center and the second is a business that wants to expand parking.

BILL NO. 2023-201, ORDINANCE NO. 11917– AN ORDINANCE REPEALING ORDINANCE 9095 BY REMOVING TWO HANDICAPPED PARKING SPACES IN FRONT OF 314 SOUTH WASHINGTON AVENUE IN THE CITY OF SEDALIA, MISSOURI was read once by title.

2nd Reading – Motion by Oldham, 2nd by Foster. All in Favor.

Final Passage – Motion by Oldham, 2nd by Foster. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

BILL NO. 2023-202, ORDINANCE NO. 11918 – AN ORDINANCE REPEALING ORDINANCE NUMBERS 9198 AND 9206 BY REMOVING ONE HANDICAPPED PARKING SPACE ON THE WEST SIDE OF KENTUCKY AVENUE NORTH OF MAIN STREET IN CITY OF SEDALIA, MISSOURI was read once by title.

2nd Reading – Motion by Oldham, 2nd by Foster. All in Favor.

Final Passage – Motion by Foster, 2nd by Oldham. All in Favor. Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted “No”.

COMMUNITY DEVELOPMENT – Rhiannon M. Foster, Chairwoman; Tina Boggess, Vice Chairwoman

Discussion – Downtown Parking & 1-Way Streets

Council was presented a petition by two downtown business owners in September requesting implementation of one-way streets downtown. The perceived benefits are improved traffic flow, increased parking capacity, pedestrian safety, economic revitalization and preservation of historic charm.

City Administrator Kelvin Shaw took some rough measurements using GIS and by removing one lane, you double the number of parking spaces possible on that side of the street.

- **5th Street:** West only; Ohio to Lamine – Increase lane width from 10.5 to 11; Increase south Parking from 11 to 22; Osage to Ohio – Increase south Parking from 9 to 19; Kentucky to Osage – Increase

lane width from 11.3 to 12.5; Increase north parking from 3 to 10; Lamine to Massachusetts- Increase lane width from 10.3 to 11; Increase north Parking from 0 to 8

- **4TH Street:** East only; Ohio to Lamine – Increase lane width from 10.5 to 21; Increase north Parking from 10 to 21; Osage to Ohio – Increase north Parking from 8 to 18 Kentucky to Osage – Increase north parking from 9 to 19
- **2nd Street:** East only; Ohio to Lamine – Increase lane width from 7.5 to 14.5; Increase north Parking from 11 to 24; decrease south parking from 8 to 0; Osage to Ohio – Increase lane width from 10.5 to 11; Increase north Parking from 8 to 17; Kentucky to Osage – no parking changes; Lamine to Massachusetts- Increase lane width from 7.5 to 14.5; Increase north Parking from 11 to 22; decrease south parking from 11 to 0
- **6th Street:** East only; Ohio to Lamine – Increase north Parking from 6 to 16; Osage to Ohio – Increase north Parking from 5 to 12 and depth from 9.5 to 19.5; Kentucky to Osage – Increase lane width from 7.5 to 11.5; increase north parking from 8 to 17; decrease south parking from 7 to 0; Lamine to Massachusetts- Increase lane width from 7.5 to 11.5; Increase north Parking from 9 to 19; decrease south parking from 8 to 0
- **3rd Street:** Looked at; could increase another 36 parking spaces; considered a more arterial road so not included in totals
- **7th Street:** Looked at; not wide enough to lend itself to the concept so not included
- **Main Street:** Looked at; currently 3 lanes (Center left turn); wide enough to maintain 3 lanes and change 1 side from parallel to angle parking; adds another roughly 49 spaces
- **Ohio:** Recommend to remain 2-way based on being access to downtown

Councilman Bloess commented that he would like to know the cost of implementation and also have input from downtown businesses regarding how much revenue they believe it will generate. Council consensus is to move forward with exploring the concept.

- An application was received from Israel Baeza, Church Building Committee Chairman for PIB, to rezone property at 1012 North Ohio from R-1 (Single Family Residential) to C-3 (Commercial). Planning and Zoning reviewed the application and recommends approval.

BILL NO. 2023-203, ORDINANCE NO. 11919 – AN ORDINANCE GRANTING A CHANGE IN ZONING CLASSIFICATION FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-3 (COMMERCIAL) ON CERTAIN PROPERTY LOCATED AT 1012 NORTH OHIO AVENUE, IN THE CITY OF SEDALIA, MISSOURI, IN ACCORDANCE WITH CHAPTER 64, OF THE CITY CODE OF THE CITY OF SEDALIA, MISSOURI was read once by title.

2nd Reading – Motion by Oldham, 2nd by Foster. All in Favor.

Final Passage – Motion by Foster, 2nd by Oldham. All in Favor.

Roll Call Vote: Voting “Yes” were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess.

No one voted “No”.

- The annexation petition for property owned by Midwest Landing, LLC, contained an error in the legal description. The information was corrected and Council may now consider it for adoption.

BILL NO. 2023-204, ORDINANCE NO. 11920– AN ORDINANCE OF THE CITY OF SEDALIA, MISSOURI, APPROVING AND ANNEXING AN UNINCORPORATED AREA OWNED BY MIDWEST LANDING, LLC, INTO THE CITY OF SEDALIA, MISSOURI, ADJACENT AND CONTIGUOUS TO EXISTING CORPORATE LIMITS OF SAID CITY was read once by title.

2nd Reading – Motion by Oldham, 2nd by Foster. All in Favor.

Final Passage – Motion by Oldham, 2nd by Robinson. All in Favor.

Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. No one voted "No".

Mayor Dawson recused himself from presiding, discussing or voting on the following rezoning matter due to a possible conflict of interest. A letter has been turned into the City Clerk for the record. Mayor Dawson turned the discussion over to Mayor Pro-Tem Rhiannon Foster.

- An application was received from Paul Beard, Les Maisons, LLC, to rezone property at 600 South Missouri from R-1 (Single Family Residential) to R-3 (Multi-Family Residential). The property is currently used for a four-plex built in 1971. In 1983, Council made the decision to rezone this area to R-1 (Single Family Residential) in response to concerns raised over historic homes being converted to multi-family structures. The restriction was intended to stop further conversions and restore the neighborhood to single family structures. The property in question constitutes a legal non-conforming use. During the Planning & Zoning hearing, 1 individual spoke in favor of the rezoning, however, several individuals spoke at the hearing or submitted letters in opposition to the rezoning. After the hearing, staff recommended and Planning and Zoning concurred that the application should be denied due to being in direct contradiction to the purpose and intent of the action taken in 1983. The zoning change would not be consistent with the planned development and restoration for the area identified in the Comprehensive Plan.

BILL NO. 2023-205 – GRANTING A CHANGE IN ZONING CLASSIFICATION FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-3 (MULTI-FAMILY RESIDENTIAL) ON CERTAIN PROPERTY LOCATED AT 600 SOUTH MISSOURI, IN THE CITY OF SEDALIA, MISSOURI, IN ACCORDANCE WITH CHAPTER 64, OF THE CITY CODE OF THE CITY OF SEDALIA, MISSOURI was read once by title.

2nd Reading – Motion by Oldham, 2nd by Bloess. All in Favor.

Final Passage – Motion by Oldham, 2nd by Bloess. All in Favor.

Roll Call Vote: No one voted "Yes". Voting "No" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross, Foster and Bloess. **BILL FAILED.**

APPOINTMENTS: None

BIDS: None

LIQUOR LICENSES: The following new and renewal Liquor Licenses were read and approved on motion by Oldham, seconded by Foster. All in Favor.

New

*Anna Lisa Limas dba AI & MV Limas Enterprises LLC, 520 South Ohio, Picnic License (Ducks Unlimited Banquet, Missouri State Fair Grounds, 2503 West 16th Street, October 21, 2023)

*Kaci Barnes dba WAM, 301 East Main Street, Special Event (Witches Night Out Downtown Sedalia, October 25, 2023, 5:30 p.m. – 8:00 p.m.)

Renewals:

*Crystal Sims dba Woods Express 570, 703 East Broadway, Packaged Liquor & Sunday Sales

*Kelly Wertz-Black dba State Fair Spirits, LLC, 1419 South Limit, Packaged Liquor, Sunday Sales & Taste Testing

MISCELLANEOUS ITEMS FROM MAYOR/COUNCIL/ADMINISTRATOR:

Councilman Oldham stated that Child Safe will be holding their dessert auction next month.

Councilwoman Boggess stated that on October 25, 2023, at 3 p.m. on East Pettis Street, the City of Sedalia and Historical Preservation will be unveiling a plaque showing where the George R. Smith College was located and information regarding the college.

Councilman Hiller stated that on October 26, 2023, at 5 p.m., Crime Stoppers will be hosting a spaghetti dinner and tickets are \$8.00 each.

City Administrator Kelvin Shaw commented that the Key presentation to the owner of Warehouse Tire East was special. City Administrator Shaw also commented that the homecoming parade was well attended.


GOOD & WELFARE:

Rene Vance, 19813 Tanglenook, apologized for the non-lasagna dinner due to a scheduling conflict. She was made aware that organizations cannot hold fundraisers during the United Way drive, so it will be rescheduled to next month on the second Sunday. Ms. Vance commented that she will be traveling to Jefferson City tomorrow for the Silver Hair Legislation visit. They have about 23 bills concerning those 60 years and older to be presented to legislators. One of the most prominent items will be funding and they are also looking to restore some prescription services for Medicare.

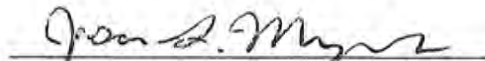
The meeting adjourned at 8:01 p.m. on motion by Oldham, seconded by Foster to a closed door meeting in the upstairs conference room pursuant to subsections 1 (Legal Advice), 2 (Real Estate), 9 (Negotiations with employee groups) and 12 (Negotiated Contracts) of Section 610.021 RSMo. Roll Call Vote: Voting "Yes" were Robinson, Oldham, Marshall, Boggess, Hiller, Cross Foster and Bloess. No one voted "No".

The regular meeting reopened and closed at 8:56 p.m. on motion by Oldham, seconded by Robinson. All in Favor.

THE CITY OF SEDALIA, MISSOURI



Andrew L. Dawson, Mayor



Jason S. Myers, City Clerk

**CITY COUNCIL
OF THE CITY OF SEDALIA, MISSOURI**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024.**

WHEREAS, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

WHEREAS, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

WHEREAS, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2023 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11535 on March 21, 2022, and

WHEREAS, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

WHEREAS, expenses for City's operations for Fiscal Year 2024 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

WHEREAS, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2024 annual budget.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:

Section 1. Expenditures from the City's General Fund must be increased by a total of \$1,680 above the amount authorized in the adopted annual budget for Fiscal Year 2024. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Purchase lights for Police bicycles, mostly offset by donation.

Section 2. This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

PASSED by the City Council of the City of Sedalia, Missouri, on November 6, 2023

Presiding Officer of the Council

ATTEST: _____
Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 REGARDING PURCHASE OF POLICE BICYCLE LIGHTS.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The 2023-2024 fiscal year budget beginning April 1, 2023 and ending March 31, 2024 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

Exhibit A
 City of Sidalia
 FY24 Budget Amendment 11/6/2023 Police Bicycle Lights

Account / Description	Current Budget	Change	Amended Budget	Comments
Revenues / Source of Funds				
10-00-506-05 Community Policing Donations	(225.00)	(1,600.00)	(1,825.00)	Pruitt Insurance Donation
Total Revenue Change		<u>(1,600.00)</u>		
Expenditures / Uses of Funds				
10-63-351-00 Law Enforcement Capital Equipment	335,894.59	1,680.00	337,574.59	Bicycle Lights
Total Expenditure Change		<u>1,680.00</u>		
		<u>(60.00)</u>		Net Increase (Decrease) in Projected Fund Balance

Pro-Velo Cycle Sport

530 East 5th Street
SEDALIA, MO 65301-4432
(866) 826-3322
www.pro-velo

Oct 30, 2023
11:51 AM

Ticket: City Of Sedalia

Light, TSL-POLICE (1400 Lumens) - Red Blink/Blue Blink x 4 (\$420.00 each)	\$1,680.00
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Total	\$1,680.00
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Sedalia Police Department
DEPARTMENTAL MEMORANDUM
Office of the Chief of Police

To : City Administrator Kelvin Shaw

From : Chief Matthew Wirt _____

Date : October 31, 2023

Ref : Request for budget amendment

The Sedalia Police Department received a generous donation from Pruitt Insurance of Sedalia via Sonny Broyles. Mr. Broyles was appreciative of the new bicycle unit and the added patrol to the downtown area during recent community events. Mr. Broyles was interested in enhancing the bicycle unit and chose to provide support by making a donation. The bicycle unit recognized a need for additional lighting on the bicycles and obtained a quote for lights from Pro-Velo Cycle Sport of Sedalia in the amount of \$1,680. Pruitt Insurance then donated \$1,600 towards the purchase of four specialized police lights. The revenue has been recognized and I request a budget amount of \$1,680 to the SPD equipment account, 10-63-351-00 to complete the purchase.

**CITY COUNCIL
OF THE CITY OF SEDALIA, MISSOURI**
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024.**

WHEREAS, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

WHEREAS, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

WHEREAS, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2023 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11535 on March 21, 2022, and

WHEREAS, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

WHEREAS, expenses for City's operations for Fiscal Year 2024 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

WHEREAS, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2024 annual budget.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:

Section 1. Expenditures from the City's General Fund must be increased by a total of \$7,908.70 above the amount authorized in the adopted annual budget for Fiscal Year 2024. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Additional funds necessary to complete radios purchase for fire department.

