



**CITY COUNCIL MEETING  
GLADSTONE, MISSOURI  
MONDAY, APRIL 13, 2020**

**REGULAR MEETING: 7:30 PM**

*In light of public health orders from the Missouri Governor and the Clay County Health Department related to the COVID-19 pandemic, this meeting will be held via audio and video. Members of the public interested in this meeting may listen at City Hall, 7010 North Holmes, in the Council Chambers or livestream at <https://www.gladstone.mo.us/meeting/>. Due to the COVID-19 public health orders, occupancy in the Council Chambers will be limited.*

**TENTATIVE AGENDA**

- 1. Meeting Called to Order.**
- 2. Roll Call.**
- 3. Approval of the March 23, 2020, Regular City Council Meeting Minutes.**
- 4. PROCLAMATION: OLDER AMERICANS MONTH**
- 5. PROCLAMATION: EARTH DAY**
- 6. CONSENT AGENDA**

**RESOLUTION R-20-15** A Resolution accepting easements from certain property owners in conjunction with the Northeast 76<sup>th</sup> Street Improvements Project from North Oak Trafficway to North Brooklyn, Project TP1818.

**APPROVE TYPE 4 OUTDOOR SPECIAL EVENTS PERMITS:**

Rock the Block Client Appreciation Picnic, 602 Northeast 70<sup>th</sup> Terrace, Linden Square, Friday May 15, 2020, 5:00 pm to 8:00 pm.

Gladstone Household Hazardous Waste Drop Off, 7512 North Antioch Road, Happy Rock Park West, Friday, May 30, 2020, 8:00 am to 12:00 pm.

NAWS Woofstock Charity Fundraiser, 602 Northeast 70<sup>th</sup> Street, Linden Square, June 13, 2020, 7:00 am to 4:00 pm.

**APPROVE FINANCIAL REPORT FOR 8 MONTHS ENDING FEBRUARY 29, 2020.**

## **REGULAR AGENDA**

**7. Communications from the City Council.**

**8. Communications from the City Manager.**

**9. RESOLUTION R-20-16** A Resolution adopting changes to the definition of medical expenses within the City of Gladstone's Flexible Benefits Plan.

**10. RESOLUTION R-20-17** A Resolution amending or revising the 2020 Transportation Sales Tax Fund for the City of Gladstone, Missouri, and authorizing expenditures of funds.

**11. FIRST READING BILL NO. 20-10** An Ordinance authorizing the City Manager to execute a License Agreement between the City of Gladstone and the Missouri Highways and Transportation Commission for the City to construct and maintain a segment of the Rock Creek Greenway Trail-Phase 2 on Missouri State Route 1 property between Northeast 66<sup>th</sup> Street and Northeast 67<sup>th</sup> Terrace; Federal Project #TAP-3323(412)

**12. FIRST READING BILL NO. 20-11** An Ordinance authorizing the City Manager to execute a Program Agreement between the City of Gladstone and the Missouri Highways and Transportation Commission for federal transportation alternative funds to construct the Rock Creek Greenway Trail-Phase 2; Federal Project #TAP-3323(412).

**13. Other Business.**

**14. Adjournment.**

Representatives of the News Media may obtain copies of this notice by contacting:  
City Clerk Ruth Bocchino, 7010 N. Holmes, Gladstone MO  
POSTED: April 9, 2020, 1:45 pm



**MINUTES  
REGULAR CITY COUNCIL MEETING  
GLADSTONE, MISSOURI  
MONDAY, MARCH 23, 2020**

**PRESENT:** Mayor Carol Suter  
Mayor Pro Tem Jean Moore  
Councilman Bill Garnos  
Councilman R.D. Mallams  
Councilman Kyle Yarber

***ALL COUNCILMEMBERS ATTENDED VIA ZOOM***

City Manager Scott Wingerson  
Assistant City Manager Bob Baer  
City Clerk Ruth Bocchino  
Attorney Chris Williams-via Zoom

**Item No. 1. On the Agenda.** Meeting Called to Order.

**Mayor Suter** opened the Regular City Council Meeting Monday, March 23, 2020, at 7:30 pm.

**Item No. 2. On the Agenda.** ROLL CALL.

All Councilmembers were present via Zoom. The City Manager, Scott Wingerson, the Assistant City Manager, Bob Baer, and the City Clerk, Ruth Bocchino, were present in the City Council Chambers, 7010 North Holmes, Gladstone, Missouri.

**Item No. 3. On the Agenda.** Approval of the March 9, 2020, Closed City Council Meeting Minutes.

**Councilman Mallams** moved to approve the minutes of the March 9, 2020, Closed City Council meeting as presented. **Mayor Pro Tem Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

**Item No. 4. On the Agenda.** Approval of the March 9, 2020, Regular City Council Meeting Minutes.

**Mayor Pro Tem Moore** moved to approve the minutes of the March 9, 2020, Regular City Council meeting as presented. **Councilman Mallams** seconded. The Vote: "aye", Councilman

Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

## REGULAR AGENDA.

### Item No. 5. On the Agenda. Communications from the City Council.

**Councilman Yarber** stated: *"Yes, I've been talking with some of our local businesses to see how they are doing. I stopped in at Bubbles and they are going to be open. I wasn't sure if they were considered essential; apparently in times of crisis alcohol is essential. They are also doing their best to hire extra people. They are hiring bartenders from other bars that have been closed in Gladstone. They had a new employee working today who worked at the Hard Core Café on 72<sup>nd</sup> Street, the motorcycle one. I stopped in at Giovanni's and they were hopping and they are also looking for extra help, too. It's good to see that not every place is closed down and that they are doing what they can to take on extra people in this time when so many people are just flat unable to do anything. Kind of like us at the theater."*

**Mayor Suter** stated: *"Of course tomorrow new restrictions start so it will be different starting tomorrow."*

**Councilman Garnos** stated: *"The only thing I had is I wanted to note the passing of Beth Saluzzi. I'm very sad to hear about that in the FYIN. She was with our Finance Department for 26 years and I know she was always the person behind the scenes that got all the work done on the budget and finance stuff that we all take a lot of pride in and credit with. I always, right or wrong, gave her most of the credit for keeping all of that in line year after year and doing it very quietly and behind the scenes from City Council and I always appreciated the work that she did and I just wanted you to know that. That's all I have, thank you."*

**Councilman Mallams** stated: *"Thank you, Mayor. I'd like to take this opportunity to thank our Mayor, Mayor Suter, and our City Manager. You both have been working tirelessly. A thank you is extended to the Leadership Team and also every member of our city staff as they work together and will continue to work together to meet the needs of our residents, our families, our businesses within Gladstone; and working together, with rational, well thought out decisions, we will successfully meet the upcoming challenges created by the virus. Thank you, Mayor."*

**Mayor Pro Tem Moore** stated: *"I would like to echo the comments of Councilman Mallams about all the efforts that the city staff has done so diligently and also you, the Mayor. I also want to give a special shout out to our Public Safety and Fire EMS who are on the front lines of this. When the rest of us are inside or doing what we need to do, they are out there in the front lines. I just wanted to say a big thanks to them and just echo everybody's sentiments for them to stay very safe."*

**Mayor Suter** stated: *"So noted. My sentiments along that same line. I've tried to communicate to staff going forward, especially beginning this week; as we've gone to a whole new kind of schedule and organization which Scott will tell us a little bit more about. This is the beginning of a really different reality for our city staff. It's hard to believe when I look back at the calendar*

*for the last two weeks that it was like a whole different world two weeks ago, it feels like. I want to thank Mayor Pro Tem Moore for filling in for the Northland Regional Leadership Course. They had two different sessions; one for youth and one for their adult leadership and had Mayors attend all of them. I did one and thank you, Jean, for doing the other one."*

**Mayor Pro Tem Moore** stated: "Actually, Carol, they cancelled it."

**Mayor Suter** stated: *"Oh, did they? We had the volunteer recognition lunch for the Atkins-Johnson Friends of the Farm folks and they were all there. That was a really busy day at Stroud's, because that was the beginning of social distancing and yet people were comfortable, I guess, to go. It turned out to be a nice lunch and I'm glad we were able to pull that off. It had to be rescheduled because it was cancelled because of bad weather earlier this year. They were pleased that we were able to continue to do that. The City Manager and I had lunch with the Chancellor of the Metropolitan Community College, Dr. Beatty, and the President of Maple Woods, Dr. Lee, which was a really fun and interesting conversation. They are working to implement a Culture Institute, each of their campuses are going to have a different focus and that is what they have chosen for Maple Woods. This is because they have a veterinarian certificate program there already and so they are planning to expand it to a full Ag curriculum. We had some really good conversation about opportunities with the Atkins-Johnson Farm property at the city and that will continue. Over the weekend I had a phone conversation and also a meeting with all the Clay County Mayors. We met with the Public Health Director. While people are wondering about the Public Health Director making decisions, he hasn't been doing it in a vacuum; he has been meeting with the elected officials before decisions have been made. This one, of course, is a big one to decide to go to safe at home. Mayor Lucas has been hosting regional conversations, again all these are phone conversations, to check in with each other and be able to talk; as someone said today, 'unfiltered', with each other so we can clear the air on things and be more effective on our planning. Out of these meetings a couple of things have emerged: One is what I've been hearing a lot from folks online and hearing some others is that because the Public Health people have been taking the lead on this pandemic, a lot of people feel like they should be hearing more from the elected leaders and they have not been hearing much from the elected leaders. Scott and I talked about it today and we will be doing a story or a release for the Dispatch this week and so we will try to make that one where some of us will be quoted in so far that people hear from us, the elected officials. It seems to make people feel more confident when they hear from their elected officials. It's hard for people to understand why Public Health Directors are the ones who are making the decisions. I keep trying to inform people about how agreements came together and how the law works for Public Health. That is one of the issues. The other big issue that really hasn't come up, and we all felt the same way, is that, as someone said today during the conversation, we all look like chickens running around with our heads cut off because communication is so splintered and everybody is doing their thing separately and at different times. That is not going over well and it is not being helpful because it just seems to be confusing the population everywhere. When things like the Core 4; Wyandotte, Johnson, Jackson and Kansas City make announcements about things without having talked with anybody else or include anybody else, that was not helpful. If we all had to scramble to figure out what we were doing, the media still hasn't caught up and still is just copying their press release when Platte, Clay County, Cass County, and Leavenworth County, have all also approved the same thing. We are really scrambling to try to get word out so that people know*

*who all is included in this thing and trying to make sure that everybody's proclamations are the same. Again, it is not helpful to have a different list of what is allowed or what isn't allowed from one side of the street to the other. We have had a lot of good conversations about that today and we are committed to try to figure out helping better going forward so that we can all be on the same page and speak as one voice for the region and make sure our timetables are good. Kansas City announced theirs on Saturday. We didn't announce ours until Sunday because we didn't know they were going to do theirs on Saturday. Our businesses have one day less time to prepare for tomorrow. Their businesses had two days; our businesses have one. We are trying to make sure that doesn't happen again. It will take a lot of work on everybody's part to make sure that happens. There are a lot of players that have to be coordinated. As of today, the Mayors of the region are committed to it. Lastly, I'm going to be doing an interview tomorrow morning on KCUR at 9:00 am. They are doing a series with Mayors about what all we are doing and how things are going. Scott was keeping me updated to anything that happens here at the last minute. We will have an opportunity again to hopefully get the story out and help people to understand a little bit better who does what to whom and why. That is for tomorrow. That is what I have."*

**Item No. 6. On the Agenda.** Communications from the City Manager.

*City Manager Scott Wingerson stated: "Mayor and members of the City Council, thank you very much and congratulations on being part of the first ever video hosted City Council meeting in the history of Gladstone. I wish it was under different circumstances for sure. I thought I'd start with a little bit of an operational update. It's based primarily on the email that I sent last night about staffing and operational challenges and our response to those types of things that we are anticipating. I'll talk a little bit about the Resolution that is pending on your agenda tonight. To put us all in the right frame of mind, there are now three confirmed cases of COVID 19 in Clay County. We think that number is going to do nothing but grow and probably on an exponential basis and when you realize that testing hasn't been being done for the first week or so of this process. You can imagine the numbers even larger than those that are officially reported. Starting with Friday, March 13, we declared a State of Emergency in the City of Gladstone and activated the Emergency Operations Plan and established an Emergency Operations Center. On Sunday, March 15, the first EOC meeting was held with limited key personnel; primarily Department Directors. On March 16, the first full EOC meeting was held and that is comprised of the Leadership Team and Emergency Management personnel. That group has met in person or through this technology every day since March 16. I want to assure the City Council that decisions being made are difficult to list comprehensively. There are a lot of details up in the air and a lot of details being coordinated. All of those decisions find guidance in the Emergency Operations Plan and focus on what is our core mission of serving our community and protecting our most valuable resource, and that is our people. I'd like to pause for a second. Director Hasty is a big, big part of this response as 50% of the organization is on the front lines as Mayor Pro Tem Moore mentioned; I'd like to pause and allow Mike to talk about shift adjustments that they have implemented today in the Public Safety Department. Mike, if you could also talk a little bit about PPE's and access to those as well in your remarks, that would be great."*

*Director Hasty stated: "Sure, Thank you, Scott. Well, we first started with a comprehensive assessment of where we were with personnel and our resources so we could develop a strategy to create some sort of a sustainable response posture to serve the citizens into the future and work*

with our partners in the region. We started out by just cancelling or restricting all of our vacation and holiday time that had been scheduled. I haven't had any push back from personnel on that. They are very understanding of that. We've also implemented some work restrictions on off duty work which is something that you had mentioned earlier from the Mayor at Pleasant Valley. I don't suspect that this is going to be something that is going to impact them too severely. We wanted to limit the opportunity for exposure in a variety of ways you can contract the COVID 19 virus but also then still remain responsive in the Public Safety Department and in our community to make people feel safe. We have come up with an idea of how to assign our personnel as ready reserves. What that means is, we developed a built-in time to these schedules to where they will actually stand down or they can go home and be on some time where they are actually committed to us to where they would respond immediately, use some situational awareness but would not be out in the field contacting people or one another so we could kind of limit some of that exposure so we can actually spread our work force out for the extended period of time that you expect to be in this posture. So if the need arises, we would be immediately available to respond from home and they will be able to actually get some work done from their home too so that we can implement ways for them to access reports, access training, do these things that they could do and be productive from home but yet not be out in the risk of exposure. We focus a lot on personnel and scheduling. I'll start out first with what we did with the 911 Call Center in Public Safety Dispatch which is probably one of the more challenging areas in the department and in the conversations I've had with the Chief from Kansas City, and other Chiefs in the Northland, we are all in the same line that is where our biggest challenge in the region exists right now so we need the appropriate ability to enter that 911 call when it comes in and so we are committed to keep an eye on that. So we actually built in a new schedule for them that we implemented today and they got some reserve time as well and they can be stepped away from the console and we still are able to answer the 911 calls because we have the shifts spread out enough to where we can keep the 24/7 coverage. We have a little bit of overlap so that we can keep two dispatchers on at peak times and then we will use part-time communications officers to fill in some coverage there and we have been very, very lucky that they are willing to step up as well and we have used available personnel from City Hall that, like for example, someone from Community Development has been assigned to us to come down and learn how to answer the phone calls and help support the dispatcher that is on duty there so that is going to help us sustain this for the long haul. We will continue to supplement the communications center with personnel as they become available. I believe this schedule provides flexibility to a response of the unexpected where we, when something comes up on a moment we can adjust to it without being in a crisis. We started that scheduling already. Now for the Law Enforcement Officers, they're assigned to 12 hour shifts. One of the issues about 12 hour shifts that has concerned me for some time is the fatigue factor and this is not a time that you want fatigue in your officers; that could make them more susceptible to the illness. So what we have done is split, we have assigned all of our officers on different platoons, we pulled people out of community policing to augment that. We have actually been able to set up a process where half of a shift will be six hours on the street patrolling and answering calls, and the other six will be on ready reserve; so in other words they could be at home, they could be listening to the radio, they could do the reports from home and be available in case we need them but we have segregated for the potential of the COVID 19 virus. We started that schedule today and we can still make adjustments to that if we experience staff shortages. We also included Detectives in that as well so we have spread them out. They will actually work different shifts starting from 8:00 am to



midnight. They will work half of their time and will be provided the ability to do some work from home but primarily they are going to be available and have their uniform ready in case we start to experience significant shortages on the street and I have to put them in uniform and have them respond on calls. That was implemented this week as well during the day. So, the idea is to make sure that we are not overloading any particular shift or any particular group in our department so that we kind of spread it out to where we can all absorb that. We are still going to be able to respond to calls but we are doing some things like trying to screen the calls when they come in to make sure that we aren't, that we can get the first responders the necessary information in case they come into contact with someone that is potentially infected and they can take necessary precautions. We are also kind of focusing on some areas in patrol like grocery stores and pharmacies, there has been some intelligence from the East coast that what has kind of emerged is some individuals that will go inside a grocery store in particular or a pharmacy, announce to the whole group that they are infected with COVID 19 and then just fill up a cart; people are afraid of them, they get away from them, and they steal a whole cart full of merchandise out the door. Those types of incidents are already starting to show up. We have not had reports here, but we certainly are trying to be poised to deal with a response if that becomes an issue in this area. So beyond that, we've got the Fire and EMS personnel. I can't really change, or we couldn't figure out a way that we could really change much in their scheduling but we do implement social distancing so that they can kind of keep themselves isolated when they are on shift as much as they possibly can. We have developed a strategy of response that affects them that we implemented today and I call it an advance vehicle where we actually have an SUV staffed with a paramedic who will respond to EMS calls to evaluate patients before the ambulance crew. They will still go on the call, but once the evaluation is done by the advanced medic, then the ambulance crew can then make contact if the patient is appropriate for transport. The main reason for that is there are going to be many of these cases where people call for EMS and we will work with our medical control and Medical Directors within the protocols to evaluate these people as we see them; work with the hotline that the State has established with professionals to evaluate these patients to make sure it is the appropriate response to take them to the hospital because hospitals are really concerned, obviously, about being overloaded so we are going to put this in play to help manage that at the front end and if we can assess these patients and if they fit certain criteria, we can redirect them to another area for treatment if needed. So we have implemented that today. We are also in the process of contacting Kansas City Fire because we have had to pull medics off of firetrucks to implement this strategy. We still have them on duty so they can still go to fires if they come up, they won't be on the firetruck but they can still be on the fire ground fighting fires if we have them. We actually have enough Paramedics on staff that if we need to we can put both of our reserve ambulances in the front line service; we have enough equipment, we have enough personnel, but it would be at the expense of our firefighting posture and so we are going to work with Kansas City to see if that is something we can partner with them and maybe provide a service to maybe a little wider area and we are just going to see how this kind of works out with the EMS calls. Right now, we are not really seeing any increase in EMS calls. It's maintaining pretty level at this time but we don't know when this may change so we want to be able to respond to that so we have plans in place to do that. We made some adjustments to the work schedule of the EMS Chief that is over there, she is actually going to work on particular days of the week to make sure she can keep supplies ordered when needed; particularly the PPE and also the function of her quality control and EMS. She is going to be able to work on that from home. The Fire Marshall services are Emergency Management



*Specialists so he will also be working from home half the time as well. Animal Shelter: it was closed to the public and we implemented work schedules today; there are only two people assigned out there but they will split the duties between themselves and then will also be available to respond if we have to take in an animal; say some citizen has to go to the hospital and they don't have somebody to care for their animal, we will take that animal in and we are also trying to work with our other partners in the not-for-profit world to see if we can't move some of the animals we currently have out there to shelters in other places so they can be adopted. The other members of staff and support like the Records Unit, we've implemented some work from home options for some of them but we will keep one person in the Records Unit during business hours that can take care of things that they need to do during the day. We are still accepting some of the business that walks up. We are getting copies of reports, we are not doing liquor license processing right now, anything that requires face-to-face contact with a citizen, that is on pause for right now. The City Manager mentioned the Personal Protective Equipment. We are monitoring our inventory and we are like everybody else. We are very concerned about exhausting inventory we have. It's becoming more difficult to try to keep stock and add stock but I have been monitoring with the Department of Public Safety on the cache of Personal Protective Equipment that they maintain and have access to. We are going to be able to pick up, we hope, the first group of that this week and we will continually place orders every week through the process they set up to keep our Personal Protective Equipment in stock. The Department of Public Safety has also purchased enough Personal Protective Equipment for every Law Enforcement Officer in the State and they have a plan to deliver that to each region so we are waiting to hear when ours arrives and we will go pick that up and have that ready as well. We actually discovered some other PPE that we probably had from other, when we were preparing for other issues more than twenty years ago, that is still good so we are trying to repurpose that as well. That pretty much sums it up. Was there anything else?"*

City Manager Wingerson stated: *"Mike thank you very much. We can do questions now if you have questions for Director Hasty or I can finish the operational update, whatever your preference is Mayor."*

**Mayor Suter** asked if anyone had a question for Director Hasty.

There were none.

City Manager Wingerson stated: *"So the rest of the organization's personnel response plans were based on the principles that Director Hasty just outlined. If you can compare the Dispatch function that Mike talked about to the Water Treatment Plant, they are very similar in that they are very essential and have limited personnel that are trained to manage it. They are staggering shifts at the Water Treatment Plant and training back-up people in the same way that Dispatch is. The crews, the Public Works crews, have gone to two crews during the day Monday through Friday broken up into very small groups of three and one after hours call-in emergency response crew. Those crews will rotate every five days so one of the crews will go from emergency on-call to working during the day and one of the crews will shift over. Parks crews are mirroring for the most part. The same approach as the Public Works crews and for the vast majority of everybody else, we are on a day on, day off schedule to alternate and try to preserve our personnel resources the best we can. In terms of the facilities themselves, on March 16 we closed facilities*

to the public. I think that was the right move. It was not taken lightly. It is the first time that City Hall has been closed for anything besides Gladfest. Our normal working day as far back as we can see and I struggled painfully with that because the opening of City Hall and being open to the public has some meaning to the residents of Gladstone. We did not take that lightly but we did end up doing it for social distancing reasons and to encourage the public to start taking precautions as it related to COVID 19. That said, the Public Safety lobby remains open. It's a very small lobby and I don't think they are seeing a lot of everyday traffic. Most of the services are available online or via a phone call or an email and we can get most of the public taken care of. At the same time, we closed the facilities, we canceled or postponed many programs specifically in the recreation department; again, not taken lightly. That department has been processing credits and refunds to make people whole financially through their loss of services so far. On March 18, we directed the community of Gladstone to follow the Clay County Order regarding social distancing and changes to the service of food and beverages; we weathered that storm. It wasn't very nice but our businesses ultimately understood the need for it and I believe are supportive. Before we go into the Resolution that is pending to the Council, I would just like to thank some of our community partners who are providing support and really it is about Gladstonians stepping up. Our faith based community has been awesome. Antioch Bible Baptist Church went to online services before the Governor's Declaration of Emergency and almost before the President declared an emergency. That is how committed they are to keeping our community healthy. Mid America Regional Council on a lot of levels is the coordinating body for the region but a special resource to Gladstone. Our Mutual Aid partners in Law Enforcement and Fire EMS/Dispatch are all engaged in participating and supportive of each other and we appreciate that. The Missouri Municipal League is gathering information across the State and has been helpful. The Clay County Emergency Management function took a little bit to get going but now it is functioning at a very, very high level and we are proud of their efforts and proud to be associated with them. Kansas City Area Transportation Authority, you will be hearing more about their plan in the next couple of days. They provide our bus service and are working with us very closely. There is a lot of others; much too many to thank, but the community is really coming together. Starting the conversation about the Resolution, I'd like to first thank the Mayor and City Council for your calm and steady leadership; for staying focused on the important things; and your willingness to be patient while we chart new territory here. I'd like to thank every employee in our organization from 35 year veterans to the people who just started two weeks ago. I appreciate their trust, their support, and their adherence to our core mission of serving the public under what has become pretty extenuating circumstances. I'd like to thank our residents for mostly cooperating with the recommendations designed to slow the spread of the virus, protect the most vulnerable in our population, and preserve the ability for our health care system to function. I don't think that can be understated or stated frequently enough. This entire effort is about preserving the ability of our health care system to function under trying times that they have never seen before. Finally, and most importantly, I'd like to thank every business in the City of Gladstone. We clearly understand the financial impact that this national emergency is having on service businesses today and all businesses tomorrow. We appreciate your innovation, your creativity, your dedication and commitment. Our small businesses should be an inspiration to all of us. Related to the issue at hand, the Resolution, on March 13, President Trump declared a National Emergency. Also on March 13, Gladstone declared a State of Emergency, activated the local emergency management plan and established an Emergency Operation Center. On March 18, the Governor took similar action. On March 18, the Presiding Commissioner also

took similar action. Also on March 18, the Director of Clay County Public Health issued an Executive Order that fundamentally required social distancing and provided restrictions on restaurants, bars, and taverns and similar businesses. On March 22, the Clay County Public Health Director issued an Executive Order that fundamentally ordered Shelter in Place except for essential activities and limited business activities to essential functions as defined in the Order. All of these Orders by the Clay County Health Department Director are consistent across the major counties within the Kansas City Metro Area and have been adopted by many, many cities in the region. The purpose of the Resolution in your packet and for your consideration tonight for the Mayor and City Council is to officially proclaim a State of Emergency in Gladstone and to mirror the Order of Clay County Health for consistency reasons across the county. The Clay County Health Order will go into effect if approved by the Council, it will go into effect even if not approved by the Council, at 12:01 am Tuesday and expire 11:59 pm on April 24, unless extended by the Clay County Public Health Department. The Proclamation itself, declaring the State of Emergency, will continue until the health emergency has ended. I'd like to take just a second and read from the Clay County Order in a paraphrase fashion. The Resolution suggests things that people can do and not do and should always do: What can be done: People can go to the grocery store or pharmacy; visit a health care provider if you are sick or have an emergency medical need; enjoy the outdoors while practicing social distancing; perform your job that is essential to the health and safety of the community; perform your job or communicate through phone calls, video calls, online, or through other channels, that are not in person; you can take care of elderly relatives, young children, and those with medical needs or pets. What can I not do: Dine in a restaurant or drink in a bar; go to a nail or hair salon, clothing store, gym, fitness studio or get a massage; you can't go to a movie, a concert, a sporting event or worship service, attend a wedding or a funeral; or visit with friends and family who do not live with you, especially those who are at high risk of getting seriously ill from COVID 19. I think that is a key point. What people should always do is keep physical distance between yourself and others, about six to ten feet; wash your hands often for at least 20 seconds; clean and disinfect frequently; stay home and away from others when you are sick; cough or sneeze into your elbow; and always cover sneezes and coughs with a tissue that is promptly thrown away. I think most importantly in all of this effort is that people stay calm and try to follow trustworthy sources for their information. Our website is a good example of that. It references the CDC, the World Health Organization, Clay County, and frequently asked questions from Gladstone residents. With that Mayor, I'll turn it over to you to see if there are any questions and staff is clearly recommending your action tonight on adopting the Resolution on your agenda. Thank you."

**Mayor Suter** thanked City Manager Wingerson and stated: "I know I speak on behalf of all the Council when I express our appreciation to you and your leadership team. What a creative, diligent effort you have put into figuring this all out. It's quite a challenge to figure out how to keep the city functioning and keep our employees safe at the same time so I really appreciate the result. I think we got off to a good start today. Hopefully it will work well and we won't have any other emergencies. We are coming into storm season so we just all pray that we don't end up with other kinds of natural disasters. Do the Councilmembers have questions?"

**Councilman Garnos** stated: "Just a couple. I am so appreciative of the Leadership Team. I particularly like the creativity that you have put into these staggered shifts and the ready reserve

*shifts in Public Safety to try to do what we can to maintain coverage and yet still try to provide some protection to the officers and I appreciate that. I have on my calendar that April 1<sup>st</sup> is Census day but I have not heard anything on the news about that being suspended or activities involved with the Census and I didn't know if there were any updates on that. Since everybody is going to be filing for that online, maybe it is not affected but I was curious about that. Finally, I just wanted to mention that I bet I have had six calls from people asking about the imposition of Martial Law in Gladstone. Talking about confiscating weapons and companies using letters to their employees so that if they get stopped by the police they can show their passes that they are coming and going from their work. I've done my best in each case to try to explain what the restrictions are and are not. I just wanted to let you know there is an amazing amount of paranoia or if they are just all calling me."*

**Mayor Suter** stated: *"There is lots of crazy stuff going around online. I did want to update you on the Census, though. Just today the Census issued a new timetable. They are extending all of the deadlines, actually pushing them back so we don't have real people travelling neighborhoods. That is all pushed back; the projection is still that the Census will be able to be completed on time as expected. It will be done by the end of the year, that is where we are right now. We are having a phone conference call tomorrow with the Governor. I know a couple of Mayors just spoke with him yesterday and we do not expect that he will be making any new restrictions. I think one of the challenges that lies ahead for us with this Resolution and some of the things that we have done in this whole region will be next week when it appears as though the President is readying to actually lift all the restrictions and so then the world will be even more confused than it is now. I expect we will have lots of conversations happening again in another week. If that is it for the City Manager, anything else?"*

There was not.

**Item No. 7. On the Agenda.** **RESOLUTION R-20-14** A Resolution proclaiming a State of Emergency in the City of Gladstone, Clay County, Missouri.

**Councilman Mallams** moved to approve **RESOLUTION R-20-14**. A Resolution proclaiming a State of Emergency in the City of Gladstone, Clay County, Missouri. **Mayor Pro Tem Moore** seconded.

**Mayor Suter** stated: *"I have no questions but I do want to say, not only in my tenure in Gladstone, we have seen a lot of great times. We have had a lot of successes and a lot of fun in this city. We have also had some hard times, a couple of tornadoes and some other losses in the community, but nothing compares to this and to the action that we have to take. I just want to thank each of you, my colleagues, for having the courage to step up. It's so hard to balance the needs of everyone in the community and in this case pretty much everyone gets hurt, no matter what we do. Not every community, by far, not only a fraction of the State stepped up; so we are among the leading edge of folks willing to step up. I very much applaud your courage and, I think, your wisdom in taking this action which I will support."*

The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

**Item No. 8. On the Agenda.** Other Business.

There was no other business to come before the Council.