Section 2. This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

PASSED by the City Council of the City of Sedalia, Missouri, on November 6, 2023

Presiding Officer of the Council

ATTEST: _____
Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024
AND APPROVING AND ACCEPTING QUOTES FOR THE PURCHASE OF RADIOS
AND REPEATERS FOR THE FIRE DEPARTMENT.**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
SEDALIA, MISSOURI** as follows:

Section 1. Ordinance number 11896 is hereby repealed.

Section 2. The 2023-2024 fiscal year budget beginning April 1, 2023 and ending March 31, 2024 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

Section 3. The Council of the City of Sedalia, Missouri hereby approves and accepts the quotes by and between the City of Sedalia, Missouri and Motorola Solutions and Commenco Technology Solutions as the quotes have been proposed.

Section 4. The City Clerk is hereby directed to file in his office a duplicate or copy of the quotes after they have been executed by the parties or their duly authorized representatives.

Section 5. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

Exhibit A
City of Sedalia
FY24 Budget Amendment 11/8/2023 Fire Radios

Account / Description	Current Budget	Change	Amended Budget	Comments
Expenditures / Uses of Funds				
10-62-351-00 Fire Equipment	103,811.00	7,908.70	111,819.70	Additional funds needed for radio purchase
Total Expenditure Change		<u>7,908.70</u>		
		<u>(7,908.70)</u>		Net increase (Decrease) in Projected Fund Balance



QUOTE-2029006
 AFG Grant Quote - 11 APX8000s, 4
 APX8500s

Billing Address:
 SEDALIA POLICE DEPT, CITY
 OF
 PO BOX 1707
 SEDALIA, MO 65301
 US

Shipping Address:
 COMMENCO LLC
 4901 BRISTOL AVE
 KANSAS CITY, MO 64129
 US

Quote Date:09/21/2023
 Expiration Date:11/20/2023
 Quote Created By:
 James Brafford
 Public Safety Account Manager
 james.brafford@commenco.com
 816-753-2166

End Customer:
 SEDALIA POLICE DEPT, CITY OF
 Chief Matthew Irwin
 mirwin@cityofsedalia.com
 660-826-8044

Contract: 21810 - JOHNSON COUNTY
 (KS)
 Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000XE				
1	H91TGD9PW6AN	APX 8000 ALL BAND PORTABLE MODEL 2.5	11	\$10,628.32	\$6,499.39	\$71,493.29
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	11			
1b	Q361AN	ADD: P25 9600 BAUD TRUNKING	11			
1c	QA02006AC	ENH: APX8000XE RUGGED RADIO	11			
1d	QA05509AA	DEL: DELETE UHF BAND	11			
1e	Q887AU	ADD: 5Y ESSENTIAL SERVICE	11			
1f	QA09000AA	ADD: DIGITAL TONE SIGNALING	11			
1g	H38BS	ADD: SMARTZONE OPERATION	11			
1h	QA01427AG	ALT: APX8000/XE HOUSING GREEN	11			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1i	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	11			
1j	HA00677AA	ADD: PSU CONV SCAN	11			
1k	QA00631AB	ADD: DVRS PSU ACTIVATION	11			
2	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	11	\$186.50	\$111.90	\$1,230.90
3	PMNN4504A	BATT IMPRES 2 LIION UL2054 DIV2 R IP68 3400T	11	\$222.92	\$133.75	\$1,471.25
4	PMMN4107C	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,XE500 REMOTE SPKR MIC WITHOUT CHANNEL KNOB, HIGH IMPACT GREEN	11	\$594.00	\$356.40	\$3,920.40
	APX™ 8500					
5	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	4	\$9,215.68	\$5,721.41	\$22,885.64
5a	GA00318AF	ENH: 5 YEAR ESSENTIAL SVC	4			
5b	GA01513AB	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)	4			
5c	G51AT	ENH:SMARTZONE	4			
5d	GA05509AA	DEL: DELETE UHF BAND	4			
5e	GA09000AA	ADD: DIGITAL TONE SIGNALING	4			
5f	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	4			
5g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	4			
5h	G806BL	ENH: ASTRO DIGITAL CAI OP APX	4			
5i	W22BA	ADD: STD PALM MICROPHONE APX	4			
5j	G361AH	ENH: P25 TRUNKING SOFTWARE APX	4			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
5k	G832AD	ADD: SPKR 7.5W WTR RST APEX	4			
5l	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	4			
5m	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	4			
5n	G66BA	ADD: DASH MOUNT 02	4			
5o	GA00804AA	ADD: APX O2 CH (GREY)	4			

Grand Total
\$101,001.48(USD)
Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)



4901 BRISTOL AVE. * KANSAS CITY, MO. 64129
(816)753-2166 * (816)753-3688

QUOTATION

Bill To: 23139

City of Sedalia
Deputy Chief Greg Harrell
200 South Osage
Sedalia, MO 65301

Ship To: MAIN

Sedalia Fire Department
2606 W 16th Street
Sedalia, MO 65301

QUOTE: 78802 - 00 REP

DATE: 8/28/23

TERMS: NET 30

DELIVERY: Best Way

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	This quote is for two Pyramid repeaters, setting up the repeaters with mobile radios, and installing the pair into Sedalia Fire vehicles.		
2	Pyramid VHF In-Band Repeater	1,666.67	3,333.34
2	Pyramid cable APX mid-power	166.67	333.34
2	Pyramid Notch Filter	183.33	366.66
2	Pyramid Pre-Selector	305.55	611.10
2	3' TNC Cable Kit	82.00	164.00
2	Serial Door Switch Module for SVR-P255 EVRS	138.88	277.76
1	Other Parts, Equipment Gov't	296.56	296.56
4	QMA to female mini		
2	Antenna 136-174 wideband Parts necessary for installation including VHF antenna, mini-u connectors, and other components.		
2	Technical Labor Commenco will set-up, align, configure, and test two Pyramid repeaters and two APX mobile radios at our Service Shop in Kansas City.	110.00	220.00
1	Technical Labor Commenco Technicians will travel to the Sedalia Fire Department to install two Pyramid repeaters and four APX mobile radios into a Fire Department vehicle.	750.00	750.00
1	Inbound shipping	90.00	90.00
4	Multiplexer all band apx8500	199.00	796.00
4	P25 programming/certification Commenco will program four APX8500 mobile radios.	45.00	180.00
11	P25 programming/certification Program 11 APX8000XE portable radios.	45.00	495.00
		Item Summary	7,913.76
		Subtotal	7,913.76
		Grand Total	7,913.76
	Continued on following page		



MOTOROLA SOLUTIONS

Wireless Network Solutions Channel Partner

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

Subject to shipping, sales tax, & credit card fee.

Quotes over \$20K subject to 20% down payment

Terms subject to credit review

Quote prices are subject to change at any time.

Expires 30 days from Quote Date

Third party fees added if applicable.

Prepared By: James Brafford
(816)753-2166
james.brafford@commenco.com

Accepted By

LEGAL NAME OF PURCHASER

P.O. No. _____

AUTHORIZED SIGNATURE

Date _____

Sedalia Fire Department
DEPARTMENTAL MEMORANDUM
Office of the Fire Chief

To : City Administrator Kelvin Shaw

From : Fire Chief Matthew Irwin

Date : October 30, 2023

Ref : Budget Amendment Assistance to Firefighters grant award

With the acceptance of the Assistance to Firefighters grant award, and the additional costs of quotes I am requesting a budget amendment to the capital equipment fund.

Council previously approved an amendment for the amount of \$9,182.42, with an increase in costs for equipment and services an additional increase of \$7,908.70 is required to purchase all of the equipment.

I am requesting an additional \$7,908.70 be amended to the FY 2024 budget to purchase the following:

11 Motorola APX8000 handheld radios
4 Motorola APX 8500 portable radios
2 Pyramid vehicle repeaters.

The total cost for these items is now \$108,915.24 The AFG grant would cover \$91,824.12 the cost of this equipment, leaving a net additional cost to the budget of \$17,091.12.

I am recommending the amendment to the budget for these items.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SEDALIA POLICE DEPARTMENT TO ACT AS AN AGENT FOR THE CITY OF SEDALIA IN THE APPLICATION PROCESS FOR THE SFY 2024 AMERICAN RESCUE PLAN ACT STATE AND LOCAL FISCAL RECOVERY FUND FIRST RESPONDER & INTEROPERABLE COMMUNICATIONS EQUIPMENT GRANT TO BE UTILIZED BY THE SEDALIA POLICE DEPARTMENT.

WHEREAS, the City of Sedalia desires to pursue funding available under the SFY 2024 American Rescue Plan Act State and Local Fiscal Recovery Fund First Responder & Interoperable Communications Equipment Grant for the purposes of continued development of communication equipment of the Sedalia Police Department; and

WHEREAS, the Sedalia Police Department has a legitimate law enforcement need for these funds if awarded by for the purposes of effective law enforcement through the purchase of radios.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The Sedalia Police Department is hereby authorized to act as the agent for the City of Sedalia, Missouri in the application process for the SFY 2024 American Rescue Plan Act State and Local Fiscal Recovery Fund First Responder & Interoperable Communications Equipment Grant for the purposes of continued enhancement of the Sedalia Police Department's Operation and effectiveness.

Section 2. Sedalia Police Department Chief Matthew Wirt is hereby authorized to sign and bind the City on this application.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Council of the City of Sedalia, Missouri, this 6th day of November 2023.

Presiding Officer of the Council

ATTEST:

Jason S. Myers
City Clerk



Sedalia Police Department
DEPARTMENTAL MEMORANDUM
Office of the Chief of Police

To : City Administrator Kelvin Shaw

From : Chief Matthew Wirt MW

Date : November 2, 2023

Ref : SFY 2024 American Rescue Plan Act (ARPA)
State and Local Fiscal Recovery Funds (SLFRF)
First Responder Capital Improvements &
Interoperable Communications Equipment Grant (CIIEG)

The Sedalia Police Department has the opportunity to apply for the SFY 2024 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) First Responder Capital Improvements & Interoperable Communications Equipment Grant (CIIEG). SPD would like permission to apply for the 50/50 matching grant to purchase and replace police car radios. The department has 26 police car radios and 22 of the radios are over 17 years old. The life expectancy is approximately 10 years. The opportunity to purchase the remaining radios with matching grant funds using a grant intended to improve interoperable communications between local, state, and federal agencies is an unusual opportunity. The approximate total cost of the police car radios is estimated at \$142,800 with the matching amount of \$71,400. The purchase and delivery would not be until FY2025.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SEDALIA FIRE DEPARTMENT TO ACT AS AN AGENT FOR THE CITY OF SEDALIA IN THE APPLICATION PROCESS FOR THE 2024 DEPARTMENT OF PUBLIC SAFETY CIIEG GRANT TO BE UTILIZED BY THE SEDALIA FIRE DEPARTMENT.

WHEREAS, the City of Sedalia desires to pursue funding available under the Department of Public Safety CIIEG Grant for the purposes of capital improvement for the Fire Station of the Sedalia Fire Department; and

WHEREAS, the Sedalia Fire Department has a legitimate need for these funds if awarded by the Department of Public Safety CIIEG for the purposes of said capital improvements for the Fire Station.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The Sedalia Fire Department is hereby authorized to act as the agent for the City of Sedalia, Missouri in the application process for the 2024 Department of Public Safety CIIEG Grant for the purposes of continued enhancement of the Sedalia Fire Department's Operation and effectiveness.

Section 2. Sedalia Fire Department Chief Matthew Irwin is hereby authorized to sign and bind the City on this application.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Council of the City of Sedalia, Missouri, this 6th day of November 2023,

Presiding Officer of the Council

ATTEST:

Jason S. Myers
City Clerk

Sedalia Fire Department
DEPARTMENTAL MEMORANDUM
Office of the Fire Chief

To : City Administrator Kelvin Shaw

From : Fire Chief Matthew Irwin

Date : November 1, 2023

Ref : SYF 2024 ARPA CIIEG capital Grant request

The Sedalia Fire Department, is requesting a resolution to apply for the 2024 DPS CIIEG Grant. This grant is a 50/50% matching funds grant. The Sedalia fire Department would like to request funds for a fire station capital improvement funds.

If awarded a grant there would need to be a budget amendment done in the future to address the costs of building the fire station with grant funds.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AN OWNER-ENGINEER AGREEMENT FOR THE SAFE STREETS AND ROADS FOR ALL (SS4A) ACTION PLAN

WHEREAS, the City of Sedalia, Missouri has received a proposal to enter into an agreement with Wilson & Company, Inc., Engineers and Architects, for professional engineering services on the development of a Safe Streets and Roads for all (SS4A) Action Plan for the City of Sedalia, Missouri; and

WHEREAS, under the agreement, the City of Sedalia, Missouri shall pay the sum and amount of not to exceed Two Hundred Thirty-Nine Thousand Six Hundred Five Dollars (\$239,605.00) to Wilson & Company, Inc., Engineers & Architects, for said services as more fully described in the proposed agreement attached hereto and incorporated by reference.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. The Council of the City of Sedalia, Missouri, hereby approves and accepts the owner-engineer agreement by and between the City of Sedalia, Missouri and Wilson & Company, Inc., Engineers and Architects, attached hereto and incorporated by reference in substantially the same form and content as proposed.

Section 2. The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri, on the document as it has been proposed.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the document after it has been executed by the parties or their duly authorized representatives.

Section 4. This ordinance shall take effect and be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AN AGREEMENT FOR AERATION UPGRADES AT THE CENTRAL WASTEWATER TREATMENT PLANT.

WHEREAS, the City of Sedalia, Missouri, has received a proposal to enter into an agreement with Burns & McDonnell Engineering Company, Inc., for aeration upgrades at the Central Wastewater Treatment Plant that includes design/construction/startup; and

WHEREAS, under the proposal, the City of Sedalia, Missouri, shall give the sum and amount of Two Million Nine Hundred Sixty-Seven Thousand Nine Hundred Forty-Nine Dollars (\$2,967,949.00) to Burns & McDonnell Engineering Company, Inc., for said upgrades as specified in the proposed agreement attached hereto and incorporated by reference as though the proposed agreement were set forth herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. The Council of the City of Sedalia, Missouri, hereby approves and accepts the agreement by and between the City of Sedalia, Missouri, and Burns & McDonnell Engineering Company, Inc., attached hereto and incorporated by reference as though the proposed agreement were set forth herein in substantially the same form and content as proposed.

Section 2. The Mayor or City Administrator are authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri, on the document as it has been proposed.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the documents after they have been executed by the parties or their duly authorized representatives.

Section 4. This ordinance shall take effect and be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City, this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers, City Clerk

MEMO

TO: Kelvin L. Shaw, City Administrator
Jessica Pyle, Finance Manager

CC: Jason Myers, City Clerk

FROM: Christopher R. Davies P.E., Public Works Director *CRD*

DATE: October 23, 2023

SUBJECT: CONTRACT WITH BURNS & McDONNELL ENGINEERING COMPANY, INC. – CWWTP AERATION UPGRADE THAT INCLUDES DESIGN/CONSTRUCTION/STARTUP

Background:

The city is under contract with Burns & McDonnell for the preliminary design to upgrade the aeration basin at the Central Wastewater Treatment Plant. The contract presented for the November 6, 2023 City council meeting is for the Final Design, Construction and Start Up of the Aeration Basin at the Central Wastewater Treatment Plant (CWWTP).

Discussion:

The City has been working with Burns & McDonnell for the upgrade to the aeration basin at the CWWTP. The scope of the work includes the following major elements:

- 1) New diffusers inside of the basin
- 2) New Blowers, approved by City Council under separate contract because of long lead times and savings of funds
- 3) New Blower Building
- 4) New Mixer, approved by City Council under separate contract because of lead time and savings of funds
- 5) All associated electrical, piping, hardware, SCADA for the upgrade.

The contract price is Two Million Nine Hundred Sixty Seven Thousand Nine Hundred Forty Nine dollars (\$2,967,949.00) Lump Sum.

In addition, there are three (3) allowances the Owner and Engineer have agreed to:

- 1) Bypass pumping: \$73,400.00
- 2) Temporary Power for Sludge Removal: \$57,300.00
- 3) Owner Controlled Allowance: \$145,000.00

The allowances, as noted above, are elements of work that are identified to potentially occur, but it cannot be determined if they will occur or the magnitude of the occurrence. No work shall be performed on any Allowance Item without Design-0Builder first obtaining in writing advanced authorization to proceed from Owner.

If you have any questions or need additional information please feel free to contact me.

Recommendation:

It is staff's recommendation that City Council approve the Contract with Burns & McDonnell for the upgrade to the Aeration Basin for the Central Wastewater Treatment Plant and authorizing the Mayor to sign said contract.

**CITY COUNCIL
OF THE CITY OF SEDALIA, MISSOURI**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024.**

WHEREAS, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

WHEREAS, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

WHEREAS, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2023 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11535 on March 21, 2022, and

WHEREAS, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

WHEREAS, expenses for City's operations for Fiscal Year 2024 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

WHEREAS, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2024 annual budget.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF SEDALIA, MISSOURI, AS FOLLOWS:**

Section 1. Expenditures from the City's Water Fund must be increased by a total of \$56,000 above the amount authorized in the adopted annual budget for Fiscal Year 2024. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Purchase boiler to heat water filtration plant.

Section 2. This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

PASSED by the City Council of the City of Sedalia, Missouri, on November 6, 2023

Presiding Officer of the Council

ATTEST: _____
Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024 AND RATIFYING THE EMERGENCY PURCHASE AND INSTALLATION OF A BOILER AT THE WATER FILTRATION PLANT.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. The 2023-2024 fiscal year budget beginning April 1, 2023 and ending March 31, 2024 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

Section 2. The Council of the City of Sedalia, Missouri hereby ratifies the emergency purchase and installation of a boiler at the Water Treatment Plant.

Section 3. The Council of the City of Sedalia, Missouri hereby approves and accepts the proposal by and between the City of Sedalia, Missouri and Solomon Boiler Works in substantively the same form and content as it has been proposed.

Section 4. The City Clerk is hereby directed to file in his office a duplicate or copy of the proposal after it has been executed by the parties or their duly authorized representatives.

Section 5. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers, City Clerk

Exhibit A
 City of Sedalia
 FY24 Budget Amendment 11/6/2023 Water Boiler Purchase

Account / Description	Current Budget	Change	Amended Budget	Comments
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Expenditures / Uses of Funds

62-72-222-70	Water - Repairs - Filtration Plants	58,000.00	56,000.00	114,000.00	Boiler for heat at filtration plant
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Total Expenditure Change

56,000.00

(56,000.00)

Net Increase (Decrease) in Projected Fund Balance

Address	_____	Project Name	_____
City, St Zip	Sedalia, Mo.	Job Site Address	_____
Contact Phone #	660-596-5719	City, St Zip	Sedalia, Mo.
Email	wbracken@sedalia.com	Installed By Date	ASAP
Cell	_____		
Estimator	Greg Mackey		
Date of Quote	10/16/23		
Terms	net 30 days		

Description

Thank you for the opportunity to submit our price for the following: Furnish and install a new direct replacement steam boiler to replace you current unit that is not repairable due to the Seal Ports wasted away and sections full of Scale and Calcium. The Boiler will be a Smith B19HE-S-10. 42 HP 10 Section Steam Boiler less Burner 1761 MBH Input, 1424 MBH Gross Output. Assembly, Piping & Wiring. Includes 15 PSI ASME Relief Valve, Low Water Cutoff with Water Feeder, Low Water Cutoff with Manual Reset, Steam Gauge, Gauge Glass and Graphite Port Seals in lieu of Viton. We will reuse your existing Burner and replace the Pilot Assembly. We include all Parts, Labor, Electrical, Travel and the Required Installation Permit with the State of Missouri. Thank you

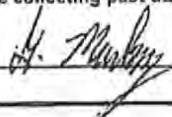
Quote ----- \$56,000.00 Sales Tax Not Included

Fifty-six thousand Dollars and No/100 Cents-----

Price valid for 30 days from date of quote 11/15/23

All work shall be completed in a workmanlike manner to standard practices. Extra work, alterations, or deviations from the above above specifications can only be executed by both parties in agreement. Problems which cannot be seen on the surface are not considered in this proposal and will be invoiced in addition to the scope of work cited in this document. All agreements are contingent upon strikes, accidents, weather or delays beyond our control. Purchaser shall carry fire, tornado and other pertinent insurance. A service charge of 1 1/2% per month, (or 18% per annum), will be added to all past due accounts after 30 days from the invoice date. Any legal fees incurred while collecting past due accounts will be billed to the purchaser.

Solomon Boiler Works Authorized Signature _____



Acceptance of Proposal

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made on all invoices as outlined in the terms above.

Date of Acceptance _____

Purchaser _____

If you agree with the terms and conditions of this contract and want to proceed with the work to be done please FAX a copy to 573-442-6279.

MEMO

TO: Kelvin L. Shaw, City Administrator
Jessica Pyle, Finance Manager

CC: Jason Myers, City Clerk

FROM: Christopher R. Davies P.E., Public Works Director ~~CS~~

DATE: October 23, 2023

SUBJECT: EMERGENCY REPAIR FOR BOILER IN THE HIGH SERVICE BUILDING AT WATER FILTRATION PLANT

Background:

As part of the Water Filtration Plant, three (3) High Service Pumps deliver water to the distribution system. During the winter months, there is a boiler, which keeps the building warm so the pumps do not freeze, in addition to keeping the building warm for other functions.

Discussion:

Solomon Boiler Works inspected the existing boiler and was determined to be non-repairable due to Seal Ports erosion and sections full of scale and calcium. Due to the timing of the failure of the boiler, we had two options to purchase a new boiler or seek options to replace the boiler with other types of heat source. Because of long lead times and not being able to obtain estimates for other options, we choose to move forward with replacing the existing boiler. Solomon had a new replacement boiler in stock (NOTE: Boiler was originally ordered for another project but was never installed) which was able to use the existing burner and piping for a cost of \$56,000.00. The quote includes all parts, labor, electrical, travel, and Installation Permit required by State of Missouri.

Recommendation:

It is staff's recommendation that City Council approve the Emergency Declaration, as declared by the Mayor, for the approval of the new Boiler (Smith B 19HE-S-10).

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE SELECTION OF AN AVIATION PROJECT CONSULTANT FOR AIRFIELD IMPROVEMENTS AT THE SEDALIA REGIONAL AIRPORT.

WHEREAS, the City of Sedalia is required every five years to select an airport consultant for capital improvement projects at the airport. An advertisement was placed for RFQ's locally and through the MoDOT Aviation Website. H.W. Lochner was the only respondent; and

WHEREAS, the City of Sedalia, Missouri desires to select H.W. Lochner as said consultant.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. The Council of the City of Sedalia, Missouri, hereby approves the selection of H.W. Lochner, Inc., as Aviation Project Consultant for airfield improvements at the Sedalia Regional Airport.

Section 2. This ordinance shall take effect and be in full force from and after its passage by the City Council and approval by the Mayor.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

ATTEST:

Andrew L. Dawson, Mayor

Jason S. Myers, City Clerk

INTEROFFICE MEMORANDUM

TO: KELVIN SHAW

FROM: DERRICK DODSON

SUBJECT: COUNCIL ITEMS FOR NOVEMBER 06, 2023: ORDINANCE APPROVING
OUR SELECTION OF LOCHNER AS THE AIRPORT ENGINEERING FIRM.

DATE: 10/25/2023

CC: CC NAME

The Sedalia Regional Airport utilizes airport planning, environmental, and engineering consultants for our capital improvement projects at the airport. Per the FAA and MoDOT Aviation Section, we are required to select an airport consultant every five years. We advertised for RFQ's locally and through the MoDot Aviation website. We received one response from Lochner for all three areas.

Lochner has been the airports firm for the last 44 years and is very familiar with the Sedalia Regional Airport and our goals. Furthermore, Lochner is the only company that provided RFQ material for this process. Therefore, I asked the Council to approve an ordinance appointing Lochner as our engineering firm.

**CITY COUNCIL
OF THE CITY OF SEDALIA, MISSOURI**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI,
STATING FACTS AND REASONS FOR THE NECESSITY TO AMEND AND INCREASE
THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2024.**

WHEREAS, Section 67.010 of the Revised Statutes of Missouri requires each political subdivision of the State of Missouri ("State") to prepare an annual budget and establishes the requirements for that budget; and

WHEREAS, the City of Sedalia, Missouri ("City"), is a city of the third classification created pursuant to Chapter 77, RSMo, and is a political subdivision of the State of Missouri; and

WHEREAS, the City Council of the City adopted and approved the City's annual budget for Fiscal Year 2023 in accordance with the requirements of Section 67.010, RSMo, by Ordinance No. 11535 on March 21, 2022, and

WHEREAS, Sections 67.030 and 67.040 authorize and provide a procedure for the City Council to amend the City's annual budget to increase expenditures in any fund; and

WHEREAS, expenses for City's operations for Fiscal Year 2024 have been higher than budgeted, but do not exceed revenues plus the City's unencumbered balance brought forward from previous years; and

WHEREAS, the City Council of the City desire to state the facts and reasons necessitating an amendment to increase certain expenditures in the Fiscal Year 2024 annual budget.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:

Section 1. Expenditures from the City's General Fund must be increased by a total of \$17,800.45 above the amount authorized in the adopted annual budget for Fiscal Year 2024. An amendment to increase said budget is necessary for the following facts and reasons:

- A. Addition of Asset Management Director position.

Section 2. This Resolution shall take effect immediately upon its execution by the Mayor or otherwise as provided by law.

PASSED by the City Council of the City of Sedalia, Missouri, on November 6, 2023

Presiding Officer of the Council

ATTEST: _____
Jason S. Myers, City Clerk

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024
AND ADDING A NEW CLASSIFICATION AND JOB DESCRIPTION FOR THE
POSITION OF ASSET MANAGEMENT DIRECTOR.**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
SEDALIA, MISSOURI** as follows:

Section 1. The 2023-2024 fiscal year budget beginning April 1, 2023 and ending March 31, 2024 is hereby amended to modify certain budgeted line items as they appear on the attached schedule and made a part hereof as Exhibit A as if fully set out herein.

Section 2. Ordinance No. 9940 is hereby amended by adding a new job classification and job description for the position as described below for the efficient operation of the City of Sedalia:

Additions:

Asset Management Director – Asset Management. Said job description is attached hereto and made a part hereof as fully set out herein.