**Item No. 9. On the Agenda.** Adjournment.

**Mayor Suter** adjourned the March 23, 2020, Regular City Council meeting at 8:11 pm.

Respectfully submitted:

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Ruth E. Bocchino, City Clerk

Approved as presented: \_\_\_\_

Approved as modified: \_\_\_\_

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Mayor Carol J. Suter

# PROCLAMATION OF THE MAYOR

**WHEREAS**, the City of Gladstone is a community that includes 6,478 citizens aged 60 and older; and

**WHEREAS**, the older adults in the City of Gladstone are among of our most “treasured resources,” united by historical experiences, strengthened by diversity, and interpreting events through varied perspectives and backgrounds to bring wisdom and insight to our community; and

**WHEREAS**, increasing numbers of adults are reaching retirement age and remaining strong and active for longer than ever before; and

**WHEREAS**, the older adults in the City of Gladstone deserve recognitions for the contributions they have made and will continue to make to the culture, economy, and character of our community and our nation; and

**WHEREAS**, our community can provide that recognition and respect by improving the quality of life for older Americans by:

Increasing their opportunities to remain active and engaged in community life;

Providing individualized services and support systems to maintain the dignity, independence, and self-determination of older Americans as they age;

Combating ageist attitudes by honoring their past, present, and future contributions;

**NOW, THEREFORE**, I, Mayor Carol J. Suter, on behalf of the City Council and the residents of the City of Gladstone, do hereby proclaim May 2020 to be

## OLDER AMERICANS MONTH

and we urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition and involvement of older Americans can enrich our entire community’s quality of life.

Signed this 13th Day of April 2020

# PROCLAMATION OF THE MAYOR

**WHEREAS**, the City of Gladstone honors the 50th Anniversary of Earth Day; and

**WHEREAS**, in 1970, Earth Day was organized to honor the Earth and give voice to emerging public awareness of environmental concerns; and

**WHEREAS**, 50 years later, Earth Day remains an opportunity to renew our commitment to preserving and protecting the environment; and

**WHEREAS**, climate change impacts our economy, society, health, and quality of life; and

**WHEREAS**, we can use our collective voice to meet the challenge presented by climate change and to drive transformational action.

**NOW, THEREFORE**, I, Mayor Carol J. Suter, on behalf of the City Council and the residents of the City of Gladstone, do hereby proclaim April 22, 2020, to be

## EARTH DAY

and encourage all citizens to act on climate change and take time this month to honor Earth Day to enrich our entire community's quality of life.



**RESOLUTION NO. R-20-15**

**A RESOLUTION ACCEPTING EASEMENTS FROM CERTAIN PROPERTY OWNERS IN CONJUNCTION WITH THE NORTHEAST 76<sup>TH</sup> STREET IMPROVEMENTS PROJECT FROM NORTH OAK TRAFFICWAY TO NORTH BROOKLYN, PROJECT TP1818.**

**WHEREAS**, easements from certain property owners are necessary for the City to construct public improvements in conjunction with the Northeast 76<sup>th</sup> Street Improvements Project from North Oak Trafficway to North Brooklyn (TP1818).

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

**THAT**, the easements and quit-claim deed from the property owners attached hereto as Exhibits “PP” through “RR” are hereby accepted. Easement labeling is a continuation of the easements submitted and accepted under resolutions R-19-35, R-19-36, R-19-44, 19-55, R-20-02, R-20-07, and R-20-10.

Temporary Construction Easement

“PP” – Barbara J. Weber

1207 NE 76<sup>th</sup> Street

“QQ” – Amanda & Fernando Esquivel

7601 N. Troost Avenue

Quit-Claim Deed

“RR” – Amanda & Fernando Esquivel

7601 N. Troost Avenue

**FURTHER, THAT**, the City Manager of the City of Gladstone is hereby authorized to execute and undertake and perform on behalf of the City of Gladstone, Missouri, the obligations and undertakings set forth in said conveyances; and

**FURTHER, THAT**, the City Clerk is hereby directed to record said documents in the Office of the Recorder of Deeds, Clay County, Missouri.

**INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI THIS 13<sup>TH</sup> DAY OF APRIL, 2020.**

---

Mayor Carol J. Suter

ATTEST:

---

Ruth E. Bocchino, City Clerk



## *Request for Council Action*

RES ☒ # R-20-15

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 4/8/2020

Department: Public Works

Meeting Date Requested: 4/13/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: NE 76th Street Improvements – N. Oak Trafficway to N. Brooklyn #TP1818

Background: Easements and/or Right-of-Way are needed from forty-two (42) properties to complete this project.

Budget Discussion: Funds are budgeted in the amount of \$ 2.4 M from the TST Fund. Ongoing costs are estimated to be \$ N/A annually. Previous years' funding was \$N/A

Public/Board/Staff Input: Staff requests that the easements listed on the attached resolution be submitted to the City Council for acceptance. Easement labeling is a continuation of the easements submitted and accepted under resolutions R-19-35, R-19-36, R-19-44, R-19-55, R-20-02, R-20-07, and R-20-10. There are (2) easements remaining in order to construct this project.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Timothy A. Nebergall  
Department Director/Administrator

City Attorney

SW  
City Manager

# LETTER OF TRANSMITTAL



**CITY OF GLADSTONE**  
**Community Development Department**  
**P.O. Box 10719**  
**Gladstone, Missouri 64188-0719**  
**Tel. (816) 436-2200 Fax (816) 436-2228**



**TO: CITY COUNCIL**  
**FROM: COMMUNITY DEVELOPMENT**  
**DATE: FRIDAY, MAY 15, 2020**  
**PERMIT NO.: 20-00118**  
**RE: TYPE 4 OUTDOOR SPECIAL EVENT**

**NAME OF EVENT: ROCK THE BLOCK CLIENT APPRECIATION PICNIC**  
**LOCATION OF EVENT: 602 NE 70<sup>TH</sup> TERRACE**  
**LINDEN SQUARE**  
**DATE OF EVENT: FRIDAY, MAY 15, 2020**  
**TIME OF EVENT: 5:00PM – 8:00PM**  
**EST. ATTENDANCE: 200±**

## REQUESTED TEMPORARY VARIANCE:

- ☒ Section 2.120.050 Noise prohibited.
- ☐ Section 2.130.010(2) Park rules and regulations (hours).
- ☒ Section 2.130.010(13) Park rules and regulations (alcoholic beverages).
- ☐ Section 2.135.040 Prohibition of smoking on or within all public park grounds.
- ☐ Section 2.140.040 Public fireworks display prohibited, exceptions.
- ☒ Section 5.110.1800 Drinking in public.
- ☐ Section 5.160.230(a) Street use permit (street use permit allowed).
- ☒ Section 9.1600.110 Temporary signs.
- ☐ Other – Section \_\_\_\_\_
- ☐ Other – Section \_\_\_\_\_

**REMARKS:** The Nelson Home Group is hosting their 3<sup>rd</sup> Annual Rock the Block client appreciation event at Linden Square on Friday, May 15, 2020 from 5:00pm to 8:00pm. City staff has reviewed the application and find that the requested variances are appropriate for this venue.

**NOTE: APPROVAL IS SUBJECT TO LARGE GATHERINGS AND SOCIAL DISTANCE ORDERS BEING OFFICIALLY LIFTED.**

Signed: \_\_\_\_\_  
Alan D. Napoli, C.B.O.  
Community Development Administrator / Building Official

## ATTACHMENT(S):

- ☒ Map
- ☒ Letter



## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 3/10/2020

Department: Community Development

Meeting Date Requested: 3/23/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Special Event Permit BP-20-00118

Background: Nelson Home Group will be hosting their 3<sup>rd</sup> Annual Rock the Block client appreciation picnic. The event will take place at Linden Square on Friday, May 15<sup>th</sup> from 5:00pm to 8:00pm. This year they have expanded their appreciation from just food and non-alcoholic beverages to include beer and wine. There will also be some light music supplied by a DJ. They will also be placing their team's real estate yard signs.

Budget Discussion: Funds are budgeted in the amount of \$ 0.00 from the N/A Fund. Ongoing costs are estimated to be \$ 0.00 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: See attached letter of transmittal

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Alan Napoli  
Community Development Administrator / Building Official

February 19, 2020

To Whom It May Concern;

Nelson Home Group has requested to hold our 3rd annual Rock the Block client appreciation event at your Linden Square venue on Friday, May 15th, 2020 from 6 to 8pm. We intend to serve food, as well as beer and wine. There will also be light music from a DJ. Lastly, we plan to post our team's real estate yard signs on nearby sidewalks to direct attendees to our location.

Please accept this as a formal Letter of Justification as required on your Type 4 Outdoor Special Events Application.

For additional questions or communication, please find my contact information below.

Thank you for your time and consideration.

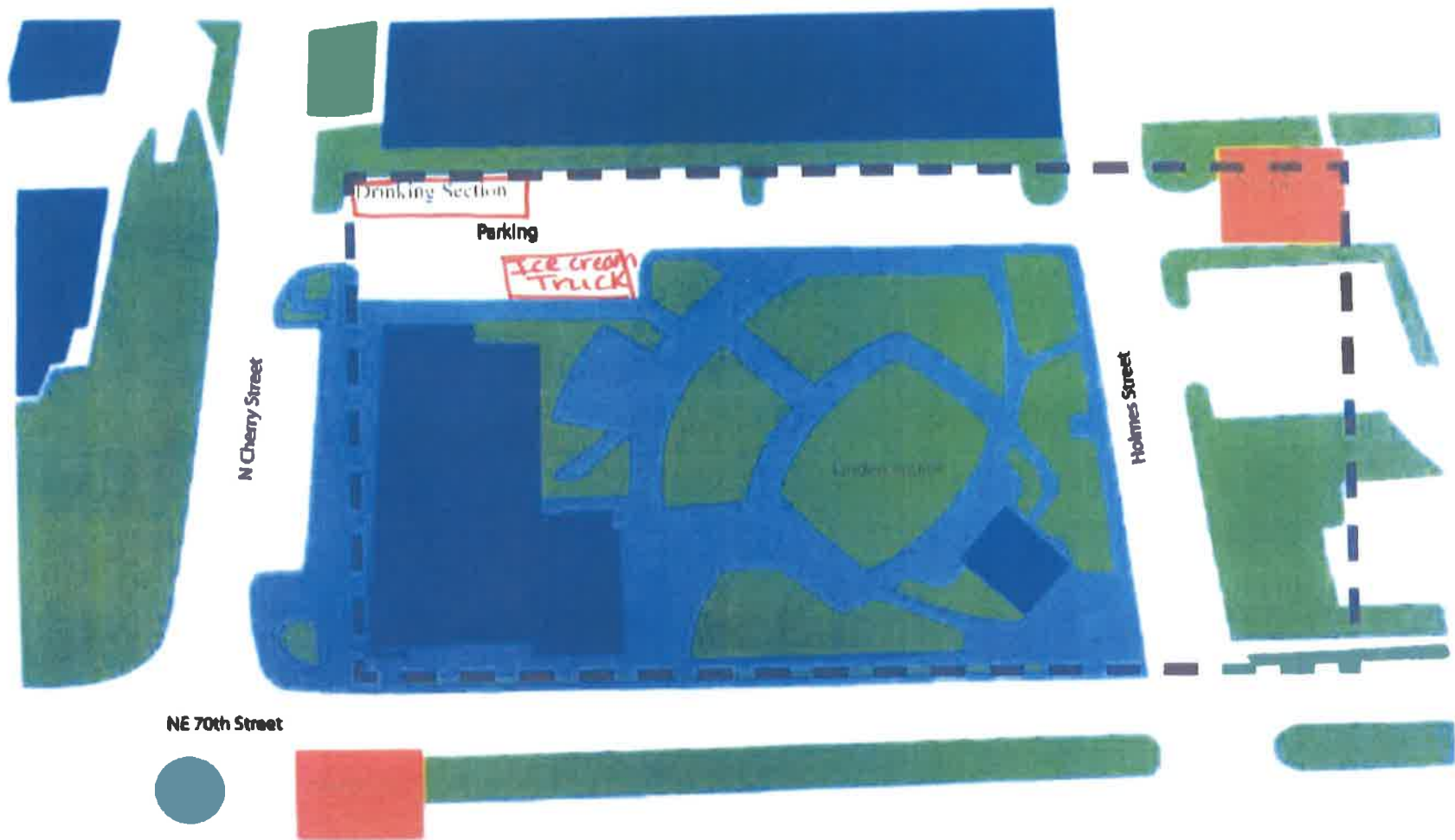
Sincerely,



Sara Nichols

Director of Operations & Marketing  
**Nelson Home Group**  
816.863.7787  
saranichols@kw.com





# LETTER OF TRANSMITTAL



**CITY OF GLADSTONE**  
**Community Development Department**  
**P.O. Box 10719**  
**Gladstone, Missouri 64188-0719**  
**Tel. (816) 436-2200 Fax (816) 436-2228**



**TO: CITY COUNCIL**  
**FROM: COMMUNITY DEVELOPMENT**  
**DATE: MARCH 11, 2020**  
**PERMIT NO.: 20-00123**  
**RE: TYPE 4 OUTDOOR SPECIAL EVENT**

**NAME OF EVENT: GLADSTONE HOUSEHOLD HAZARDOUS WASTE DROP-OFF**  
**LOCATION OF EVENT: 7512 N. ANTIOCH ROAD**  
**HAPPY ROCK PARK WEST**  
**DATE OF EVENT: FRIDAY, MAY 30, 2020**  
**TIME OF EVENT: 8:00AM – 12:00PM**  
**EST. ATTENDANCE: 250±**

## REQUESTED TEMPORARY VARIANCE:

- ☒ Section 2.120.050 Noise prohibited.  
☐ Section 2.130.010(2) Park rules and regulations (hours).  
☐ Section 2.130.010(13) Park rules and regulations (alcoholic beverages).  
☐ Section 2.135.040 Prohibition of smoking on or within all public park grounds.  
☐ Section 2.140.040 Public fireworks display prohibited, exceptions.  
☐ Section 5.110.1800 Drinking in public.  
☐ Section 5.160.230(a) Street use permit (street use permit allowed).  
☒ Section 9.1600.110 Temporary signs.  
☐ Other – Section \_\_\_\_\_  
☐ Other – Section \_\_\_\_\_

**REMARKS:** The Public Works Department will be holding their Annual Spring Household Hazardous Waste Drop-Off event for Gladstone residents. City staff has reviewed the application and find that the requested variances are appropriate for this venue.