Section 3. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

Exhibit A
 City of Sedalia
 FY24 Budget Amendment 11/6/2023 Asset Management Director Position

Account / Description	Current Budget	Change	Amended Budget	Comments
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Expenditures / Uses of Funds

	Vehicle Maintenance				
10-20-101-00	Salaries	180,915.38	12,078.66	192,994.04	Asset Management Director
10-20-107-00	Employee Insurance	17,328.22	2,321.65	19,649.87	
10-20-105-00	LAGERS Retirement	28,099.44	1,648.03	29,947.47	
10-20-106-00	Social Security Medicare Taxes	14,049.20	924.02	14,973.22	
10-20-108-00	Worker's Compensation Insur	4,328.92	628.09	4,957.01	

Total Expenditure Change

17,800.45

(17,800.45)

Net Increase (Decrease) In Projected Fund Balance



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	ASSET MANAGEMENT DIRECTOR		
Department:	Asset Management		
Supervisor:	City Administrator		
Date:	October 2023	Position No.	AM/01
FLSA Status:	Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for overseeing and participating in the repair and maintenance of a variety of city facilities, vehicles and equipment.

Job Scope:

The purpose of this position is to oversee the work of employees and maintain and repair facilities, vehicles and equipment for the city. Successful performance helps ensure that facilities, vehicles and equipment are properly maintained and ready for efficient use.

Essential Duties and Responsibilities:

1. Directs, oversees and assigns work to mechanics within Vehicle Maintenance and Building Maintenance. Responsible for employee reviews, appraisals and any necessary disciplinary action.
2. Develops and maintains asset maintenance programs that proactively protects the efficient deployment of physical assets to ensure the maximum benefit of the investment to the service of the taxpayers.
3. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of facilities equipment, vehicles and components, and various other equipment used by the City.
4. Inspects, evaluates and determines serviceability of vehicle and equipment systems, assemblies or subassemblies, such as engine mechanical, electrical, air-conditioning, fuel, emission, power train, brake, steering and suspension systems, hydraulic systems, and the need for repair or disposition. Troubleshoots, adjusts, repairs, and tests systems on diesel and gasoline powered vehicle. Diagnoses and analyzes malfunctions of major assemblies and subassemblies by visual and auditory examination or through the use of test equipment, to determine need for repair or replacement.

5. Oversees or conducts scheduled preventive maintenance functions, including checking the condition and operation of batteries, tires, lights, transmissions, exhaust systems, and brakes.
6. Uses technical publications or online systems, such as Mitchel On-demand, Cummins Insight, Snap-on Scan Tools to maintain vehicles to prescribed manufactures' maintenance schedules.
7. Responds to emergency breakdowns that may occur afterhours, on weekends and holidays. Performs repairs on vehicles and equipment, as necessary; troubleshoots equipment failures at city facilities, construction job sites, local landfill or along roadways.
8. Directs and oversees the Building Maintenance Department; assists the Building Maintenance Supervisor with assessing needs and establishing priorities; works with consultants and service providers as needed to upgrade facilities; develops the annual budget and approves expenditures.
9. Develops the annual department budget; monitors and approves expenditures.
10. Trains, counsels, and disciplines personnel; assists with hiring and terminations; documents grievances and employee deficiencies.
11. Attends industry and municipal conferences and seminars pertaining to vehicle and facilities maintenance.
12. Attends all City Council and relevant commission and board meetings; clarifies issues as requested.
13. Meets with City Administrator on a regular basis to discuss development issues and their impact on the department's customers.
14. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Condition of Employment:

1. Must successfully complete a pre-employment drug screen and background check.
2. Must obtain a Missouri Class "A" CDL license with air brake endorsement within 6 months of employment/promotion to position.
4. Ability to be on call, work weekends, and/or holidays as emergencies occur.

Minimum Qualifications:

1. High School diploma or GED
2. 4 years' experience working as a fleet mechanic or completion of a mechanical or automotive certified program.
3. Familiar with diagnostic software and basic computer skills.
4. Received advance training and/or certifications in general automotive repair, diagnostics, fire truck maintenance, etc. commonly associated with experience in the field.
5. Familiar with commercial building systems and equipment sufficiently to oversee the maintenance and repair.
6. Valid driver's license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the methods, materials, tools, and techniques used in the repair of facilities, automotive and heavy equipment, small engine repair, and diesel generators.
2. Knowledge of troubleshooting procedures.
3. Knowledge of preventive and corrective maintenance procedures for a variety of commercial building equipment, along with, gasoline- and diesel-powered equipment.
4. Knowledge of the operating principles and mechanical repair of engines and facilities.
5. Knowledge of electrical hydraulic and mechanical systems and repairs.
6. Knowledge and ability to order parts. Familiar with computer programs such as Data Plus.
7. Skill in diagnosing complex defects in facilities, automotive and heavy equipment and performing appropriate repairs.
8. Skill in reading schematic drawings and building blueprints.
9. Skill in welding and fabricating parts.
10. Skill in oral and written communication.

Guidelines:

1. City ordinances.
2. Department policies and procedures, work orders, supervisory instructions, preventive maintenance worksheets, and operating, maintenance, and parts manuals.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related duties in automotive, equipment and facilities maintenance and repair. The variety of equipment serviced contributes to the complexity of the work.

Principal Working Relationships:

Contacts are typically with co-workers, and other city employees.

1. Staff, City Council Members and other City Officials.
2. Co-workers, other city employees.
3. Vendors, parts suppliers.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

Oversees duties of mechanics within Vehicle Maintenance and Facilities Maintenance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be physically able to operate a variety of machines, tools, and equipment which may include motor vehicles, computers, power tools, and mechanical hand tools, etc. Must be able to use body members to work, move or carry objects or materials. The employee typically works while intermittently sitting, standing, walking, bending, crouching, pushing, pulling, lifting or stooping. The employee may be subject to fumes, foul odors, dust, hazardous waste, potentially disease-causing materials and dirty working conditions. Physical demand requirements are at levels of moderate to heavy work. The employee may be required to lift light and heavy objects up to 100 lbs., climb in and out of equipment and use tools or equipment requiring a high degree of dexterity. The employee may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office, shop and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as safety glasses, masks, goggles, gloves, and other gear.

Signature

Date



City of Sedalia

Human Resources Department
200 S. Osage
Sedalia, MO 65301
(660) 827-3000 www.sedalia.com

October 31, 2023

City Administrator Shaw,

The City Administrator's Office, Public Works Department and Human Resources is requesting the approval of one new full-time position.

We have identified a need for an Asset Management Director. This position will oversee both the Vehicle Maintenance and Facilities Maintenance Departments reporting directly to the City Administrator. This position's primary duties will include, Directs, oversees and assigns work to mechanics within Vehicle Maintenance. Directs and oversees the Building Maintenance Department; assists the Building Maintenance Supervisor with assessing needs and establishing priorities; works with consultants and service providers as needed to upgrade facilities; develops the annual budget and approves expenditures.

We would like to place this position on grade 23 step 1 with an annual salary of \$62,809.02. The estimated cost of adding this position is for the remainder of the fiscal year is, \$17,800.45.

Sincerely,

Shannon Ramey-Trull,
Human Resources Director

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE CALLING A GENERAL ELECTION TO BE HELD ON APRIL 2, 2024 FOR THE PURPOSE OF ELECTING ONE COUNCILMAN FROM EACH OF THE FOUR WARDS IN THE CITY OF SEDALIA, MISSOURI.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:

Section 1. A municipal non-partisan general election shall be held on Tuesday, April 2, 2024 in the City of Sedalia, Missouri for the purpose of electing one Councilman from each of the four wards in the City of Sedalia, Missouri.

Section 2. The said municipal general election shall be held in accordance with the laws of the State of Missouri and the Ordinances of the City of Sedalia, Missouri, and the said election shall be conducted by the County Clerk of Pettis County, Missouri. Filing of declarations of candidacy may begin on December 5, 2023 at 8:00 a.m. and will be accepted, thereafter Monday through Friday excluding holidays, from 8:30 a.m. until 5:00 P.M. on December 26, 2023 at the City Clerk's office.

Section 3. At or before 5:00 P.M. on January 23, 2024, the City Clerk shall give notice of the said municipal general election to the County Clerk, including a sample ballot for the said municipal general election duly certifying the candidates at the said election.

Section 4. This ordinance shall take effect and be in full force and effect from and after its passage by the City Council and approval by the Mayor.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE CALLING A BOND ELECTION IN THE CITY OF SEDALIA, MISSOURI.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:

Section 1. The City Council finds it necessary and hereby declares its intent to borrow an amount not to exceed \$60,000,000 for the purpose of acquiring land and easements for its sewer system, and constructing, extending and improving its sewer system, including (a) the elimination and replacement of the current North Waste Water Treatment Plant with new or expanded and upgrading other waste water treatment plants to comply with increasing State and Federal requirements and (b) sewer main improvements to reduce stormwater infiltration allowing for the reduction in the size of the replacement waste water treatment plants needed and the reduction in expected operating costs (the "Project") and to evidence such borrowing by the issuance of sewer revenue bonds of the City.

Section 2. An election is hereby ordered to be held in the City of Sedalia, Missouri, on February 6, 2024, on the following question:

QUESTION

Shall the City of Sedalia, Missouri issue its sewer revenue bonds in the amount of \$60,000,000 for the purpose of acquiring land and easements for its sewer system, and constructing, renovating and improving its sewer system, including (a) the elimination and replacement of the current North Waste Water Treatment Plant with new or expanded and upgrading other waste water treatment plants to comply with increasing State and Federal requirements and (b) sewer main improvements to reduce stormwater infiltration allowing for the reduction in the size of the replacement waste water treatment plants needed and the reduction of expected operating costs?

Section 3. The form of the Notice of Election for said election, a copy of which is attached hereto and made a part hereof, is hereby approved.

Section 4. The City Clerk is hereby authorized and directed to notify the County Clerk of Pettis County, Missouri of the adoption of this Ordinance no later than 5:00 P.M. on November 28, 2023, and to include in said notification all of the terms and provisions required by Chapter 115 of the Revised Statutes of Missouri, as amended.

Section 5. The City expects to make expenditures on and after the date of adoption of this Ordinance in connection with the Project, and the City intends to reimburse itself for such expenditures with the proceeds of tax exempt Bonds. The maximum principal amount of Bonds to be issued for the Project is \$60,000,000.

Section 6. This Ordinance shall be in full force and effect from and after its passage.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November, 2023.

Presiding Office of the Council

Approved by the Mayor of said City this 6th day of November, 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

NOTICE OF ELECTION

CITY OF SEDALIA, MISSOURI

Notice is hereby given to the qualified voters of the City of Sedalia, Missouri, that the City Council of the City has called an election to be held in the City on February 6, 2024, commencing at 6:00 A.M. and closing at 7:00 P.M., on the question contained in the following sample ballot:

OFFICIAL BALLOT

CITY OF SEDALIA, MISSOURI

FEBRUARY 6, 2024

QUESTION

Shall the City of Sedalia, Missouri issue its sewer revenue bonds in the amount of \$60,000,000 for the purpose of acquiring land and easements for its sewer system, and constructing, renovating and improving its sewer system, including (a) the elimination and replacement of the current North Waste Water Treatment Plant with new or expanded and upgrading other waste water treatment plants to comply with increasing State and Federal requirements and (b) sewer main improvements to reduce stormwater infiltration allowing for the reduction in the size of the replacement waste water treatment plants needed and the reduction of expected operating costs?

YES
NO

INSTRUCTIONS TO VOTERS: If you are in favor of the question, place an X in the box opposite "YES." If you are opposed to the question, place an X in the box opposite "NO."

The election will be held at the following polling places in the City:

PRECINCT

POLLING PLACE

DATED: _____, 2023.

Nick La Strada
County Clerk of Pettis County, Missouri

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF SEDALIA'S SICK LEAVE BUY-BACK POLICY.

WHEREAS, The City has identified the need to amend section 6.2 (c) Sick Leave Buy-Back, of the City's Personnel Regulations Manual to further clarify and define provisions applicable to all classified employees in the service of the City of Sedalia.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. Section 6.2 (Sick Leave), (Sick Leave – Sick Leave Buy-Back), Paragraph 3, of the City's Personnel Regulations Manual is amended to read as follows:

“To be eligible to request redemption of sick leave hours, an employee must have used no more than five (5) days of sick leave time off during the fiscal year prior to the request and no more than two (2) twenty-four (24) shifts for Fire Department personnel. The request cannot reduce the employee's remaining accrued sick leave hours balance below the 480 hours. Eligible employees may not have more than one redemption request granted in a given fiscal year except in cases involving termination of service with the City.”

Section 2. This ordinance shall be in full force and effect after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk

October 31, 2023

City Administrator Shaw,

The Human Resources Department is requesting an update to the Personnel Policies Manual. As you are aware, there are several policy updates, additions, changes and revisions that are needing to be made to our current version of the Personnel Policies Manual.

In order to clear up some confusion, the following highlighted language is being recommended:

To be eligible to request redemption of sick leave hours, an employee must have used no more than five (5) days of sick leave time off during the fiscal year prior to the request and no more than two (2) twenty-four (24) shifts for Fire Department personnel. The request cannot reduce the employee's remaining accrued sick leave hours balance below the 480 hours. Eligible employees may not have more than one redemption request granted in a given fiscal year except in cases involving termination of service with the City.

Sincerely,

Shannon Ramey-Trull
Human Resources Director

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SEDALIA, MISSOURI AMENDING THE CITY CODE AND ADOPTING THE AMENDED FINANCIAL POLICIES REGARDING PURCHASING.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. The City Code, ARTICLE VII DIVISION 2 – PURCHASING, BID AND PROPERTY DISPOSAL PROCEDURES Sections 2-735 through 2-740 are hereby repealed and one new section enacted in lieu thereof, to read as follows:

“ARTICLE VII DIVISION 2 – FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

Sec. 2-735. Financial Management.

Financial management of the City shall be conducted in accordance with policies adopted by Council in connection with the annual budgeting process, a copy of which is available in the office of the Finance Director.”

Section 2. The Financial Policies of the City set forth in Exhibit A of this ordinance are hereby adopted.

Section 3. This ordinance shall be in full force and effect immediately upon final passage and approval.

Section 4. That the City Clerk is authorized by this ordinance to correct any scrivener’s errors identified within this Ordinance.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November, 2023.

ATTEST:

Andrew L. Dawson, Mayor

Jason S. Myers
City Clerk

I. Purpose

The City of Sedalia (City) has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan for the adequate funding of services and facilities required or desired by the public.

The purpose in establishing a formal set of fiscal policies is to ensure that the public's trust is upheld. By adopting a set of fiscal policies, the City will be establishing the framework under which it will conduct its fiscal affairs, ensuring that it is and will continue to be capable of funding and providing outstanding local government services while being transparent and accountable to the taxpayers.

In addition to the Financial Management Policies to uphold the public trust, the City has adopted a Fraud Policy to communicate municipal policy regarding the deterrence and investigation of suspected fraudulent conduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

The City Administrator is the chief administrative officer of the city and is responsible to the Mayor and Council for the proper administration of all the City's affairs. The City Administrator, with the assistance of the Finance Director and other staff, keeps the Council advised of the financial condition of the City and makes recommendations concerning its future needs.

The fiscal policies of the City have specific objectives designed to ensure continued fiscal health. These objectives are:

- A. To maintain Council policy-making ability by ensuring that important fiscal decisions are driven by opportunity and service improvement rather than by emergencies or financial problems.
- B. To provide Council reliable information so that policy decisions can be made timely and effectively.
- C. To provide sound financial principles to guide Council and management in making decisions.
- D. To employ revenue policies which prevent undue reliance on a single source of revenue and which provides for stability of essential services.
- E. To protect and maintain the City's credit rating.
- F. To ensure legal compliance through the budgeting and internal control systems.

II. Accounting Policy

- A. The fiscal year of the City begins on the first day of April and ends the last day of March each year. The fiscal year constitutes the budget and accounting year.
- B. The City will use generally accepted accounting principles (GAAP) in all financial records and transactions. These principles are monitored and updated by the Governmental Accounting Standards Board (GASB).
- C. An independent annual audit will be performed by a certified public accounting firm, which will issue an opinion on the fair presentation of the annual financial statements in accordance with GAAP and a management letter detailing recommendations for improvement of the accounting systems and internal controls.

- D. Full disclosure will be provided in the financial statements and bond representations.
- E. Financial systems will be maintained to monitor revenues and expenditures / expenses on a monthly basis, with an analysis and adjustments or amendments to the annual budget as appropriate.
- F. The Finance Department shall monitor and maintain all financial systems, to include what is commonly referred to as a system of internal controls, in a manner that provides reliable and timely information in a format that facilitates effective financial planning.

III. Budget Policy

- A. Budgets for all Governmental Funds and Fiduciary Funds are prepared on a modified accrual basis. Briefly, this means that obligations of the City are budgeted as expenditures as such obligation is incurred, but revenues are recognized only when they are measurable and available.
- B. The Enterprise Funds are prepared on the full accrual basis. Briefly this means that for these funds we also recognize expenditures as operating expenses when the obligation is incurred. Further, depreciation is recorded as an operating expense for capital assets as they are consumed. Additionally, a separate capital budget is maintained to identify capital asset expenditures when purchased. Revenues are recognized when they are obligated to the City.
- C. City staff will strive to develop appropriate program measurements to identify the relative success of each program or service in relationship to the cost of delivering such service.
- D. In all cases, when goods or services are not received by year-end, encumbrances lapse.
- E. In order to assure stability and sustainability of services, as well as, to avoid decisions made in the climate of emergency rather than opportunity, the budgeting process shall include a realistic outlook to the future. Specifically, the budgeting process shall include a capital spending and debt service plan for at least the next five years, along with revenue and operating expenditure forecasts for at least the next three years.
- F. Just prior to the first Council meeting in January of each year, the City Administrator will schedule and coordinate a public meeting. During this meeting staff will provide a review of the short- and long-term goals set during the previous strategic planning session. The Mayor will then call for input from the public for goals they would like to see Council consider in their upcoming annual strategic planning session.
- G. In Early January after the public meeting described above and before the preliminary budget numbers are completed by the department directors, the City Administrator will schedule and coordinate a Strategic Planning Session with Council and the Mayor. This planning session shall be attended by the Council, the Mayor, City Administrator, and Department Directors or Managers. This session provides an opportunity for the Mayor and Council, in consultation with management, to set preliminary guidelines as well as to set general funding priorities.
- H. The City Administrator is encouraged to set up a budget team to help shepherd the budget development process. The team should include at least the City Administrator, and Finance Director, the Mayor is encouraged to participate as well. Any other members the Administrator deems appropriate may be added, but should be limited to five members. This team works to bring consistency to the review process ensuring that the resource allocation

decisions are made in light of Council's strategic plan. This team also puts the budget in perspective of competing priorities for the presentations to Council described herein.

- I. During the second regular City Council meeting in February, the City Administrator, with the assistance of staff, shall present an operational overview that details the current program results, new initiatives, financial status, and trends, along with a preview of the proposed budget and capital improvement plan for the upcoming fiscal year based on the guidelines and priorities set in the strategic planning session.
- J. A Council work session shall be held between the second regular council meeting in February and the first regular council meeting in March. During this work session the City Administrator with the assistance of staff will present a summary of projected available funding for the upcoming fiscal year along with proposed expenditures for consideration of funding. As part of the presentation, the City Administrator shall provide their recommendations for funding, while highlighting major items for Council deliberation. Such recommendations shall be within the City's Fund Balance Policy. Based on consensus reached by Council, staff shall then prepare a proposed budget and five-year capital improvement plan.
- K. During the first regular Council meeting in March, the City Administrator shall present the proposed budget and capital improvement plan in summary form, drawing out comparisons to the strategic plan and the consensus reached on major items at the work session, as well as significant trends. Council may direct additional modifications during this meeting, as well as, call additional special meetings or work sessions as necessary to continue deliberations in order to reach consensus for funding levels within the budget.
- L. A public meeting shall be conducted prior to the second regular Council meeting in March for the purpose of providing the opportunity for the citizens to formally voice any suggestions or concerns they may have regarding the proposed budget and capital improvement plan. Based on this input, Council shall consider and make any changes in accordance with the wishes of a majority of the members of Council to the proposed budget and / or the capital improvement plan prior to their adoption during its last regular Council meeting in March. Council may at its discretion delay adoption of the budget in order to direct staff to make modifications for a final version, provided that a special meeting is scheduled prior to April 1 for such purposes.
- M. The adopted budget and capital improvement plan shall be on record in the City Clerk's office and open to public inspection.
- N. After adoption of the budget, the budget can be amended via ordinance to increase expenditures. Upon Council approval of such an ordinance, additional appropriations are made in the appropriate department.
- O. Upon request of the Finance Director, the City Administrator may approve budget adjustments transferring amounts previously appropriated within the spirit and intent of such appropriation.
- P. In accordance with Missouri Revised Statutes Section 67.070: if at the beginning of any fiscal year, a budget has not been adopted, the previous budget spending levels shall be appropriated until such time that a budget is adopted.

IV. General Fund Balance Policy

- A. Purpose - The City of Sedalia, Missouri has enacted the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.
- B. Definitions:
1. Fund balance -- The excess of assets over liabilities in a governmental fund. Designations listed from most to least restricted:
 2. Nonspendable fund balance -- Amounts that are not in a spendable form (such as inventory or prepaid expenses) or are required to be maintained intact (such as the principle (corpus) of a deferred compensation account.)
 3. Restricted fund balance -- Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation. Example: Sedalia fund balance Restricted for Capital Improvements.
 4. Committed fund balance -- Amounts constrained to specific purposes by a government itself imposed by formal action (ordinance) using its highest level of decision-making authority (Mayor and City Council) - amounts cannot be used for any other purpose unless the same group (Mayor and City Council) takes the same highest-level formal action (ordinance) to remove or change the constraint. Action to constrain resources must occur prior to the year end. For example: Sedalia fund balance Committed by Council action for a Lease/Purchase Acquisition or a Purchase Order for future service or purchase. Example: A fire truck ordered during one fiscal year but not received until the following fiscal year.
 5. Assigned fund balance - Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body (Mayor and City Council) or by an official (City Administrator or Finance Director) who has been delegated authority by the Mayor and City Council to assign amounts, or body to which the governing body delegates the authority, but are neither restricted nor committed. Example: Sedalia fund balance Assigned for Purchase Orders for amounts that do not require Council approval.
 6. Unassigned fund balance -- Amounts that are available for any purpose; these amounts are reported only in the General Fund.
- C. The fund balance of the City's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The fund balance may be used for working capital (payment of short-term debts), budgetary stabilization, and for responding to extreme events. The target is to maintain a combined unassigned fund balance for the General Fund of not less than 35 percent and generally not more than 75 percent of annual operating revenues of these funds for the fiscal year.
- D. The City's goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The decision to retain an unassigned fund balance of not less than 35 percent of revenue stems from the following:

1. This amount provides adequate funding to cover approximately four (4) months of operating expenses.
 2. This amount provides the liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule.
 3. The Policy refers to Unassigned Fund Balance to assure a consistent basis year to year.
 4. This amount provides the liquidity to respond to contingent liabilities.
 5. The Government Finance Officers Association recommends the minimum General Fund unrestricted, or unassigned if preferred, fund balance to be maintained should be no less than either two (2) months of regular operating revenues or expenditures.
- E. This policy may be amended as deemed necessary by the City Council.
- F. The City will spend the most restricted dollars as allowable within such restriction before least restricted in the following order:
1. Non-spendable (if funds become spendable)
 2. Restricted
 3. Committed
 4. Assigned
 5. Unassigned

V. Enterprise Fund Policy

- A. Enterprise funds will be used to account for the acquisition, operation, and maintenance of City facilities and services which are intended to be entirely or predominately self-supporting from user charges or for which periodic net income measurement is desirable.
- B. Enterprise funds are required to establish rates that generate sufficient revenue to cover the cost of operations including debt expense, required or prudent reserves, and capital needs.

VI. Capital Improvement Policy

- A. The City will prepare, for the Council's annual adoption, a five-year Capital Improvement Plan which will detail each capital project, the estimated cost, and funding source.
- B. The City will determine and use the most effective and efficient method for financing all new capital projects in accordance with its debt management policies.

VII. Debt Policy

- A. Indebtedness beyond City's annual appropriations is limited by Sections 95.115 and 95.120 of the Missouri Revised Statutes to 10% of the assessed value of taxable tangible property and subject to voter approval. The City may, subject to voter approval, incur additional debt for certain infrastructure improvements as described in Section 95.125 of the Missouri Revised Statutes up to another 10% of the assessed value of taxable tangible property.
- B. Subject to the provisions of the law, the City may issue with Council specific approval, general obligation bonds, revenue bonds, special obligation bonds, notes and leases. Council's

specific approval by Ordinance is required for all debt issued in the name of the City including those initiated by separate boards, commissions, or legislative bodies.

- C. The City shall not issue debt to finance current operating expenditures or normal maintenance.
- D. All debt issued, including the use of a lease-purchase method, will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.
- E. Financing of capitalized interest shall only be used when incurred in the connection of construction of revenue producing assets in an enterprise fund.
- F. Annually, in conjunction with the Capital Improvement Plan, a five-year budget will be developed analyzing all anticipated capital expenditures along with existing and anticipated debt service requirements by year and identify associated funding sources. The City shall not incur any additional debt unless and until all five years of such analysis demonstrate the maintenance of the following ratios in addition to the legal limits.
 - 1. For enterprise type funds an overall debt service ratio of no less than 1.35 in the fund for which the debt would be incurred with a similar outlook beyond the five-year horizon to the maturity shall be maintained. For the purposes of this calculation, unobligated reserves in the particular fund may be considered.
 - 2. For governmental type funds, the debt schedule shall demonstrate maintenance of all three of the following ratios:
 - a. Total net governmental funds debt shall be no more than 120% of total governmental funds revenues;
 - b. Total net governmental funds debt service shall be no more than 8% of total governmental funds expenditures;
 - c. Total net governmental debt amortized over the next 10 years shall be no less than 65% of the total net governmental debt.
- G. At least annually in conjunction with the preparation of the budget, capital improvement plan, and debt service requirement schedules, management shall review all outstanding debt in order to determine if any refunding opportunities should be considered. Potential refunding opportunities that would represent a present value savings of 3% or more shall be presented to Council with a recommendation as to the appropriateness and timing considerations of such opportunity from the City Administrator with the assistance of the Finance Director and outside financial and legal advisors.
- H. Policies relating to pledging, conduit, or other financing arrangements in connection with economic development activity shall be covered in specific economic development policies.
- I. The City's policy shall be to manage its budget and financial affairs in such a way so as to ensure high bond ratings. Towards this end, the City may employ the services of a Municipal Advisor registered with the Securities and Exchange Commission to advise management and Council on such matters.
- J. City policy shall be to ensure that all post issuance disclosure and other requirements such as arbitrage liability calculations are adhered to. The use of professional advisors, with specific expertise and experience in these areas, to assist management with these duties is encouraged.