**NOTE: APPROVAL IS SUBJECT TO LARGE GATHERINGS AND SOCIAL DISTANCE ORDERS BEING OFFICIALLY LIFTED.**

Signed: \_\_\_\_\_  
Alan D. Napoli, C.B.O.  
Community Development Administrator / Building Official

## ATTACHMENT(S):

- ☒ Map  
☐ Other \_\_\_\_\_





## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 3/11/2020

Department: Community Development

Meeting Date Requested: 3/23/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Special Event Permit BP-20-00123

Background: Public Works will hold their Annual Gladstone Household Hazardous Waste Drop-Off for the residents of Gladstone. The event will take place at Happy Rock Park West on Saturday, May 30, 2020. The event will run from 8:00am to 5:00pm; with an estimated attendance of 250±.

Budget Discussion: Funds are budgeted in the amount of \$ 0.00 from the N/A Fund. Ongoing costs are estimated to be \$ 0.00 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: See attached letter of transmittal

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Alan Napoli  
Community Development Administrator / Building Official



## Gladstone, MO



### Legend

- KCPL Lights
- Gladstone Lights
- School Point
- Bike Parking
- Bus Stop
- Point of Interest
- Church
- Apartment Point
- Street Centerline
- Edge Of Pavement
- Driveway
- City Limits
- Parcel
- House Number
- School Polygon
- Villages
- Apartment Polygon

### Notes



1 in. = 333ft.



666.7 0 333.33 666.7 Feet

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

# LETTER OF TRANSMITTAL



**CITY OF GLADSTONE**  
**Community Development Department**  
**P.O. Box 10719**  
**Gladstone, Missouri 64188-0719**  
**Tel. (816) 436-2200 Fax (816) 436-2228**



**TO: CITY COUNCIL**  
**FROM: COMMUNITY DEVELOPMENT**  
**DATE: MARCH 11, 2020**  
**PERMIT NO.: 20-00142**  
**RE: TYPE 4 OUTDOOR SPECIAL EVENT**

**NAME OF EVENT: NAWS WOOFSTOCK CHARITY FUNDRAISER**  
**LOCATION OF EVENT: 602 NE 70<sup>TH</sup> STREET**  
**LINDEN SQUARE**  
**DATE OF EVENT: JUNE 13, 2020**  
**TIME OF EVENT: 7:00AM – 4:00PM**  
**EST. ATTENDANCE: 300-500**

## REQUESTED TEMPORARY VARIANCE:

- ☒ Section 2.120.050 Noise prohibited.  
☒ Section 2.130.010(2) Park rules and regulations (hours).  
☐ Section 2.130.010(13) Park rules and regulations (alcoholic beverages).  
☐ Section 2.135.040 Prohibition of smoking on or within all public park grounds.  
☐ Section 2.140.040 Public fireworks display prohibited, exceptions.  
☐ Section 5.110.1800 Drinking in public.  
☒ Section 5.160.230(a) Street use permit (street use permit allowed).  
☒ Section 9.1600.110 Temporary signs.  
☐ Other – Section \_\_\_\_\_  
☐ Other – Section \_\_\_\_\_

**REMARKS:** Northland Animal Welfare Society (NAWS) will be holding their 11<sup>th</sup> Annual Woofstock event at Linden Square on Saturday, June 13, 2020 from 7:00am to 4:00pm. City staff has reviewed the application and find that the requested variances are appropriate for this venue.

**NOTE: APPROVAL IS SUBJECT TO LARGE GATHERINGS AND SOCIAL DISTANCE ORDERS BEING OFFICIALLY LIFTED.**

Signed: \_\_\_\_\_  
Alan D. Napoli, C.B.O.  
Community Development Administrator / Building Official

## ATTACHMENT(S):

- ☒ Map  
☐ Other \_\_\_\_\_



## *Request for Council Action*

RES ☐ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 2/11/2020

Department: Community Development

Meeting Date Requested: 3/23/2020

Public Hearing: Yes ☐ Date: ~~1/13/2020~~ ~~to be set at a date.~~

Subject: Special Event Permit BP-20-00142

Background: Northland Animal Welfare Society (NAWS) will be hosting their Annual Woofstock Charity Fundraiser festival. The festival will take place at Linden Square on Saturday, June 13, 2020 from 7:00am to 4:00pm. Their estimated attendance is 300 – 500. This is a family and pet friendly festival and will have related vendor, entertainment and more for the four (4) legged attendees and their two (2) legged companions. The Farmers Market will also be incorporated with this event.

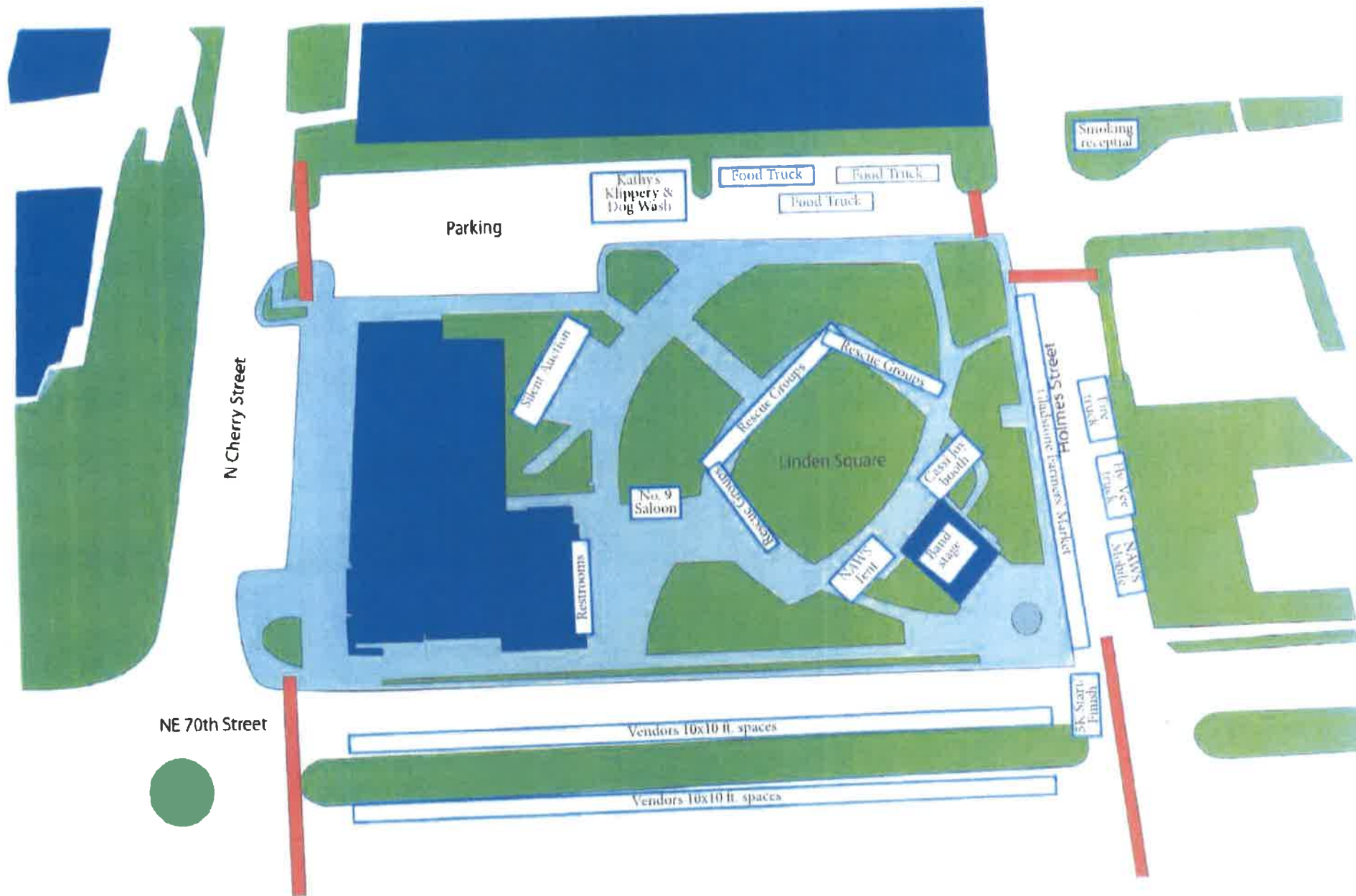
Budget Discussion: Funds are budgeted in the amount of \$ 0.00 from the N/A Fund. Ongoing costs are estimated to be \$ 0.00 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: See attached letter of transmittal

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Alan Napoli  
Community Development Administrator / Building Official





N Cherry Street

NE 70th Street

Parking

Kathy's  
Klippy &  
Dog Wash

Food Truck

Food Truck

Food Truck

Smoking  
reception

Silent Auction

No. 9  
Saloon

Restrooms

Linden Square

Rescue Groups

Rescue Groups

Cassidy's  
booth

NAHS  
Tent

Band  
Stage

Holmes Street  
Lakeland Farmers Market

Fire  
truck

Ho-Vee  
truck

NAHS  
Mobile

5K Start/  
Finish

Vendors 10x10 ft. spaces

Vendors 10x10 ft. spaces



# **CITY OF GLADSTONE**

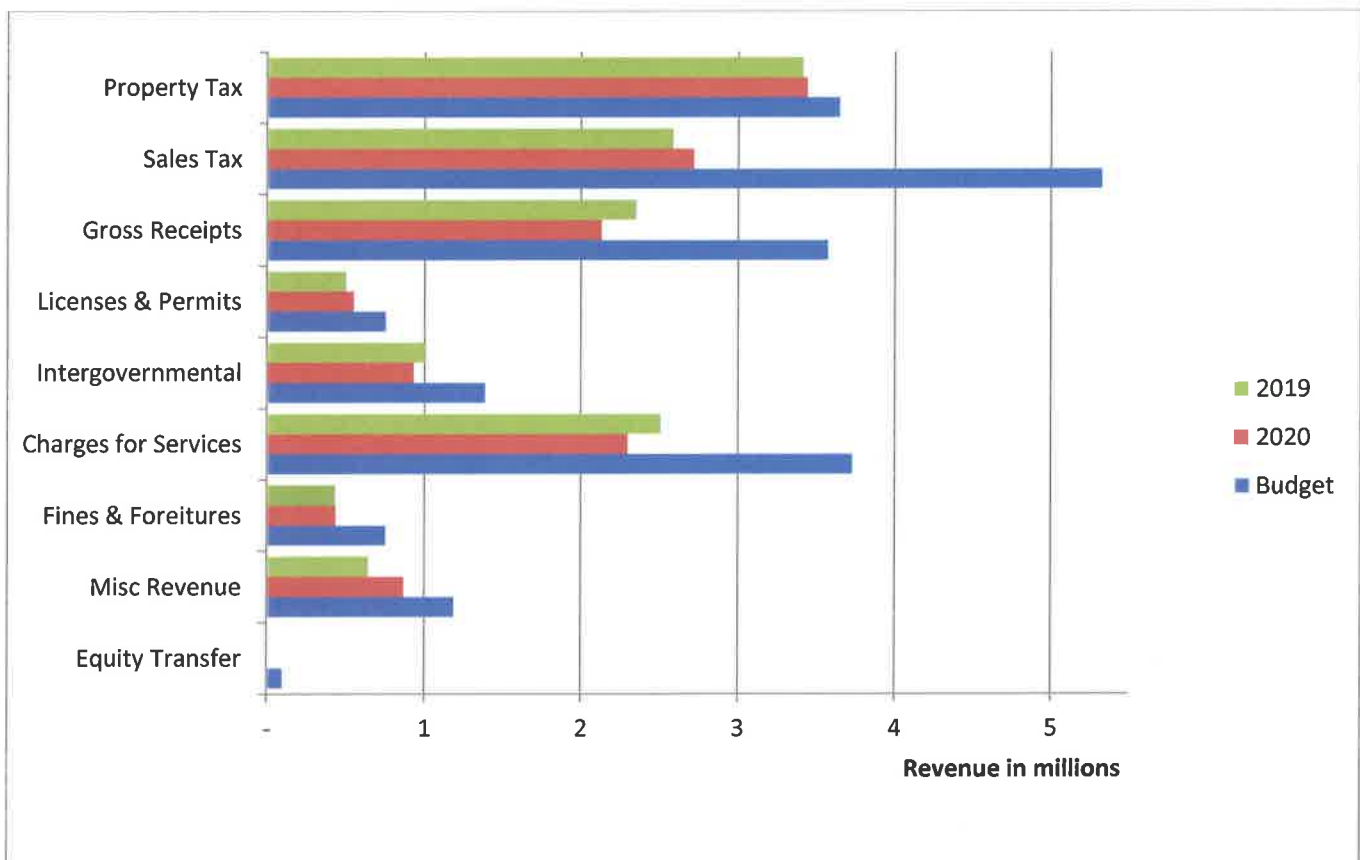
## **MISSOURI**

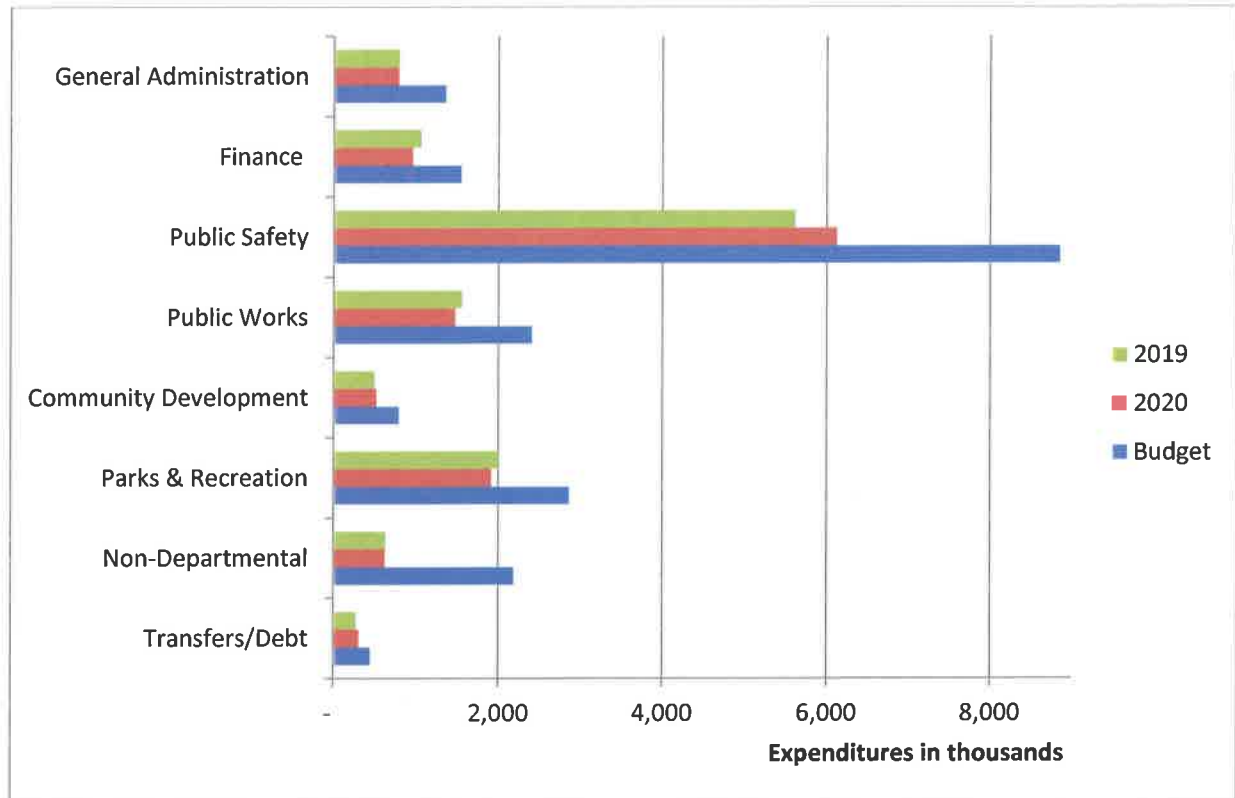
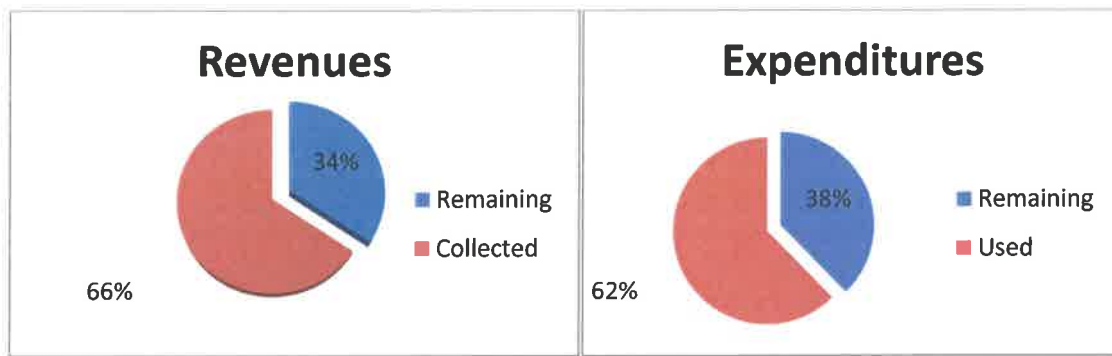
Financial Report for 8 Months Ending  
February 29, 2020

### **GENERAL FUND**

#### **General Fund Revenues**

Total revenues for the General Fund through 8 months or 67% of this fiscal year are \$13,406,195 compared to total budgeted revenues for the year of \$20,459,600. Property tax receipts are \$3,442,749, an increase of \$29,975 from the same time last year. Sales tax on a cash basis is \$2,723,824 or \$137,047 over last year. Gross receipts taxes are \$2,136,185, down 9% from last year, mainly due to a decrease in electric gross receipts and decreasing telecom and wireless receipts. License and Permits revenues are \$554,005, up 10% or \$51,152 from the same time as last year due to building and right of way permits being issued. Intergovernmental revenue has decreased by \$75,255 from the previous year to \$935,408. Charges for Services are \$2,303,110, down 8% or \$207,916 compared to the previous year due to multiple large overnight senior trips in the 2019 fiscal year. Fines and Forfeitures are comparable to the same time last year at \$439,765. Miscellaneous Revenue is \$871,149, up 35% due to inter-fund transfers.



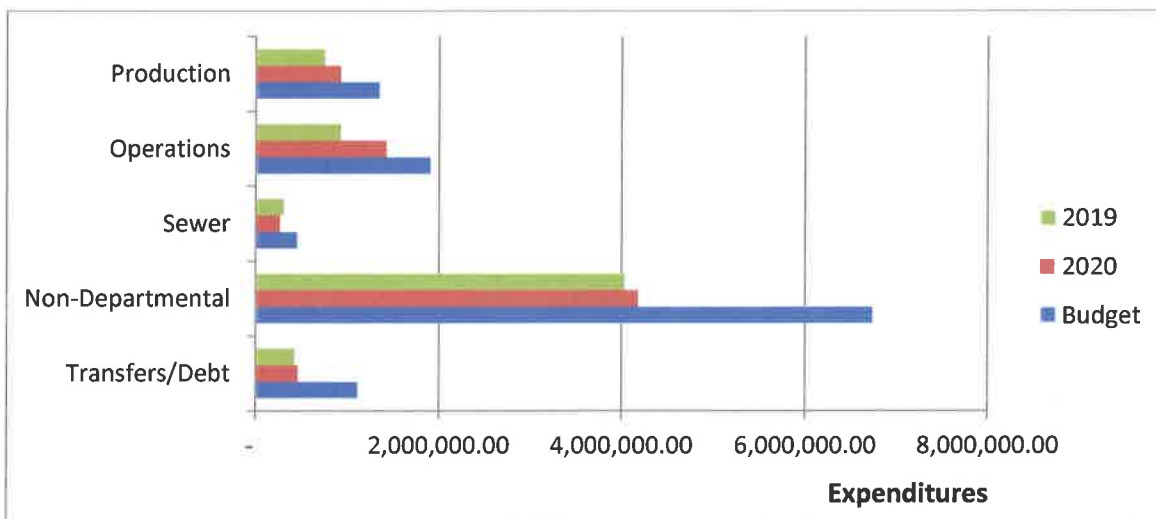
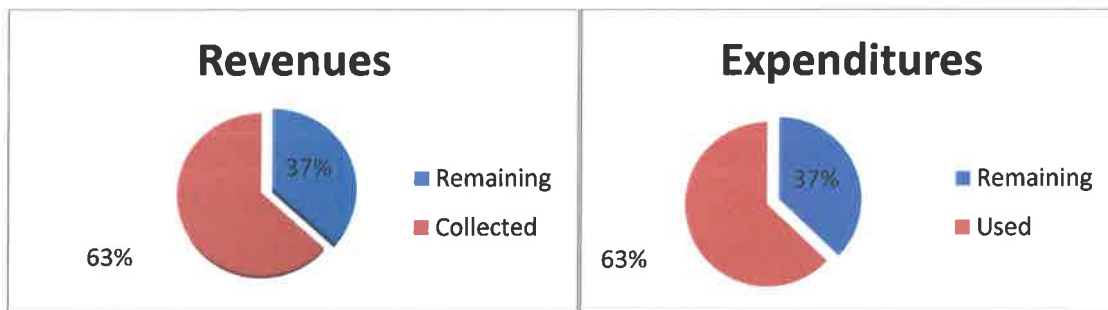
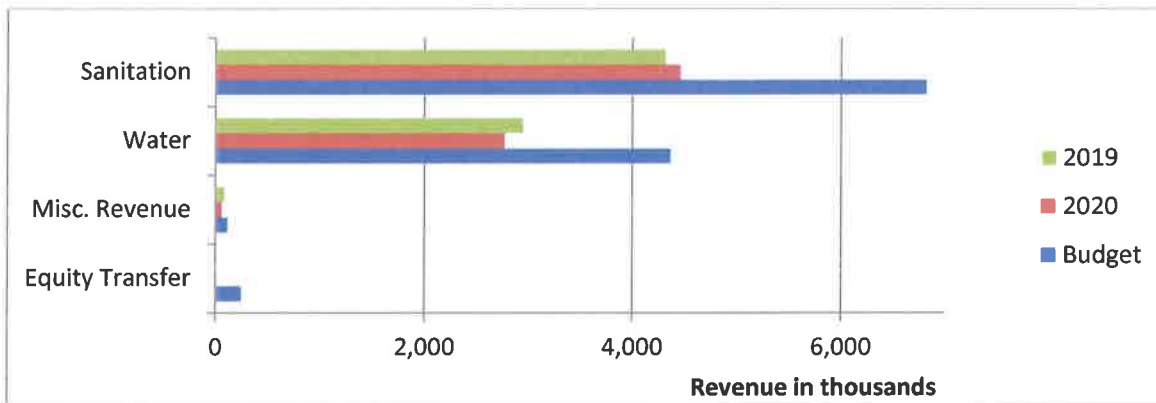


Expenditures through 8 months or 67% of this fiscal year amounted to \$12,750,897 or 62% of FY20 budgeted expenditures of \$20,450,275. This indicates that actual expenditures are 2% or \$303,866 more than last year's expenditures of \$12,447,031. General Administration expenditures decreased \$6,117 or 2% from last year for a total of \$693,503 due to contractual payments. Finance expenditures are down \$97,710 to \$960,786 due to vacant positions and purchase of equipment during the previous fiscal year. Public Safety expenditures are \$6,134,031, up \$516,751 or 9% due to positions being filled and increased personnel costs. Public Works expenditures have decreased to \$1,479,945 or 5% less than the prior year due to vacant positions and changes in personnel. Community Development expenditures are \$522,078, an increase of 5% or \$26,542 due to changes in personnel and property abatement. Parks & Recreation expenditures are \$1,921,625, down 5% or \$92,853 from the same time last year due to decreases in Senior Activities. Non-Departmental expenses are comparable to the previous year at \$624,916. Transfers and debt have increased to a total of \$316,493 from the prior year due to the new lease purchase for software and an ambulance. Current revenues are greater than current expenditures in the amount of \$655,298.



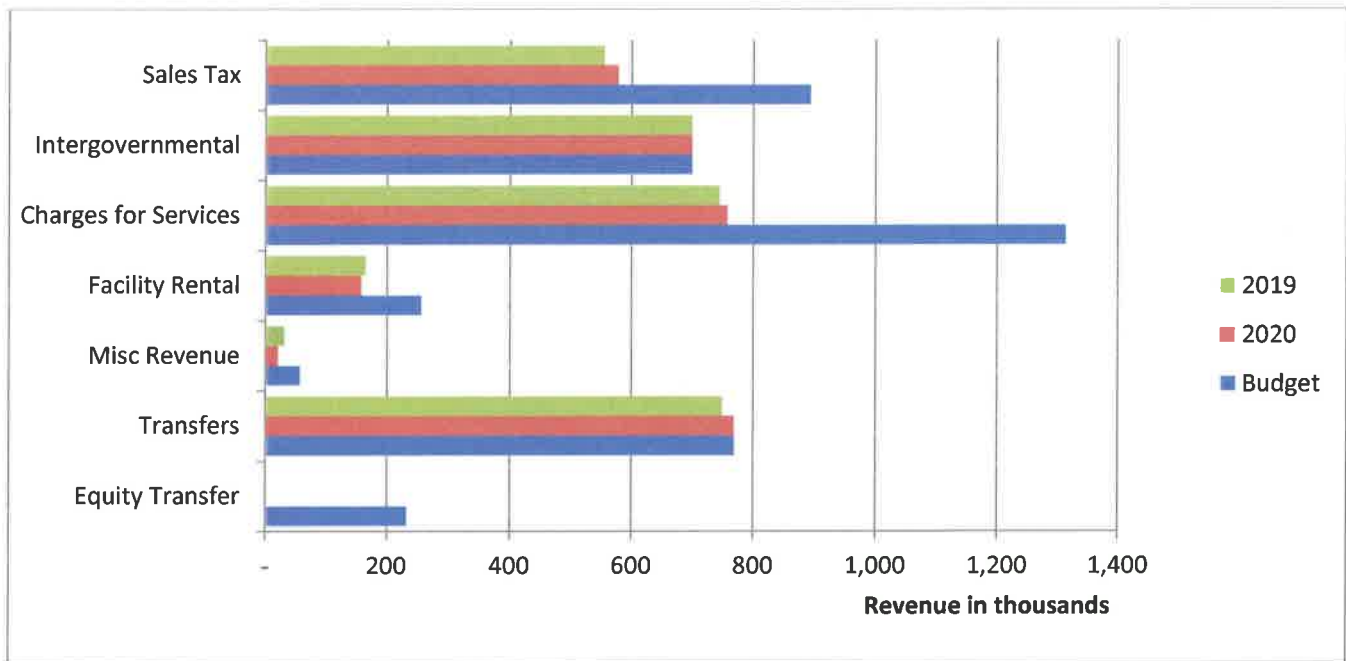
## COMBINED WATER AND SEWERAGE SYSTEM FUND

Total budgeted revenues for the fiscal year are \$11,564,905. Total revenues through 8 months or 67% of this fiscal year, amounted to \$7,299,150 or 63% of FY20 budgeted revenues. Revenues are down 1% or \$51,761 from last year due to decreased water and sewer consumption.

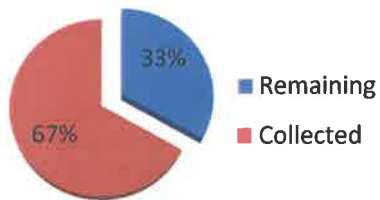


Total budgeted expenses for the fiscal year are \$11,561,656. Total expenses through 8 months or 67% of this fiscal year amounted to \$7,277,776 or 63% of FY20 budgeted expenses. Production expenditures are up \$174,375 to \$925,756 due to additional lime sludge maintenance and increased personnel costs. Operations division expenditures are \$1,428,136, up \$506,028 due to accelerated water line replacements. Sewer division expenditures have decreased to \$272,062 due to changes in personnel. Non-departmental expenditures are \$4,181,573, up 4% due to the increase in sewer charges paid to Kansas City. Transfers and debt are up \$38,746 due to a transfer to assist with street repairs. Current revenue exceeds current expenditures by \$21,373.

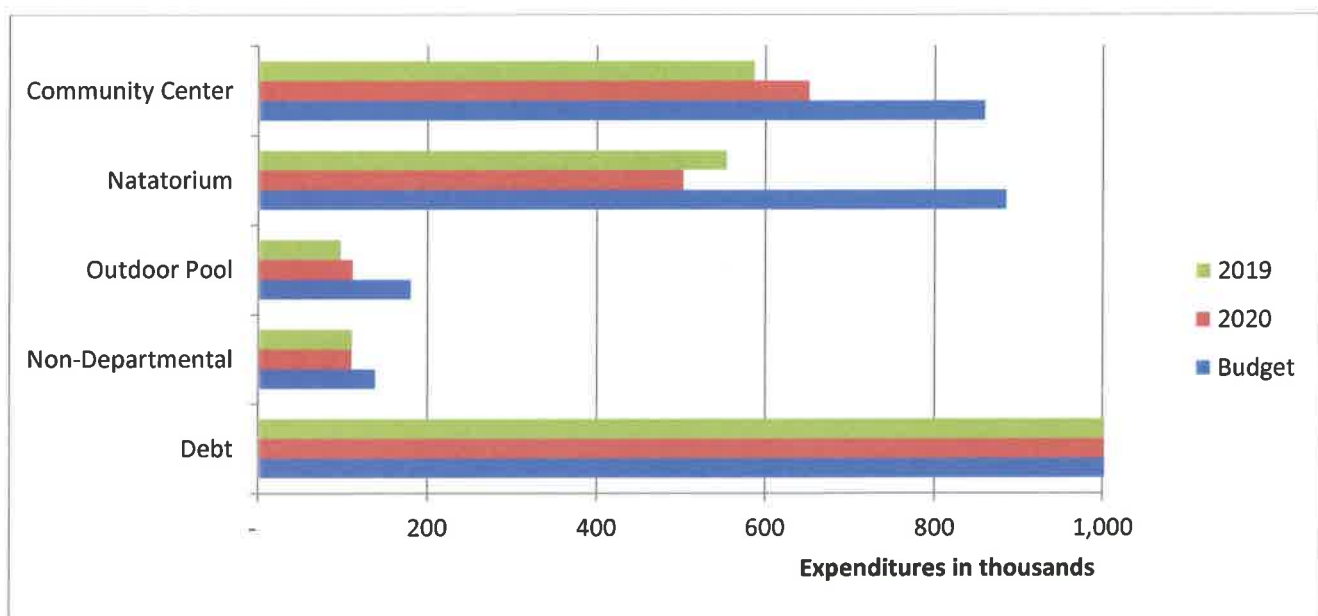
## COMMUNITY CENTER AND PARKS TAX FUND

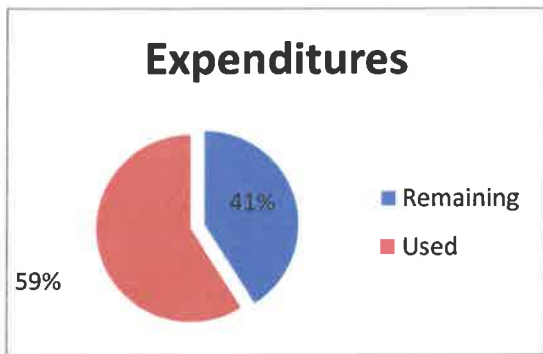


### Revenues



Total budgeted revenues for the fiscal year are \$4,224,350. Total revenues through 8 months or 67% of this fiscal year, amounted to \$2,987,626 or 71% of FY20 budgeted revenues. Sales tax received is \$578,846, up 3% or \$23,045 from the previous year. Intergovernmental revenue is \$700,000. Charges for Service are \$757,846, up 2% or \$12,804. Revenue from facility rental is down 4% or \$6,991 to \$158,826. Miscellaneous revenue is \$22,208, down \$9,805 from prior year. Transfers are \$769,900, an increase of \$20,400 or 3% over the previous year.