- K. Any debt proceeds on hand shall be invested in accordance with the City's investment policies and the debt instrument until such funds are required.

VIII. Cash Management and Investment Policy

A. Scope

- 1. This policy applies to all cash management activities of the City unless specifically stated otherwise.
- 2. Policies and procedures for the handling of funds held by or for the benefit of the Fire Pension Fund shall be governed by the pension board.
- 3. Debt service funds, reserve funds and other financial assets held by identified fiscal agents and trustees as provided by the appropriate bond ordinances and documents shall be subject primarily to the requirements of the respective Ordinances and documents, but subject to this policy as and if permitted by the applicable bond documents.

B. Delegation of Authority

- 1. The authority and responsibility to conduct cash management and investment on behalf of the City is delegated by the Mayor and Council, through the City Administrator, to the Finance Director / Treasurer. The Finance Director is designated as cash management and investment officer of the City. The Finance Director is therefore responsible for investment decisions and activities consistent with this Policy.
- 2. In order to assure accountability of such delegation, the Finance Director shall periodically report to the Mayor and Council on the status and results of all cash and investments held by the City. Such reports shall be no less often than quarterly and upon request from the Mayor, any Council Member, or the City Administrator.

C. Objectives

- 1. Funds of the City shall be handled and invested in accordance with the applicable statutes of the State of Missouri, including but not limited to Sec. 95.280 thru 95.350 and 110.010 thru 110.060 RSMo and applicable City Ordinances.
- 2. Cash management and investment shall be undertaken in a manner that seeks to ensure the preservation of the capital in the portfolio. To attain this objective, diversification as described herein is required to minimize the potential losses caused by loss of value of individual securities.
- 3. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's legal investment risk constraints and the cash flow characteristics and requirements of the portfolio.

D. Prudence

- 1. The standard of prudence to be used by anyone in authority making or approving decisions (investment officers) shall be the "prudent person" concept which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the

management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. The “Prudent Person” concept shall be applied in the context of sound management of the entire portfolio.
3. Investment officers acting in accordance with this written policy and exercising due diligence, which includes reasonable written documentation of decisions, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided meaningful deviations from income expectations and/or projections are reported in a timely fashion and appropriate action is taken to protect City funds from foreseeable decline of income or loss of capital.

E. Conflicts of Interest

1. Officers and employees involved in the investment process shall refrain from any business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
2. Investment officials shall disclose to the City Administrator any material financial interest in financial institutions that conduct business with the City, and they shall further disclose any large personal financial / investment positions that could be related to the performance of the City’s portfolio. The City Administrator shall report any disclosures to the City Clerk to be filed.
3. Investment Officials and all employees involved in the cash management or investment process shall be familiar with and comply with the letter and intent of Missouri conflict of interest statutes and applicable ordinances, and shall further endeavor to prevent any appearance of conflict.

F. Internal Controls

1. The Finance Director is directed to establish and maintain a system of internal controls.
2. The internal controls shall be designed to prevent losses of City funds by fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.
3. The internal controls shall be submitted for annual examination by the independent auditor.
4. All investments and general strategies employed shall be reviewed by the City Administrator and Finance Director periodically as circumstances warrant, and at least annually.

G. Instruments

The Finance Director as Treasurer is delegated the authority to purchase the following securities as investment instruments for the City’s Portfolios:

1. United States Treasury obligations such as but not limited to Treasury Bills, Treasury Notes and Treasury Bonds;
2. United States Agency obligations such as but not limited to Government National Mortgage Assoc. (GNMA), Small Business Administration, (SBA), and Tennessee Valley Authority (TVA);

3. United States Instrumentality obligations such as but not limited to Federal Home Loan Banks (FHLB), Federal National Mortgage Assoc. (FNMA), Federal Farm Credit System, Student Loan Marketing Assoc., Federal Land Banks, Federal Home Loan Mortgage Assoc.;
 4. Repurchase Agreements;
 5. Collateralized Certificates of Deposits;
 6. FDIC Insured Certificate of Deposit; and
 7. Collateralized Deposits in Savings and Loan Associations and Commercial Banks
- H. Diversification
1. Assets in the City's investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issue, a specific issuer or a specific class of securities.
 2. In establishing specific diversification strategies, the following general policies and constraints shall apply:
 - a. Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector.
 - b. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine and non-routine expenditures (payroll, bond payments, etc.) as well as sizeable blocks of anticipated revenue (property tax receipts, sales tax payments, franchise fee payments etc.)
 3. Risks
 - a. Portfolio diversification is employed as a way to control default risk.
 - i. Investment officials are expected to display prudence in the selection of securities as a way to minimize default risk.
 - ii. In the event of default by a specific issuer, the Finance Director shall review the portfolio and if appropriate, proceed to liquidate securities having comparable credit risks.
 - b. No individual investment transaction shall be considered, structured, or executed that jeopardizes the total capital position of the Portfolio.
 - c. To control risks of illiquidity, a minimum of 10 percent of the total portfolio shall be held in highly marketable U.S. Treasury Bills, overnight repurchase agreements, commercial bank demand deposits, or certificates of deposit.
 4. Safekeeping and Custody
 - a. Investment officials shall be bonded to protect the public against possible embezzlement and malfeasance.
 - b. Book-entry securities and collateralized securities shall be purchased using the delivery vs. payment procedure.
 - c. Third party custodial safekeeping practices are encouraged for the protection of investments.

- d. A written analysis of amounts on deposit at each financial institution and the corresponding FDIC/FSLIC and collateral protection shall be prepared not less than quarterly.
 - e. Safekeeping procedures shall be submitted to the independent auditor for annual review.
5. Competitive Selection of Investments Instruments
- a. Before the City invests any surplus funds, a competitive "bid" or "quote" process shall be conducted by telephone or through on-line web tools.
 - b. Decisions on investments shall be made in the best interest of the City and shall not afford special financial advantage to any individual or corporate entity.
 - c. Selection of a financial institution shall include consideration for the institution's financial strength which includes.
 - i. capital adequacy,
 - ii. asset quality,
 - iii. earnings, and
 - iv. liquidity.

Evaluation of a financial institution's financial strength may include use of an independent rating organization. Any financial institution selected must be insured by the F.D.I.C. and be incorporated under the laws of the State of Missouri or of the United States. Any institution which, in the judgment of the cash management and investment officer of the City, does not have reasonably good financial strength shall not be selected for City investments.

- d. The City will accept the bid which provides the highest rate of return within the maturity required and within the parameters of these policies, provided however that preference will be given to local financial institutions when their bid is within ten basis points of the high bid and they also meet the other requirements of this policy. Records will be kept of the bids offered, the bids accepted and a brief written explanation of the decision which was made regarding the investment, including a written explanation if the high bidder is not accepted.
- e. Upon request by the City Administrator, the Finance Director shall furnish a list of all the investments then owned by the City, which list shall include all pertinent data on each instrument.

IX. Revenue Policy

- A. A diversified revenue base shall be maintained to prevent revenue shortfalls for essential services due to reliance on a single revenue source.
- B. All existing and potential revenue sources will be reviewed annually to ensure revenue trends are kept current and changes identified quickly to enable proactive planning.
- C. One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund ongoing services.

- D. Monthly reports comparing actual to budgeted revenues will be prepared by the Finance Department and presented to the City Administrator, Mayor, and the City Council.
- E. User fees and rates will be examined annually to ensure that they are at levels that recover an appropriate level of direct and indirect costs of delivering the underlying service or product.
- F. The City will follow a policy of collecting, on a timely basis, all fees, charges, taxes, and other revenues properly due the City. The City will follow an aggressive policy of collecting all delinquencies due the City.

X. Operating Expenditure Policy

- A. Current operating expenditures / expenses shall not exceed current operating revenues. The City shall adopt an annual General Fund budget in which expenditures, net of one-time expenditures, does not exceed projected recurring revenues. This shall be referred to by the City as a "Balance Budget".
- B. No commitment shall be made to expend any funds that have not first been duly appropriated by Council through the budgeting process.
- C. All expenditures shall be made only in the furtherance of the purposes of the City. No expenditures shall be made that the public purpose of such expenditures is not clearly identified. For public services provided indirectly through other entities, the public purpose shall be stated in and expenditures limited to such purpose through contracts.
- D. Monthly reports comparing actual to budgeted expenditures / expenses will be prepared by the Finance Department and presented to the appropriate Department Heads, City Administrator, Mayor, and the City Council in an appropriate level of detail.
- E. The Finance Director will distribute a check listing monthly to the finance committee for review and oversight of compliance with the financial management policy.

XI. Fixed Asset Policy

- A. Fixed assets shall be capitalized if they have an estimated life of more than one year following the date of acquisition and have a purchase cost of \$5,000 or more. Items which cost less than \$5,000 and / or have a life of one year or less will be expensed upon acquisition.
- B. Purchase cost of fixed asset includes freight, installation charges, carrying cases, adaptors and other items which are connected to the fixed asset and necessary for its operation or use.
- C. Fixed assets' capitalization threshold should be applied to individual fixed assets rather than groups of fixed assets.
- D. Departments will notify the Finance Department, and City Clerk of any, acquisition, change in location, disposal, or loss of a fixed asset.
- E. Departments should exercise control over their capitalized and non-capitalized fixed assets by establishing and maintaining adequate control procedures at the departmental level.
- F. An appropriate level and type of insurance shall be maintained on fixed assets to assure financial stability and the City's ability to continue vital services in the event of catastrophic losses. In all cases insurance shall be in sufficient amount to cover any outstanding debt on

any assets that were acquired with the proceeds of such debt and comply with any insurance related covenants in the debt instruments.

- G. The Finance Office shall maintain an inventory and systems of internal controls for capitalized fixed assets.
- H. Fixed asset disposals shall be conducted in accordance with the Surplus Property Disposal Policy

XII. Purchasing Policy

A. Goals

This policy has been designed to ensure that the guidelines set by the City Council with regard to the expenditure of public funds are met by all City Departments. The intent of these policies is to ensure the City will receive the maximum value for each public dollar spent.

B. Basic Goals

The basic goals of the City's purchasing policy are:

1. To comply with the legal requirements of public purchasing of goods, equipment and services and/or leasing of equipment.
2. To assure vendors that impartial and equal treatment will be afforded to all who wish to do business with the City.
3. To receive maximum value for each public dollar spent.
4. To provide City departments with required goods and services at the time and place needed in the proper quantity and quality.
5. To purchase and lease only goods, equipment and services for which funds have been approved.

C. General Guidelines

These general guidelines should be considered administrative rules and regulations, and are to be adhered to by all departments in the procurement of goods and services, whether by purchasing or leasing. The City Administrator shall be responsible for overseeing the application and adherence to this policy and will issue clarifications as needed. It should be noted that some grants and in some cases Missouri Statutes place additional requirements on the procurement process. Each department head is responsible for ensuring that proper procurement procedures are adhered to for all purchases through their department.

1. Planning

Planning for purchases shall be done on both a short term and a long-term basis. Planning will cut down on the number of trips required to obtain materials and minimize the amount of clerical and supervisory time spent on documenting purchases. The purchasing process begins with the preparation of the annual budget. These policies augment rather than replace the budgeting process, in that funds must first be duly appropriated in the adopted budget prior to implementing the purchasing process.

2. Sales Tax

The City is exempt from paying sales tax.

3. Personal Purchases

Employees are strictly prohibited from using their position or the city's name to purchase items for their own personal use.

D. AFFIRMATIVE ACTION AND LOCAL PREFERENCE.

1. Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases.

2. If the purchase is federally funded in whole or in part, minority and women-owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed.

3. The City may exercise a preference for local businesses for purchases funded exclusively by the City but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding, the City may not exercise a preference for local businesses.

E. CODE OF CONDUCT.

1. Employees, officers, and agents of the City who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest.

2. No employee, officer, or agent of the City shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.

3. Such a conflict would arise when

a. an employee, officer, or agent of the city participates in the selection process and a vendor employs or is about to employ, any member of his or her immediate family, his or her partner, or

b. an employee, officer, or agent of the City, or a member of his or her immediate family, or his or her partner, stands to receive anything of financial value if a vendor is selected.

4. No officer or employee of the city shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member or in which he owns a substantial interest; nor shall he or she make, any personal investments in any enterprise that will create a substantial conflict between his or her private interest and the public interest; nor shall he, she, or any firm or business entity of which he or she is an officer, agent or member, or the owner of substantial interest, sell any goods or services to the City except where such sale is done by competitive bidding and the officer or employee is the lowest bidder. For the purpose of this section, the term "investments" shall not include any publicly traded stock or other investment vehicle regulated by the Securities and Exchange Commission.

5. An employee, officer, or agent of the City who is involved in the procurement and selection

of a bid or purchase and has a real or apparent conflict of interest must disclose that conflict of interest to the Mayor before the bid selection or purchase takes place. Such disclosure must be in writing and shall be retained as part of the official record surrounding the bid or purchase.

6. Officers, employees, and agents of the City will not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. For the purposes of this section, a gratuity shall include any amount of cash, or a gift having a value of more than twenty-five dollars. Non-cash gifts made to an entire department or to the city as a whole with a value of less than one hundred dollars shall not be considered a gratuity.
7. Officers, employees, and agents who fail to follow the above Code of Conduct shall be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.
8. Same; penalties. Any person who violates the provisions of this Section shall, upon conviction thereof, be punished as provided in the City Code.