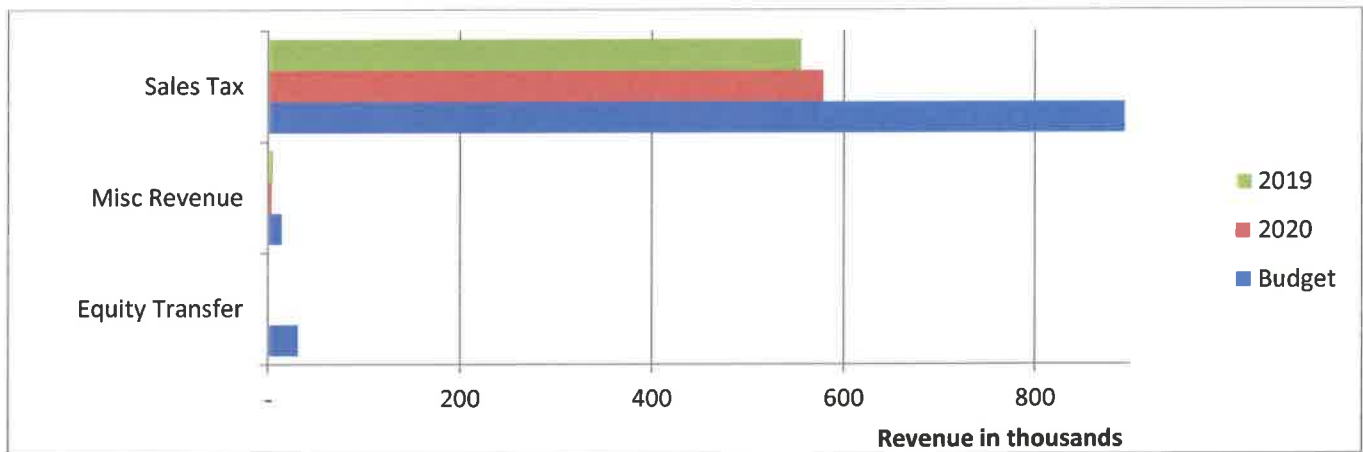




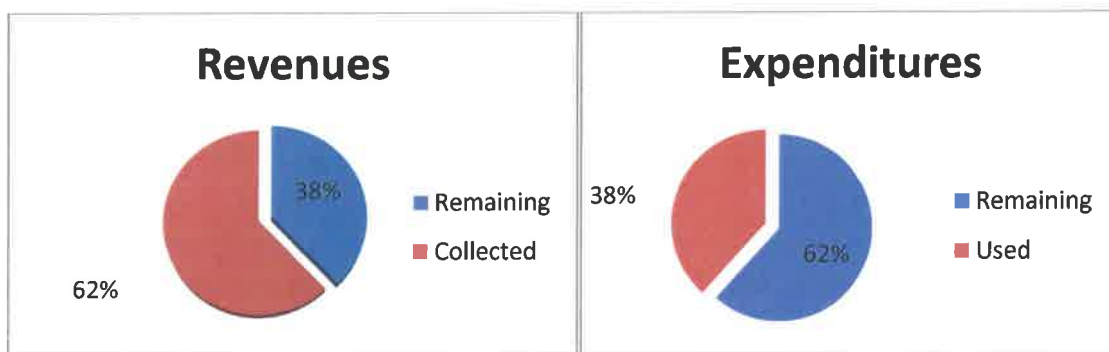
Total budgeted expenditures for the fiscal year are \$4,223,765. Total expenses through 8 months or 67% of this fiscal year, amounted to \$2,490,154 or 59% of FY20 budgeted expenses. Community Center expenses have increased 2% from the same time last year to \$651,536 due to personnel, purchase of new fitness equipment, and professional services. The Natatorium expenses are \$502,461, down \$51,766 from the same time last year due to capital purchases and HVAC repairs. Outdoor Pool expenses are up 15% to \$111,085 due to personnel. Non-departmental and debt are

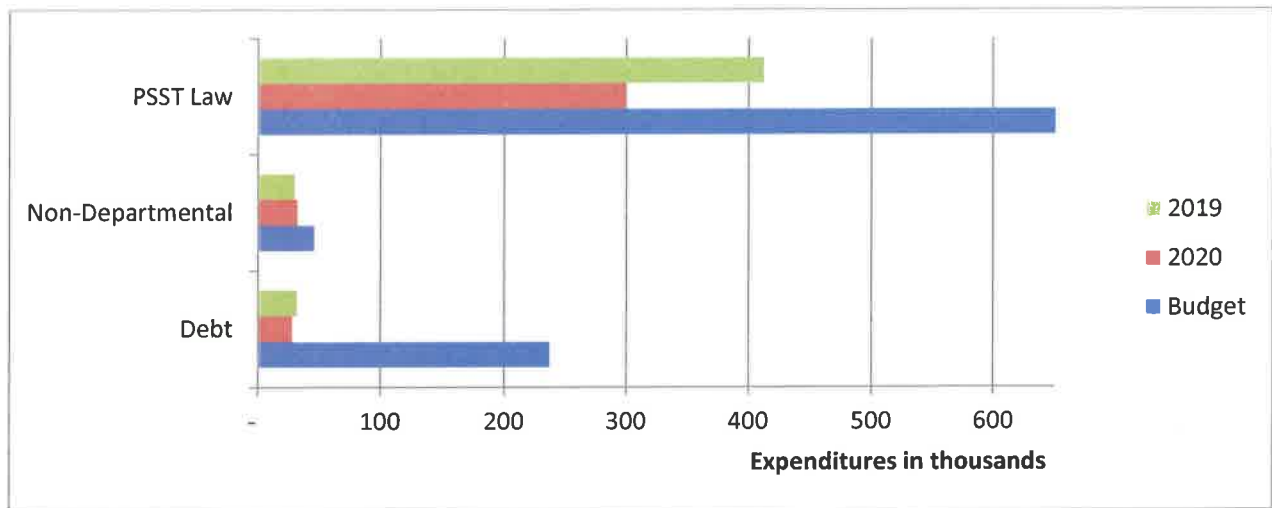
comparable to the prior year. Current revenue exceeds current expense by \$497,473.

## PUBLIC SAFETY SALES TAX FUND



Total budgeted revenues for the fiscal year are \$940,228. Total revenues through 8 months or 67% of this fiscal year amounted to \$582,994 or 62% of FY20 budgeted revenues. Sales tax on a cash basis is up 4%. Miscellaneous revenue is comparable to the previous year.





Total budgeted expenditures for the fiscal year are \$940,228. Total expenses through 8 months or 67% of this fiscal year are \$360,893 or 38% of the FY20 budgeted expenses. Law division is down 38% due to open positions and the timing of capital purchases. Non-Departmental is \$32,507, compared to \$30,214 during the previous year. Payments for debt are comparable to the prior year. Current revenues exceed current expenditures by \$222,102.

Respectfully submitted,



Dominic Accurso  
Director of Finance

## **RESOLUTION NO. R-20-16**

### **A RESOLUTION ADOPTING CHANGES TO THE DEFINITION OF MEDICAL EXPENSES WITHIN THE CITY OF GLADSTONE'S FLEXIBLE BENEFITS PLAN.**

**WHEREAS**, the City of Gladstone has established a Section 125 flexible benefits plan for employees to provide reasonable health insurance options for its employees by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

**WHEREAS**, the City of Gladstone has determined that the continuance of the flexible benefits plan, in accordance with IRS requirements, will serve these objectives and Section XI of the Section 125 Flexible Benefits Plan ("Plan) permits amendments to the Plan; and

**WHEREAS**, the City of Gladstone desires to amend the Plan to include changes in the definition of medical expense related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

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

**THAT**, the City of Gladstone hereby restates and amends the City's flexible benefits plan, as set forth by the IRS, and as presented:

1. Section 8.04 (a) is amended by removing that Section in its entirety and in its place including the following: "(a) Eligible Medical Expense in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan.
2. Section 8.05 introductory language is amended by removing that portion of the Section in its entirety and in its place including the following: "8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply.

**FURTHER, THAT**, this amendment is effective for medical expenses incurred after December 31, 2019, and other than changes made herein, the Plan shall remain in full force and effect.

**FURTHER, THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a contract with American Fidelity Assurance Company via the partnership with Midwest Public Risk for the administration of the City's Flexible benefits plan for the FY 2020 plan year.

**INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY  
OF GLADSTONE, MISSOURI, THIS 13<sup>th</sup> DAY OF APRIL 2020.**

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Mayor Carol J. Suter

ATTEST:

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Ruth E. Bocchino, City Clerk



## *Request for Council Action*

RES ☒ # R-20-16

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 4/6/2020

Department: General Administration

Meeting Date Requested: 4/13/2020

Public Hearing: Yes ☐ Date: Click here to enter a date.

Subject: City of Gladstone Flexible Benefits Plan

Background: The City of Gladstone is a member of Midwest Public Risk (MPR) – a public entity self-insurance pool providing health, dental and vision insurance to its membership of local governments, agencies and school districts. MPR services includes a partnership with a flexible benefits plan vendor, also known as a “flexible spending account” (Section 125 Plan) vendor, i.e., American Fidelity Assurance Company (AFA). Generally, the flexible benefits plan allows employees to deduct select healthcare premiums from gross earnings before taxes are computed. More specifically, a Flexible Spending Account (FSA) provision allows employees to elect an amount to be withheld from their paycheck each month and held in a separate account. The funds in this account are then made available to eligible employees to use their contributions to pay for eligible out-of-pocket expenses (medical, dependent care and limited health). Typically this gives employees more spendable income because current after-tax expenses, such as health care premiums, expenses and benefits, can be paid with pre-tax dollars. The Coronavirus Aid, Relief and Economic Security Act (CARES Act) is intended to ease the economic impacts stemming from the COVID-19 outbreak by providing emergency economic relief to families. This legislation impacts employer-sponsored benefit plans; it removes the prescription requirement for over-the-counter (OTC) drug reimbursements that previously applied to Healthcare Flexible Spending Accounts (FSAs) as well as to Health Savings Accounts (HSAs). In addition, menstrual care products will now qualify as medical care for purposes of reimbursement or tax-free distribution. We wish to restate the current provisions of the City of Gladstone’s Flexible Benefit Plan through an agreement with AFA for administration, recognizing the revised definition of medical expenses for the 2019/2020 policy year. Therefore, we respectfully request authorization from the Council to execute the restated plan through an agreement with AFA. Thank you for the opportunity to assist with this important employee benefit.

Budget Discussion: Funds are budgeted in the amount of \$ 0 from the N/A Fund. Ongoing costs are estimated to be \$ 0 annually. Previous years’ funding was \$

Public/Board/Staff Input:

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Charlene Leslie  
Department Director/Administrator

City Attorney

SW  
City Manager



## RESOLUTION NO. R-20-17

**A RESOLUTION AMENDING OR REVISING THE 2020 TRANSPORTATION SALES TAX FUND FOR THE CITY OF GLADSTONE, MISSOURI, AND AUTHORIZING EXPENDITURES OF FUNDS.**

**WHEREAS**, The Council of the City of Gladstone, Missouri, has determined the need for additional appropriations in the above referenced fund.

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

**THAT**, the Transportation Sales Tax Fund be adopted or amended as set forth below:

	FY19 BUDGET RESOLUTION NO. R-19-28	REVISING BUDGET RESOLUTION NO. R-20-xx	INCREASE (DECREASE)
<u>Transportation Sales Tax</u> <u>Expenditures</u>	\$3,338,280	\$6,336,287	\$2,998,007

**FURTHER, THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to expend the amounts as shown in the Revised Budget.

**INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 13th DAY OF APRIL, 2020.**

\_\_\_\_\_  
Mayor Carol J. Suter

ATTEST:

\_\_\_\_\_  
Ruth Bocchino, City Clerk



## *Request for Council Action*

RES ☒ # R-20-17

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 4/9/2020

Department: Finance

Meeting Date Requested: 4/13/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: 2020 Midyear Budget

Background: The 2020 Midyear Budget review will be presented to the City Council on April 13, 2020. Staff recommendations will be on the agenda for City Council approval.

Budget Discussion: Funds are budgeted in the amount of \$ [Click here to enter amount](#) from the Choose a Fund Fund. Ongoing costs are estimated to be \$ [Click here to enter amount](#) annually. Previous years' funding was \$ [Click here to enter amount](#)

Public/Board/Staff Input: Staff is recommending that the 2020 budget be amended as presented in the April 13th City Council meeting. Accompanying the request for Council Action form is the 2020 Fiscal Year Midyear Budget memo and resolution.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Dominic Accurso  
Department Director/Administrator

City Attorney

SW  
City Manager



## *Department of Finance*

### *Memorandum*

**DATE:** April 9, 2020

**TO:** Scott Wingerson, City Manager

**FROM:** Dominic Accurso, Director of Finance

**RE:** 2020 Fiscal Year Midyear Budget

The 2020 Fiscal year has proven to be a challenging period with many uncertainties. With the COVID-19 pandemic and stay at home orders closing businesses and canceling public events, staff has recreated the 2020 fiscal year budgets with less than half of the fiscal year remaining. Sales tax and charges for services are the revenue streams most likely to be affected by the pandemic. Another revenue stream affected by the pandemic is fines and forfeitures. The Supreme Court of Missouri has suspended in person court proceedings for the municipal court from March 18<sup>th</sup> to May 1<sup>st</sup>. These conditions caused by the COVID-19 virus, coupled with declining revenues from gross receipts taxes have dictated the need to shift and re-allocate the remaining budget of the City.