F. DOCUMENTATION.

1. Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the City in accordance with the City's retention and disposition schedules.

G. Purchasing Guidelines

This policy establishes guidelines regulating the degree of formality to be followed in the purchase or lease of goods and services, depending on the costs of the items to be purchased. The splitting of purchases or lease payments into smaller orders/payments to avoid these requirements is strictly prohibited. The term "purchase" includes leasing and lease purchase arrangements for purposes of this policy. Good documentation and using extra caution to ensure that all vendors are treated fairly is in the City's best interest.

1. Small Purchase Procedures - \$1,000 or less

Department Heads are authorized to issue a purchase order directly to vendors and enter into any related contracts for any purchase in the amount of \$1,000 or less. Price comparisons should be made on a routine basis to ensure the best value is obtained in each purchase. Department Heads shall designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes, and that all purchases are accounted for. The designated employees need not secure the approval of the Department Head in order to make purchases in this price range. Department Heads may place added restrictions on employee's authority to purchase items.

2. Informal Purchase Procedures – more than \$1,000 to \$25,000

Department Heads, or their designee, must obtain three (3) or more quotations for the goods or services required. In common commodity purchases (off the shelf items), documentation of price checks such as webpage printouts or copies of current catalog pages showing current pricing may be used to document the purchase decision. The Department Head will approve the purchase order awarding the purchase to the lowest / best vendor. Under no circumstances shall the purchase of goods or services be divided into multiples in order to avoid the maximum limit of \$25,000. The Mayor or City Administrator is authorized to execute any related contracts or agreements upon obtaining legal counsel review as deemed prudent, but separate Council approval is not required provided that budgeting guidance is followed.

Whenever a Department Head determines that they must purchase goods or services from a "sole source vendor", the Department Head shall document why only one company or individual is capable of providing the goods or services required. The documentation shall be attached to the purchase order. The City Administrator must approve all sole source purchases over \$1,000.00 to \$24,999.99.

3. Formal Bids - Purchases from \$25,000 and above

Department Heads anticipating the purchase of goods or services exceeding \$25,000 in value shall prepare specifications based upon standards appropriate to meet the City's needs and following the Formal Bid Process.

4. However, whenever a Department Head determines that they must purchase goods or services from a "sole source vendor", the Department Head shall document why only one company or individual is capable of providing the goods or services required. The documentation shall be attached to the purchase order. The City Administrator and City Council must approve all sole source purchases over \$25,000.00.

5. The award will normally be made to the lowest and best bidder meeting specifications. This means there may be instances when accepting the low bid is not in the best interest of the City. When such a situation arises, it is incumbent upon the Department Head to thoroughly document the reasons why the low bidder should be disqualified or not selected. The City reserves the right to select a vendor based upon past service and experience with the vendor and other factors permitted by Missouri law.

6. Formal Bid Process

a. Upon the City Administrator's approval, the Department will prepare and make available to qualified vendors a request for proposal (RFP).

b. All bid documents shall contain the following language when applicable:

i. A statement that objections, appeals or disputes must be filed with the City Clerk within seven days of being known or capable of being known.

ii. For construction projects, language that sets a requirement for a bid guarantee or bid bond in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.

iii. If the project involves the construction or repair of city property and the amount is

\$75,000 or more, the specifications shall indicate that prevailing wage requirements must be met.

- iv. If the purchase is for more than \$5,000, the specifications shall indicate that compliance with §285.530 RSMo Employment of unauthorized aliens prohibited.
- v. The specifications shall require compliance with § 208.009 RSMo Illegal aliens prohibited from receiving any state or local public benefit.
- vi. For construction projects over \$2,000 using Federal Funds, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
- vii. A statement that the City reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the City's interest. The City reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.
- c. The Department will prepare a RFP Notice for submittal to the City Clerk and such RFP notice will be published in a local newspaper.
- d. All RFP's shall explicitly indicate that the City reserves the right to accept or reject any and all bids when it is determined in the best interest of the City to do so.
- e. All bids shall be sealed and filed with the City Clerk at or prior to the time on the date stated in the notice. City Clerk shall not disclose any information about any bids received prior to the closing date and time for receipt of such bids.
- f. All bids shall be opened at the specified time and date stated in the RFP and shall be publicly read by the City Clerk or his / her designee. Any bids arriving after the designated bid opening date and time will be time- stamped and the bid will remain unopened. Late arriving bids will not be tabulated or considered.
- g. The Department from which the RFP was issued shall have a representative attend the bid opening to witness and record the bids as they are opened and read.
- h. The City Clerk shall prepare a written tabulation of all bids. The Department Head shall submit a written recommendation to the City Administrator for the award of the bid. The City Administrator shall make a recommendation to Council for any acceptance of bids from this process. Any related contracts or agreements, shall be executed only upon specific authorization from Council.
- i. **No Responsive Bids**

In the event no responsive bids are received through the formal bidding process, the department head may take either of the following actions after documenting the lack of responsive bids with a memo to the City Administrator and upon their approval:

 - i. Initiate a new formal bidding process with the same or revised specifications;
 - ii. Negotiate directly with any of the vendors submitting a proposal or bid to

City of Sedalia, Missouri

Financial Management Policies

bring their proposal into compliance;

- iii. Utilize the informal purchasing procedures to locate an acceptable proposal or quote; or cancel the purchase.
- iv. If any of these actions results in locating an acceptable bid or proposal, the department head shall then make a recommendation to the City Administrator and City Council, who shall make the final decision.

7. Emergency Purchases

The bid procedures outlined in this policy may be waived under emergency conditions when the Department operations would be severely hampered.

- a. When the need for an emergency purchase occurs, the Department Head will notify the City Administrator who will give verbal approval of the transaction and furnish advice as to the best source of the item(s) or services sought. The Department will submit a written explanation to the City Administrator explaining the reasons for the emergency purchase with copies for the department and the Finance Director. The department will prepare the purchase order as soon as operations permit. EMERGENCY will be boldly written across the purchase order.
- b. The City Administrator is authorized to order emergency purchases up to a limit of \$20,000. Any emergency purchases exceeding that amount will require the verbal consent of the Mayor, which shall be confirmed in writing as soon as reasonably possible thereafter.

8. Cooperative Procurement Programs

Department Heads are encouraged to use cooperative purchasing programs sponsored by the State of Missouri or other governmental agencies. Cooperative purchasing can prove advantageous to the City by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive bidding and require the approval of the Department Head and City Administrator. Any related contracts or agreements covering less than \$25,000.00 may also be executed by the Mayor or City Administrator. However, any related contracts or agreements covering \$25,000.00 or more must have specific Council approval. Department Heads are encouraged to check with the State regarding cooperative procurement contracts in effect prior to making any large purchase.

- a. A current listing of all commodities and products available on the State Cooperative Purchasing Program is available on line at www.oa.mo.gov/purch/
- b. Departments are also authorized to purchase items from the State Surplus Property Unit in Jefferson City. Buy Board National Purchasing Cooperative and any other similar programs that meet the spirit and intent of these procedures in their process.

9. Professional Services

Normal competitive procedures may not be available in securing some professional services such as attorneys, architects, engineers, certified public accountants, planners, land surveyors, and other professional people who, in keeping with the standards of their discipline, or in some cases state statutes, cannot enter into a competitive bidding process.

- a. A Request for Qualifications (RFQ) can be prepared much the same way as

specifications including requirements and minimum standards for the services to be provided. RFQ'S shall be submitted to the City Administrator for review and approval prior to distribution. When an RFQ for professional services is approved, a limited number of qualified professionals known to the City will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services, it is the primary goal of the City to obtain the services of a professional who has a proven record of providing, in a professional way, those services required. A contract will be negotiated with the professional deemed to best meet the City's needs. If total compensation in such contract is less than \$25,000.00 then the Mayor or City Administrator is authorized to enter such contract. If total compensation is \$25,000.00 or more, then such contract shall require specific Council approval.

- b. Procurement of the services of architects, engineers, and land surveyors shall be made in compliance with Sections 8.285 through 8.291, RSMo.
- c. Procurement for design-build services shall be made in compliance with Section 67.5060 or Section 67.5070, RSMo., as applicable.

H. PURCHASES USING FEDERAL FUNDS

1. The requirements of this Section H shall apply to all purchases using Federal Funds and shall supersede any conflicting procedure or rule applicable to non-federal projects. In the event that a Federal agency requires specific rules for a grant or loan funded project, those rules shall apply.
2. Small Purchases. For purchases below \$250,000 (or the Standard Simplified Acquisition Threshold as defined by FAR at 48 CFR part 2, subpart 2.1, whichever is less) but greater than the Micro Purchase threshold price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition, provided, however, that if the City Purchasing limits set forth above require a more rigorous process, the City process shall be followed.
 - a. Soliciting from a single source. (1) For purchases not exceeding the simplified acquisition threshold staff may solicit from one source if the staff determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization).
3. Micro Purchases. For purchases below \$10,000, or below \$2,000 where the Davis-Bacon Act applies, or \$2,500 for service contracts, not including hiring of professionals, the purchasing employee shall follow the City policy (see 48 CFR 1, Subchapter A, part 2, Subpart 2.1).
4. Purchases at or exceeding the Simplified Acquisition Threshold (see 48 CFR 1, Subchapter A, part 2, Subpart 2.1; generally \$250,000) or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined in this policy and also follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

5. For purchases that use Federal Funding, no local or State purchasing preference shall be applied.
6. Internal Controls
 - a. The City will maintain effective internal control over the Federal award providing reasonable assurance that the City is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
 - b. The City will take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
 - c. The City will take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.
7. CERTIFICATION
 - a. To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the City, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."
8. ADVANCE PAYMENTS AND REIMBURSEMENTS
 - a. Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
 - b. Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
 - c. The City shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs
- I. Protests and Appeals for Goods and Professional Services Procurements
 1. Settlements of Issues Arising Out of Procurements – The City alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.
 2. Protests must be filed within seven (7) calendar days from the date notice of intent to award is issued. Failure to timely file a protest shall constitute a waiver of any right to

protest. Untimely protests will not be accepted or considered. Any protest shall:

- a. State in detail each and every ground asserted for the protest, citing to the law, rule, local ordinance, procedure or bid provision on which the protest is based; and
- b. Identify the remedy sought.
- c. Note: Specification related protests must be fully supported by technical data, test results, or other pertinent information that a rejected product or service offered is equal to or better than the specification requirement

3. Protest Resolution Process

a. Informal resolution

- i. After receiving a protest, the City Administrator or City Attorney, as applicable, will contact the protesting party at the earliest convenience to seek informal resolution and/or to clarify the issues.
- ii. Written response. Within fourteen (14) calendar days following contact with the protesting party for informal resolution, the City shall provide a written response to the protesting party. The letter constitutes the applicable department's final decision on the protest and shall be considered the City's agency action.

4. No Stay of Procurement Action During a Protest

- a. Nothing in these Policies and Procedures shall be deemed to prevent the City of Sedalia from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

J. This policy and procedure was adopted by the City Council and will remain in effect until amended or cancelled by action of the City Council.

K. A copy of this policy shall be retained on file by the City Clerk's Office and a copy was provided to each City Department.

XIII. Surplus Property Disposal Policy

- A. Disposal of Real Estate shall require specific Council approval. Upon determination that it would be appropriate to divest any holdings of real estate, the City Administrator shall make a recommendation to Council. Such recommendation may be made in a closed session. Council shall direct and authorize the City Administrator in the process to solicit offers, and bring back to Council for their consideration the appropriate documents to affect the sale.
- B. A department head having charge of any personal property that is surplus or obsolete, may request that the property be disposed of according to the following provisions in this section.
- C. The City Administrator or their designee is hereby authorized to sell the personal property in any form in the most advantageous manner. The designee may set a minimum sale price and may reject any formal or informal bid that in their judgment is not a fair sale price. Personal property may be disposed of in the following manner:

1. Sale by auction, or

2. Sale by sealed bid, or
3. Solicitation of offers to purchase the asset. Such solicitations shall be upon the condition that no offer less than the expected sale price carried on the item as approved by the City Administrator; or
4. Sales based upon a negotiated agreement with a particular vendor, provided that such vendor must be selected according to a procedure which provides a mechanism for all interested parties to make proposals in a fair and even manner. Direct negotiations as provided in this subsection may only be used if it is deemed to be in the best interest of the City and facts set forth as to why other means are less desirable; or
5. Sales by a third party selected according to the City's standard procedures for selecting providers of services; or
6. Transferred, with or without compensation, to any government entity, or other organization designated as a 501(C)(3) by the Internal Revenue Service. If such transfer is without compensation in an amount near the fair market value of the personal property, the public purpose or benefit from the transfer shall be clearly identified; or
7. If the personal property has been reasonably designated in a nonusable state by the City Administrator or their designee, it may be disposed of, consistent with the public interest, in any manner as they deemed appropriate.

In any event if any property is transferred under these policies to an employee, extra care shall be used to ensure that an open bidding process was used and that the process to arrive at the disposal decision is clearly documented including the factors that indicate the best interest of the City is being served by the disposal method. In no event shall an employee who participated in the determination of a minimum sale price, or who has knowledge of a minimum sale price prior to offering to purchase the item be qualified to purchase such property.

- D. Any compensation resulting from the disposal of surplus property belonging to the City shall be transferred to the fund that held the property prior to its disposal.
- E. The City Administrator or their designee is authorized to act as the agent for the city in the collection, disposal, and execution of agreements for the disposal of surplus personal property as authorized by the City Council or the City Administrator.
- F. The designee shall forward a written report on a periodic basis to the Mayor and City Administrator showing the disposition of all personal property that has been sold or transferred along with a description of said property.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE AND COLLECTION OF A SPECIAL TAX BILL BY THE PETTIS COUNTY COLLECTOR'S OFFICE

WHEREAS, pursuant to Chapter 10, Article X, Division 3 Sec. 10-429 (Property Maintenance, Enforcement, Penalties) of the Sedalia Municipal Code and Section 67.398, RSMo the City of Sedalia, Missouri deemed it necessary to immediately abate the nuisance conditions at certain properties located in the City of Sedalia, Missouri in order to secure the general health and safety of the city; and

WHEREAS, notice of the nuisance conditions and associated abatement invoices were given by regular mail and abatement and removal work were conducted; and

WHEREAS, the City incurred a cost of abatement and removal in the amount of \$193,982.54; and

WHEREAS, the City Council desires to authorize the Pettis County Collector to collect the unpaid balance of the abatements in the amount of \$153,806.51.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. That the Special Tax Bills for the unpaid balance of the abatements previously assessed and charged as a special tax against the property are attached hereto and incorporated herein. A Special Tax Bill is a personal debt against the owner and is a lien on the property until paid. A Special Tax Bill shall be collected in the same manner and procedure for collecting real estate taxes.

Section 2. The City is authorized to do all things necessary to submit the Special Tax Bill to the Pettis County Collector's Office.

Section 3. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November, 2023.

Andrew L. Dawson Mayor

ATTEST:

Jason S. Myers, City Clerk

Parcel #	Owner Last Name	Owner First Name	Violation Address	TOTAL OWED
152003133002000	Aldrich	Clarence Jr.	1528 E. 5th	\$ 66.00
152003208003000	Alexander	Doris	324 E. St. Louis	\$ 380.96
153008106005000	Arnold	Terry L.	1617 W. 20th	\$ 13,605.87
151002214006000	Ball	Jessica	401 S. New York	\$ 304.24
152003237008000	Barkanov	Daniel	409 E. 7th	\$ 66.00
152010313006000	Baro	Shelly L.	501 E. 27th	\$ 247.48
151002301003000	Bedolla	Reynaldo	2046 E. 7th	\$ 4,071.84
152003101023000	Bedolla	Jorge & Crystal	259 E. Salline	\$ 131.24
152003126010000	Bedolla	Tonya Y. & Matthew Jr.	911 E. 5th	\$ 7,664.42
152003211010000	Blair	Douglas W. & Tina M.	402 E. 3rd	\$ 340.50
152003102003000	Bradley	Douglas W. & Tina M.	416 N. Hurley	\$ 117.00
152003102002000	Bradley	Jennie Younger	418 N. Hurley	\$ 117.00
152004103010000	Brashier	Carrie Rose	208 W. Jefferson	\$ 313.48
107035314007000	Bringardner	Carrie Rose	401 E. Boonville	\$ 117.00
108033409018000	Bron/Belleci	Melanie & Marcia/Brian & Sunny	212 W. Morgan	\$ 300.00
108033240030000	Busker/Zimmerman	Debra S./Charles C.	320 N. Quincy	\$ 402.00
152003202002000	Cannon	Todd & Mary	422 E. Pettis	\$ 66.00
108033403004000	Carter	Josefina D.	407 W. Clay	\$ 168.00
152004458004000	Casdorff	Le Andra	1509 S. Vermont	\$ 7,422.25
152004164002000	Cassavaugh	Gregory & Jessica	317 W. 6th	\$ 157.50
108033409009000	Cocklin/Jones/Newbill/Newbill Etal	Sharon/Jean/Kelvin/Gary	317 W. Johnson	\$ 5,993.97
1080333401005000	Crabaker	Virginia G. & Jeanne	408 W. Clay	\$ 219.00
108033401004000	Crabaker	Gertrude & Jeannie M.	410 W. Clay	\$ 234.00
108034405006000	Dant	Justin & Stefany	206 E. Jackson	\$ 288.74
152004345023000	Degoedea/Cerros	Jan Jr./Flora A.	1416 S. Prospect	\$ 106.09
152004339004000	Dilthey	Kathy & Erin	1421 S. Beacon	\$ 12,387.91
152004233015000	Domingue	Nicholas T.	830 W. 6th	\$ 80.59
152004107001000	Estrada Perez	Leidi Laura	104 E. Jefferson	\$ 117.00
152003250130000	Faric	Victor Victorich	1214 S. Massachusetts	\$ 5,101.79
152009201013000	Ferrell	Dusty W. & Rachel E. Coffelt	1704 S. Grand	\$ 159.72
152003104004000	Garnik	Dmitry & Victoria Krysh	416 N. Summit	\$ 131.24
152004329003000	Genesis Home Solutions LLC		913 W. 10th	\$ 247.48
152004466009000	Goforth	Heather	1514 S. Kentucky	\$ 219.00
151002204004000	Gonzalez	Juan	318 E. Boonville	\$ 7,191.40
152003302001000	Guerra/Liseth/Rivera/Morales	Noe Morales/Fani/Morales/Martiza D. Rivera	422 E. 7th	\$ 304.24
152003301001000	Hartley	Donald G.	625 S. Lafayette	\$ 7,607.44
108034317005000	Heathman/Baron	Linda Sue/Tamis	218 E. Morgan	\$ 321.00
151002204012000	Henthorne	Robert B.	325 E. Salline	\$ 427.50
152004214005000	Hontz	Tyra L.	1111 W. 2nd	\$ 117.00
152010104001000	Huffman	Joy A.	1012 E. 16th	\$ 80.59
153005315041000	Hunton/Lefevers	Aaron/Melissa	1420 S. State Fair Blvd.	\$ 117.00
152004341010000	Iliff	James Jr.	1421 S. Carr	\$ 219.00
152010104005000	Ivan CO		1004 E. 16th	\$ 219.00
108033411002000	Jackson	Emmett IV	209 W. Morgan	\$ 183.00
152009215006000	Jacobs	Andrew J.	1911 S. Quincy	\$ 168.00
153005404001000	JN Wash Group LLC		1900 W. Broadway	\$ 117.00
153005119010000	JN Wash Group LLC		2102 W. Broadway	\$ 168.00
108034316010000	Johnson	Laverne	208 E. Johnson	\$ 234.00
152004303002000	Killion	Clayton B.	1212 W. Broadway	\$ 66.00
152003440006000	Kirby	Keith & Roxanne	1119 E. 13th	\$ 608.88
108033307005000	Kostis	Steven W.	703 N. Prospect	\$ 402.00
108033307006000	Kostis	Steven W.	703 N. Prospect	\$ 402.00
108033307007000	Kostis	Steven W.	705 N. Prospect	\$ 402.00
152003438007000	Kronk Sr.	Floyd H.	909 E. 13th	\$ 9,845.15
108033000026000	Lambirth	Robert Alan/David/Harry Wesley/James Thomas	1000 N. Grand	\$ 66.00

152003402010000	Laughlin	Randy L.	1423 E. Broadway	\$	182.24
108034406008000	Lemmon	Charlie & Mary L.	135 E. Walnut	\$	66.00
108034405008000	Lemmon/Tierney	Charles W. & Judith	201 E. Walnut	\$	66.00
108033307002000	Levko Investments LLC		821 W. Henry	\$	271.12
152004336016000	Lewis	Shandi R.	1314 S. Sneed	\$	479.96
152009204003000	Lindor Elite Inc.		1109 W. 16th	\$	9,579.15
152004329004000	Lindwall	Monica	917 W. 10th	\$	145.48
108033315008000	Llanos	Maria De Lourdes Cerritos	515 N. Quincy	\$	182.24
152003465001000	Lo MO Properties LLC		1122 E. 15m	\$	7,642.41
152004333019000	Long/Hazell	Joseph O./Jack A.	1312 S. Quincey	\$	1,237.82
152004205013000	Lopez Rentals LLC		1421 W. Main	\$	66.00
152004221016000	Lybarger	Richard K.	1110 W. 4th	\$	117.00
108034321025000	Marsh	Lynda Lee	405 N. Mill	\$	463.50
153005315029000	Mathes	Shawn L.	1101 Herold	\$	66.00
153005115009000	McAlister	Dusty	1221 W. 3rd	\$	229.95
152004439006000	Medina	Luis G.	1206 S. Missouri	\$	244.50
153005312004000	Menning/Sun Joo	Justin M./Katie	2407 Dennis Rd.	\$	304.18
108034305010000	Moore	Michael T.	102 E. Hogan	\$	117.00
108033410001000	Moore	Michael Thomas	105 W. Morgan	\$	117.00
152004101001000	Moore	Michael	310 N. Ohio	\$	117.00
108034305013000	Moore	Michael T.	108 E. Hogan	\$	117.00
151002301007000	Nold	Cynthia S.	2107 E. Broadway	\$	124.12
151002222001000	Phillips	Arlene J.	1624 E. 5th	\$	2,930.87
108033317006000	Pioneer Properties LLC		502 N. Prospect	\$	66.00
152003103007000	Poindexter	Preston J.	410 N. Engineer	\$	117.00
108034315006000	Pool	Ellis & Sarah E.	105 E. Morgan	\$	264.00
108034317009000	Potts	Bobbi	524 W. Lammie	\$	10,346.26
152004406001000	Richardson	Jack	501 W. 7th	\$	117.00
152003208002000	Rogers	Ann F.	316 E. St. Louis	\$	117.00
152003208001000	Rogers	Ann F.	320 E. St. Louis	\$	336.00
152004424003000	Root	Michael R.	917 S. Grand	\$	66.00
152003315013000	Schneider	Dannille Marrie	311 E. 11th	\$	310.50
152003401004000	Schultz	Andy	1500 E. 7th	\$	263.15
108033325006000	Seifert	John	312 N. Prospect	\$	394.36
152004423010000	Sewell	Billy J.	908 S. Missouri	\$	117.00
108033000028000	Shapovalov	Konstantin	1006 N. Grand	\$	321.00
108034316011000	Shobe	Idamae E.	206 E. Johnson	\$	66.00
152004155006000	Sholatyuk	Yuriy & Tatyana	521 W. 5th	\$	15,461.00
152003423002000	Slankard/Phillips	Bessie J./Dylan D.	814 E. 10th	\$	318.48
152009210007000	Small	Loretta J.	1527 S. Barrett	\$	8,266.23
152009206012000	Tarasov Properties LLC		1719 S. Carr	\$	244.50
152004231017000	Tarasov Properties LLC		420 S. Quincy	\$	66.00
108033317001000	Tarasov Properties LLC		527 N. Grand	\$	117.00
153005315010000	Van Booven	Marjorie L.	1210 Sue Lane	\$	168.00
108033316008000	Voshev	Michael & Liliya	501 A&B N. Prospect	\$	117.00
107035000010000	Weersma	Michael	1120 N. Kasdar	\$	157.50
152004426010000	Wells Fargo Bank		1004 S. Missouri	\$	66.00
153005122017000	Wiedeman	Ryan D.	1632 W. 7th	\$	117.00
151002208002000	Williams	Harry D & Mary	500 E. Howard	\$	131.24
152004137013000	Woodington	Steven C. & Tiffany L.	700 W. 4th	\$	131.24
152004232018000	Yates	Bettie S.	818 W. 5th	\$	66.00
				\$	153,806.51

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 12-278 OF THE CITY'S CODE OF ORDINANCES REGARDING AN ADDITIONAL FEE FOR A PER DIEM MOBILE FOOD VENDOR LICENSE AND INCORPORATING SAID FEE INTO THE CITY'S FEE SCHEDULE.

WHEREAS, the City of Sedalia, Missouri has determined it is appropriate and necessary to add a fee for a Per Diem Mobile Food Vendor License and to incorporate said fee into the City's fee schedule as follows: \$25.00 per consecutive 3-day period.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. Section 12-278 of the City's Code of Ordinances and the City's Fee Schedule are hereby amended to add a fee for a Per Diem Mobile Food Vendor License as follows: \$25.00 per consecutive 3-day period and said fee is incorporated into the City's fee schedule.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November, 2023.

Presiding Officer of the Council

Approved by the Mayor of said City this 6th day of November, 2023.

ATTEST:

Andrew L. Dawson, Mayor

Jason S. Myers
City Clerk

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A LABOR AGREEMENT BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI AND _____.

WHEREAS, the City of Sedalia, Missouri and _____ have negotiated terms of an agreement through the collective bargaining process as more fully described in the proposed agreement attached to this Ordinance and incorporated by reference as though such agreement was set forth herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:

Section 1. The Council of the City of Sedalia, Missouri, hereby authorizes the Labor Agreement by and between the City of Sedalia, Missouri and _____ in substantively the same form and content as said Agreement attached hereto.

Section 2. The Mayor or City Administrator are hereby authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri, on the Labor Agreement in substantively the same form and content as the Agreement attached hereto.

Section 3. The City Clerk is hereby directed to file in his office a duplicate or copy of the Labor Agreement after it has been executed by the parties or their duly authorized representatives.

Section 4. This Ordinance shall take effect and be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 6th day of November 2023.

Presiding Officer of the Council

Approved by the Mayor of said City, this 6th day of November 2023.

Andrew L. Dawson, Mayor

ATTEST:

Jason S. Myers
City Clerk