The midyear budget review for fiscal year 2020 is complete and hereby submitted to the City Council for review. This memorandum and exhibits will provide information on the General Fund, Community Center and Parks Tax Fund (CCPT), Public Safety Sales Tax Fund (PSST), Combined Water and Sewerage System Fund (CWSS), Capital Improvements Sales Tax Fund (CIST), Transportation Sales Tax Fund (TST) and Capital Equipment Replacement Fund (CERF). The comparisons referencing budgeted revenues and expenditures in the narrative are based on the February interim financial report.

#### GENERAL FUND (Exhibit A)

During the first eight months of the fiscal year, the General Fund has experienced multiple events that have called for adjustments in both revenue and expense. The February interim financial statements reference operating revenue is trending slightly below the previous year. This is due to lower than expected revenues from gross receipts and charges for services. Variables that are still unknown are the effect on sales tax (sales tax received has a two month lag, we will receive March's sales tax and information mid-May), when businesses will re-open, and when public events (senior activities and recreation activities) will resume. With the outbreak of the COVID-19 virus and the stay at home order taking effect in March and lasting to May or possibly even later, staff felt that revenue projections needed to be adjusted.

When the 2020 fiscal year budget was approved, work on a new retention and compensation structure was in the works. The structure has been implemented during this fiscal year. Adjustments from non-departmental have been made to the respective departments. Adjustments had to be made the expenditure budget due to the revenue adjustments. Staff analyzed available budgets to see where budget could be moved and what expenditures could be eliminated. Open positions, recreation programs, travel and training, and other expenditure line items have been adjusted to balance the budget. See Exhibit F for the list of adjustments by department.

There have been unexpected expenditures in the General Fund mainly due to the street maintenance and maintaining the City's fleet. Additional budget requests from departments are an asphalt hot box (to help with pot hole repair \$12,000), funding for additional road salt (\$11,500), additional funding for automotive supplies (\$10,000), and repairs to the ladder truck (\$7,500). Facility maintenance requests are for repairs to the animal control building, storm siren repairs, and landscaping. Funding for additional EMS consulting and compliance is also being requested. Staff has been able to move budget to these areas to satisfy many of the City's needs. At this time, no additional budget for the General Fund is being requested.

#### COMMUNITY CENTER AND PARK TAX FUND (Exhibit B)

The Community Center and Parks Tax Fund will be greatly affected as 83% of the funds revenues are derived from sales tax and charges for service. Although revenues for the Community Center are trending 2% over the previous year, 58% of total charges for services have been collected and 65% of sales tax has been collected as of February 29<sup>th</sup> (67% of the fiscal year complete). With the stay at home order and the Community Center closed until further notice, sales tax and charges for services will be impacted. Revenue and expenditure budgets both have been adjusted.

Expenditures with corresponding revenue line items have been decreased where available to help during this period. See Exhibit F for the list of adjustments by department. Recommended requests for additional budget are for a marketing program (\$22,000) and a building request for \$2,500 to transition to Spectrum cable television service. Revenue shortfalls and supplemental requests will be funded by increasing the equity transfer \$485,980, to \$718,330. Estimated ending fund balance for the CCPT fund will decrease to \$881,118. Conservative budgeting and programing for the fund will be necessary in future years to recoup fund balance used during this period.

#### PUBLIC SAFETY SALES TAX FUND (Exhibit C)

Total revenue for the PSST is tracking slightly behind expected budgeted revenue. Sales tax is up 4% from the previous year. The funding source for PSST is sales tax. Staff feels that projections should be adjusted to account for sales tax lost during this time. Expenditures are below expected due to staffing levels throughout the fiscal year. There is no additional capital or supplemental requests at this time. Projected ending fund balance for PSST is \$59,804.

## COMBINED WATERWORKS AND SEWERAGE SYSTEM (CWSS) FUND (Exhibit D)

Actual revenues for the CWSS fund are slightly behind projected due to reduced water consumption during July and August. An increase in the equity transfer of 112,338 to pay for the previous year's sewer cleaning that occurred during this fiscal year. Adjusted amounts for the CWSS fund are estimated to be a decrease of \$255,000 less than original budgeted revenues of \$11,564,905.

Expenditures are more than the previous year due to accelerated water and sewer line replacement, maintenance on the lime sludge lagoon, and personnel costs. The decrease budgeted expenditures in non-departmental due to a decreased payment to Kansas City. An increase in budget authority is not being requested for the CWSS Fund at this time.

## Capital Improvement Sales Tax Fund (Exhibit E)

At this time, there are no adjustments to the Capital Improvement Sales Tax Fund. Most of the projects from the 2017 lease purchase and previous years have been wrapped up in the current fiscal year. Projected ending fund balance available for future projects is \$153,908.

## Transportation Sales Tax Fund (Exhibit F)

Adjustments are needed for the Transportation Sales Tax Fund to fund prior year's projects cost to complete and to close out the Pleasant Valley Road project. An adjustment in the amount of \$3,288,007 is being requested for TST. Projected ending fund balance available for future projects is \$59,812.

## Capital Equipment Replacement Fund (Exhibit G)

There are no budget adjustments needed for the Capital Replacement Fund at this time. Both revenue and expenditure projections are on track. Projected ending fund balance for the Capital Equipment Replacement Fund will be \$256,096.

## Debt Issuance

Over the course of the past year, staff has been working to issue debt for capital projects. These projects include the new public safety facility, remodeling of the fire station, downtown parking projects, improvements to the outdoor pool and the Atkins-Johnson Farm, and additional funding for mill and overlay water main replacements. Our financing team has been monitoring the condition of the municipal bond market. Due to the volatility of the market, fluctuation in interest rates, and sales tax uncertainty, the City's Municipal Financial Advisor has recommended the delay of issuing debt until market conditions have stabilized.

## CONCLUSION

In conclusion, the General Fund, the Community Center Park Tax Fund, the Public Safety Sales Tax Fund, Combined Water and Sewer System Fund, Capital Improvement Sales Tax Fund, Transportation Sales Tax Fund and Capital Equipment Replacement Fund will end the fiscal year with a positive fund balance and within policy. These adjustments will assist staff in carrying out council goals and give the City the flexibility needed to continue and improve operations at the City.

Staff recommends increasing budget authority for the TST Fund to \$6,396,099. A resolution to amend the 2020 Budget based on recommended budgets will be placed on the Council agenda for consideration on April 13, 2020. If you have any questions, please contact me at your convenience.

GENERAL FUND  
STATEMENT OF REVENUES & EXPENDITURES

	ORIGINAL BUDGET <u>2020</u>	MIDYEAR <u>2020</u>	BUDGET <u>VARIANCE</u>
<b>Revenue Sources</b>			
Property Tax	3,644,650	3,664,650	20,000
Sales Tax	5,325,000	4,875,000	(450,000)
Gross Receipts Tax	3,573,500	3,343,500	(230,000)
Licenses & Permits	755,050	710,050	(45,000)
Intergovernmental	1,388,300	1,399,800	11,500
Charges for Service	3,728,100	3,333,600	(394,500)
Fine & Forfeitures	755,000	650,000	(105,000)
Misc. Revenue	990,000	965,000	(25,000)
<b>Operating Revenues</b>	<u>20,159,600</u>	<u>18,941,600</u>	<u>(1,218,000)</u>
Transfers	200,000	225,000	25,000
Equity Transfer	100,000	100,000	-
<b>TOTAL REVENUE</b>	<u>20,459,600</u>	<u>19,266,600</u>	<u>(1,193,000)</u>
<b>Expenditures</b>			
General Administration	1,355,795	1,318,581	(37,214)
Finance	1,546,093	1,432,227	(113,866)
Public Safety	8,855,608	9,002,068	146,460
Public Works	2,407,184	2,318,744	(88,440)
Community Development	790,281	691,142	(99,139)
Parks & Recreation	2,864,172	2,455,141	(409,031)
Non-Departmental & Transfers	2,631,142	2,013,356	(617,786)
<b>TOTAL EXPENDITURES</b>	<u>20,450,275</u>	<u>19,231,260</u>	<u>(1,219,015)</u>

GENERAL FUND - ANALYSIS OF FUNDS AVAILABLE

	2019 <u>ACTUAL</u>	2020 <u>ORIGINAL</u>	2020 <u>MIDYEAR</u>
Beg Funds Available	4,089,692	3,798,365	3,707,690
Revenues	18,345,631	20,459,600	19,266,600
Equity Transfer	-	(100,000)	(100,000)
Net Funds Available	<u>22,435,323</u>	<u>24,157,965</u>	<u>22,874,290</u>
Expenditures	<u>18,636,958</u>	<u>20,450,275</u>	<u>19,231,260</u>
Net Income (Loss)	(291,327)	9,325	35,340
Ending Funds Available	3,798,365	3,707,690	3,643,031
20% Fund Balance Req			<u>3,564,831</u>
Over (Under) Fund Bal Req			78,200

COMMUNITY CENTER PARKS SALES TAX FUND  
STATEMENT OF REVENUES & EXPENDITURES

	ORIGINAL BUDGET 2020	MIDYEAR 2020	BUDGET VARIANCE
Revenue source:			
Community Center/Natatorium			
Sales Tax	894,075	844,075	(50,000)
Charges for Services	1,094,325	790,782	(303,543)
Facility Rental	271,000	186,146	(84,854)
NKC Operating User Fee	700,000	700,000	-
Total Comm Ctr/Natatorium	2,959,400	2,521,003	(438,397)
Outdoor Pool			
Charges for Services	181,500	78,227	(103,273)
Miscellaneous Revenue	81,200	46,754	(34,446)
Total Operating Revenues	3,222,100	2,645,984	(576,116)
Transfers In	769,315	769,315	-
Equity Transfer	232,350	718,330	485,980
Total Non-Operating Revenues	1,001,665	1,487,645	485,980
TOTAL REVENUES	4,223,765	4,133,629	(90,136)
Expenditures:			
Community Center	859,418	869,434	10,016
Natatorium	884,829	839,777	(45,052)
Outdoor Pool	179,969	134,868	(45,101)
Non-Departmental	138,549	128,549	(10,000)
Debt Requirements	2,161,000	2,161,000	-
TOTAL EXPENDITURES	4,223,765	4,133,629	(90,137)

CCPT - ANALYSIS OF FUNDS AVAILABLE

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 MIDYEAR
Beginning Unreserved Fund Balance	1,895,396	1,599,448	1,599,448
Revenue	4,170,654	4,223,765	4,133,629
Equity Transfer	(295,948)	232,350	718,330
Net Funds Available	5,770,102	6,055,563	6,451,407
Expenditures	4,170,654	4,223,765	4,133,629
Net Income (Loss)	-	-	0
Ending Unreserved Fund Balance	1,599,448	1,367,098	881,118



PUBLIC SAFETY SALES TAX FUND  
STATEMENT OF REVENUES & EXPENDITURES

	ORIGIONAL BUDGET 2020	MIDYEAR 2020	BUDGET VARIANCE
Revenue Sources			
Sales Tax	894,075	844,075	(50,000)
Misc. Revenue & Transfers	14,600	14,600	-
Equity transfer	31,553	81,553	50,000
TOTAL REVENUE	940,228	940,228	-
Expenditures			
PSST	656,601	656,601	-
Non-Departmental	46,097	46,097	-
Debt Requirements	237,530	237,530	-
TOTAL EXPENDITURES	940,228	940,228	-

PSST - ANALYSIS OF FUNDS AVAILABLE

	2019 ACTUAL	ORIGIONAL 2020	MIDYEAR 2020
Beg Funds Available	245,707	222,910	222,910
Revenues	890,244	940,228	858,675
Equity Transfer	(22,797)	(31,553)	(81,553)
Net Funds Available	1,113,154	1,131,585	1,000,032
Expenditures	890,244	940,228	940,228
Ending Funds Available	222,910	191,357	59,804
Net Income (Loss)	-	-	-

COMBINED WATERWORKS & SEWER SYSTEM FUND  
STATEMENT OF REVENUES & EXPENDITURES

	Original Budget 2020	Midyear 2020	Budget Variance
Revenue source:			
Water	4,367,765	4,197,765	(170,000)
Sanitation	6,828,140	6,743,140	(85,000)
Other income	119,000	119,000	-
Operating revenue	11,314,905	11,059,905	(255,000)
Equity Transfer	250,000	362,338	112,338
TOTAL REVENUE	11,564,905	11,422,243	(142,662)
Expenditures:			
Water Production	1,346,354	1,341,617	(4,737)
Water Operations & Maint	1,906,051	1,915,851	9,800
Sewer Collection	456,092	521,039	64,947
Non-Departmental & Transfers	6,789,549	6,580,126	(209,423)
Debt Requirements	1,063,610	1,063,610	-
TOTAL EXPENDITURES	11,561,656	11,422,243	(139,413)

CWSS - ANALYSIS OF FUNDS AVAILABLE

	2019 Actual	Original Budget 2020	Midyear 2020 Budget
Beginning Unreserved Retained Earnings	3,231,499	4,148,748	4,148,748
Revenue	10,704,620	11,564,905	11,422,243
Equity Adj	-	250,000	362,338
Net Funds Available	13,936,119	15,963,653	15,933,329
Expenses	9,787,371	11,561,656	11,422,243
Projected Ending Unreserved Retained Earnings	4,148,748	4,401,997	4,511,086
20% Retained Earnings Req'd			2,284,449
Over (Under) 20% Retained Earnings Req'd			2,226,637
Net Income (Loss)	917,248	3,249	-

CAPITAL IMPROVEMENT SALES TAX  
STATEMENT OF REVENUES & EXPENDITURES

	MIDYEAR 2020
<b>REVENUE</b>	
Sales Tax	1,715,000
Interest	8,250
<b>TOTAL REVENUE</b>	<u>1,723,250</u>
<b>EXPENDITURES</b>	
Debt Service	839,054
Engineering Division Transfer	100,000
Arts Council	17,150
Transfers Out-Interfund	669,900
<b>Storm water Projects</b>	
Master Plan Implementation	185,000
Misc. Storm Projects	75,000
<b>Parks Projects</b>	
Parks Trail Replacement Program	20,000
Parks Master Plan Implementation	145,000
<b>TOTAL EXPENDITURES</b>	<u>2,051,104</u>
Prior Year Projects To Be Completed	90,000
<b>TOTAL EXPENDITURES</b>	2,141,104
 Beg Funds Available	 571,762
Revenues	<u>1,723,250</u>
Net Funds Available	2,295,012
Expenditures	<u>2,141,104</u>
Ending Funds Available	153,908

TRANSPORTATION SALES TAX FUND  
STATEMENT OF REVENUES & EXPENDITURES

	MIDYEAR 2020
REVENUE	
Sales Tax	1,715,000
RZB Subsidy	14,324
MoDOT Grant	1,250,000
Kansas City Reimbursement	595,000
Special Road District Funds	350,000
Interest Income	8,000
Transfers In	150,000
<b>TOTAL REVENUE</b>	<b>4,082,324</b>
EXPENDITURES	
Debt Service	549,600
Transportation Services	123,000
Administration Services	100,000
Transfers Out-Interfund	100,000
<b>Road Projects</b>	
Street Mill and Overlay Program	1,066,812
Intermediate Maintenance	50,000
City Intermediate Maintenance	20,000
Old Pike Road Construction	1,290,000
NE 76th Street Design	500,000
<b>Sidewalk/Trail Projects</b>	
New Curb, Gutter, Sidewalk	347,378
Sidewalk Master Plan	
Traffic/Ped Signal Upgrades	261,857
Shoal Creek Greenway Trail	810,400
Prior Year Projects To Be Completed	1,117,240
<b>TOTAL EXPENDITURES</b>	<b>6,336,287</b>
 Beg Funds Available	 2,313,775
Revenues	4,082,324
Net Funds Available	6,396,099
Expenditures	6,336,287
Ending Funds Available	59,812

CAPITAL EQUIPMENT REPLACEMENT FUND  
STATEMENT OF REVENUES & EXPENDITURES

	ORIGINAL BUDGET <u>2020</u>	MIDYEAR <u>2020</u>	BUDGET <u>VARIANCE</u>
Revenue			
Taxes	552,500	552,500	-
Other	23,500	23,500	-
Transfer	72,000	72,000	-
Equity Adjustment	-	-	-
Total Revenue	648,000	648,000	-
Capital Expenditures	300,000	300,000	-
COP Debt Service	30,035	61,609	31,574
Transfer Out	200,000	200,000	-
Total Expenditures	530,035	561,609	31,574

CERF - ANALYSIS OF FUNDS AVAILABLE

	2019 ACTUAL	ORIGINAL 2020	MIDYEAR 2020
Beg Funds Available	2,146,058	169,705	169,705
Revenues	2,465,301	648,000	648,000
Equity Transfer	(1,976,353)	-	-
Net Funds Available	2,635,006	817,705	817,705
Expenditures	2,465,300	530,035	561,609
Ending Funds Available	169,705	287,670	256,096
Net Income (Loss)	-	117,965	86,391

Expenditure Adjustments for 2020 Midyear					
		Personnel	Supplies/Services	Midyear	Total
<b>General Fund</b>					
General Administration					
	Public Information Coordinator (PT)	(21,000)			
	Printing		(15,000)		
	Travel/Training		(2,241)		
	<b>Total GA</b>				<b>(38,241)</b>
Finance					
	Administrative Assistant	(25,000)			
	Accountant	(75,000)			
	IT Analyst	(17,000)			
	EMS Compliance			6,000	
	Travel/Training		(4,083)		
	<b>Total Finance</b>				<b>(115,083)</b>
Public Safety					
	Crossing guard	(13,500)			
	Evidence Officer (PT)	(16,800)			
	Turnouts (re-appropriation)		(22,605)	22,605	Delayed to 21 fiscal year
	Repairs for Engine			7,500	
	Storm Siren repair			3,500	
	BC vehicle		(42,000)	42,000	Delayed to 21 fiscal year
	Travel/Training		(6,703)		
	Fuel		(5,000)		
	<b>Total Public Safety</b>				<b>(31,003)</b>
Public Works					
	Engineer	(75,000)			
	Maintenance Workers	(50,500)			
	Seasonal Streets (PT)	(18,439)			
	Salt			11,500	
	Auto supplies			10,000	
	Hot Box			12,000	
	Travel/Training		(4,005)		
	<b>Total Public Works</b>				<b>(114,444)</b>
Community Development					
	Commercial Codes Enforcement (PT)	(21,500)			
	Permit Tech	(2,000)			
	Administrative Asst.	(10,000)			
	Comp Plan Update		(50,000)		
	Travel/Training		(17,000)		
	Fuel		(500)		
	<b>Total Community Development</b>				<b>(101,000)</b>
Parks & Rec					
	Recreation Specialist	(40,000)			
	Concession & Amphitheater (PT)	(64,000)			
	Seasonal Parks (PT)	(41,000)			
	Food Supplies		(25,000)		
	Uniforms		(10,000)		
	Program Activities		(20,000)		
	Contractual (Div 62)		(40,000)		
	Landscaping & Ash Bore treatment			6,000	
	Repair to Animal Shelter			9,600	
	Ham Heights Slide			7,900	
	Senior Activities		(160,000)		
	Program Activities (LS)		(20,000)		
	Exhibits (Farm)		(3,500)		
	Contractual (Farm)		(9,000)		
	Fuel		(1,000)		
	<b>Total Parks &amp; Rec</b>				<b>(410,000)</b>

Expenditure Adjustments for 2020 Midyear					
		Personnel	Supplies/Services	Midyear	Total
<b>Non Departmental</b>					
	Postage		(3,500)		
	Office Supplies		(2,500)		
	Paper		(2,500)		
	Contractual		(2,500)		
	Equipment Maintenance		(4,000)		
	Dangerous Buildings		(22,500)		
	Insurance		(52,500)		
	Lease Purchase (software & Ambulance)			31,575	
<b>Total Non Departmental</b>					<b>(58,425)</b>
	<b>Total</b>	<b>(490,739)</b>	<b>(547,637)</b>	<b>170,180</b>	<b>(868,196)</b>
<b>Community Center and Park Tax Fund</b>					
<b>Community Center</b>					
	Program Activities		(3,500)		
	Marketing program			20,000	
	Personal Training		(1,000)		
	Member Classes		(5,000)		
	Advertising		(1,000)		
	Marketing			2,000	
	Buildings			2,500	
<b>Natatorium</b>					
	Part time staff	(50,000)			
	Member Classes		(3,000)		
	Travel		(3,000)		
	Misc. Services		(1,500)		
<b>Outdoor Pool</b>					
	Part time staff	(34,044)			
	Chemicals		(5,000)		
	Buildings		(7,000)		
	Misc. Services		(2,000)		
<b>Non Departmental</b>					
	Insurance		(10,000)		
	<b>Total</b>	<b>(84,044)</b>	<b>(42,000)</b>	<b>(101,544)</b>	<b>-</b>
<b>Combined Waterworks and Sewerage System</b>					
<b>Production</b>					
	Well #1 repairs			5,000	
	Electricity		(20,000)		
<b>Sewer</b>					
	Sewer cleaning (re-appropriation)			80,000	
	Sewer line improvements		(25,000)		
<b>Non Departmental</b>					
	Sewer charges to KC		(160,000)		
	Water plant improvements		(50,000)		
	<b>Total</b>	<b>-</b>	<b>(255,000)</b>	<b>85,000</b>	<b>(170,000)</b>
<b>Total of all Funds</b>		<b>(574,783)</b>	<b>(844,637)</b>	<b>153,636</b>	<b>(1,038,196)</b>



**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE A LICENSE AGREEMENT BETWEEN THE CITY OF GLADSTONE AND THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION FOR THE CITY TO CONSTRUCT AND MAINTAIN A SEGMENT OF THE ROCK CREEK GREENWAY TRAIL – PHASE 2 ON MISSOURI STATE ROUTE 1 PROPERTY BETWEEN NORTHEAST 66<sup>th</sup> STREET AND NORTHEAST 67<sup>th</sup> TERRACE; FEDERAL PROJECT #TAP-3323(412).**

**Legislative Findings**

1. The Commission is an entity of the State of Missouri created by state law and owns and maintains Missouri State Route 1 as part of the State Highway System in Clay County, Missouri; and
2. The City of Gladstone plans to construct a segment of the Rock Creek Greenway Trail – Phase 2 on Missouri State Route 1 property between Northeast 66<sup>th</sup> Street and Northeast 67<sup>th</sup> Terrace; and
3. The Commission has requested that the City execute a license agreement outlining the roles and responsibilities of both parties; and
4. It is in the best interest of the citizens of Gladstone to execute this agreement.

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

**THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a license agreement with the Missouri Highways and Transportation Commission to construct and maintain a segment of the Rock Creek Greenway Trail – Phase 2 on Missouri State Route 1 property between Northeast 66<sup>th</sup> Street and Northeast 67<sup>th</sup> Terrace.

**INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 13<sup>th</sup> DAY OF APRIL, 2020.**

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Mayor Carol J. Suter

Attest:

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Ruth E. Bocchino, City Clerk

1<sup>st</sup> Reading: April 13, 2020

2<sup>nd</sup> Reading: April 13, 2020



## *Request for Council Action*

RES ☐ #

BILL ☒ # 20-10

ORD # 4.510

Date: 4/7/2020

Department: Public Works

Meeting Date Requested: 4/13/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Rock Creek Greenway Trail – Phase 2 License Agreement; Federal Project #TAP-3323(412)

Background: The Missouri Highways and Transportation Commission has requested that the City execute a license agreement to construct and maintain a segment of the Rock Creek Greenway Trail – Phase 2 on Missouri State Route 1 property between NE 66th Street and NE 67th Terrace. The initial agreement has a sunset of July 1, 2033 with a mutual option to extend it another 25-years. The agreement requires the City to construct and maintain the trail and to provide liability insurance to cover the sovereign immunity limits for Missouri public entities.

Budget Discussion: Funds are budgeted in the amount of \$ N.A. in the TST Fund. Ongoing costs are estimated to be \$ 2500 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: City staff has reviewed the agreement and recommends its approval.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Tim Nebergall  
Department Director/Administrator

City Attorney

SW  
City Manager

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROGRAM AGREEMENT BETWEEN THE CITY OF GLADSTONE AND THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION FOR FEDERAL TRANSPORTATION ALTERNATIVE FUNDS TO CONSTRUCT THE ROCK CREEK GREENWAY TRAIL – PHASE 2; FEDERAL PROJECT #TAP-3323(412).**

**Legislative Findings**

1. The United States Congress has authorized funds to be used for transportation alternatives activities; and
2. The City of Gladstone was awarded Federal Transportation Alternatives funds in the amount not to exceed \$400,000 to construct the Rock Creek Greenway Trail – Phase 2; and
3. The City of Gladstone is required to execute this Agreement to secure these funds; and
4. It is in the best interest of the citizens of Gladstone to complete the transportation related improvements.

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

**THAT**, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a program agreement with the Missouri Highways and Transportation Commission for Federal Transportation Alternatives funds to construct the Rock Creek Greenway Trail – Phase 2.

**INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 13<sup>th</sup> DAY OF APRIL, 2020.**

---

Mayor Carol J. Suter

Attest:

---

Ruth E. Bocchino, City Clerk

1<sup>st</sup> Reading: April 13, 2020

2<sup>nd</sup> Reading: April 13, 2020



## *Request for Council Action*

RES ☐ #

BILL ☒ # 20-11

ORD # 4.511

Date: 4/7/2020

Department: Public Works

Meeting Date Requested: 4/13/2020

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Rock Creek Greenway Trail – Phase 2 Program Agreement; Federal Project #TAP-3323(412)

Background: City staff has been working with MoDOT to obligate funds for Rock Creek Greenway Trail – Phase 2 from Hidden Hollow Park to the intersection of Missouri State Route 1 and NE 67th Terrace. In order to secure the Transportation Alternative funds, federal guidelines require that the City approve a program agreement with the Missouri Highways and Transportation Commission. The maximum federal contribution to the project is 80 percent of the construction cost not to exceed \$400,000. The project's total estimated construction cost is \$800,000.

Budget Discussion: Funds are budgeted in the amount of \$ 400,000.00 in the TST Fund. Ongoing costs are estimated to be \$ 2500 annually. Previous years' funding was \$0.00

Public/Board/Staff Input: The project was viewed unfavorably in the past by residents that live on the north side of the creek along N. Montgall Avenue. The proposed trail has been moved to the south side of the creek behind Prospect Plaza to a trail easement dedicated by the North Kansas City School District. Another trail easement is needed from the commercial building located directly south of Gladstone Fire Station No. 2 and a license agreement will need to be executed for the proposed trail segment along Missouri State Route 1. A geotechnical analysis performed by CFS Engineer's determined that the wooded slope behind Prospect Plaza is stable and suitable for construction of the trail. City staff recommends approval of the program agreement.

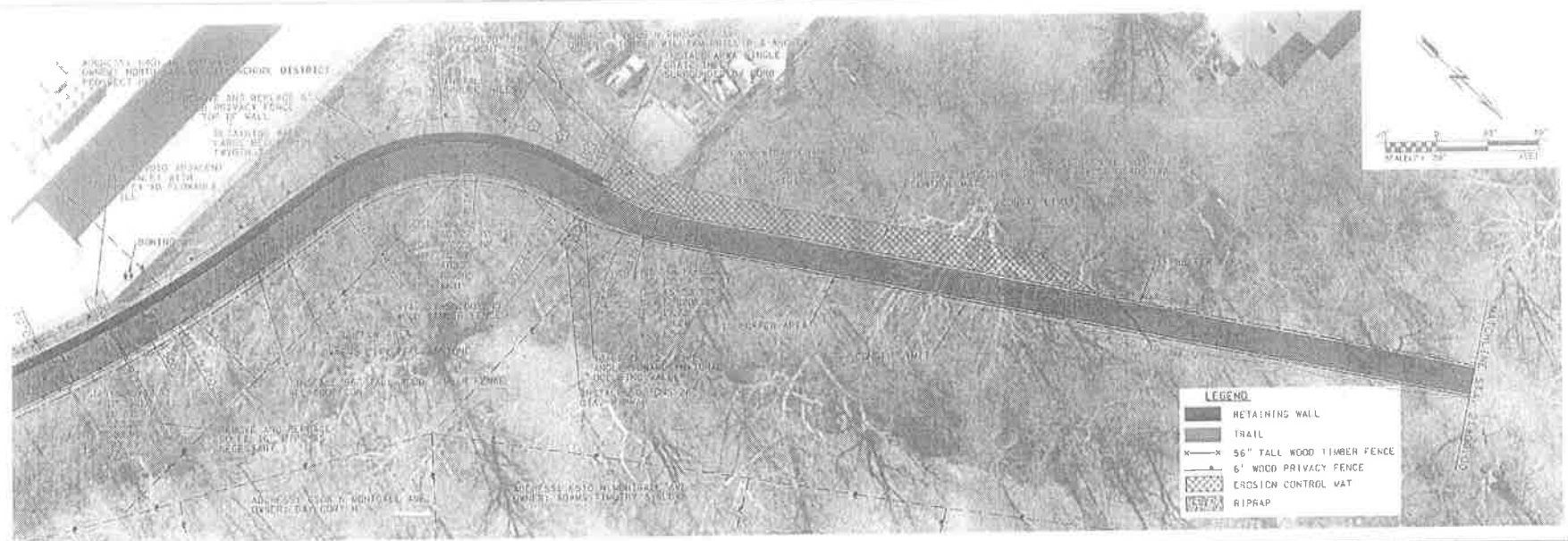
Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Tim Nebergall  
Department Director/Administrator

City Attorney

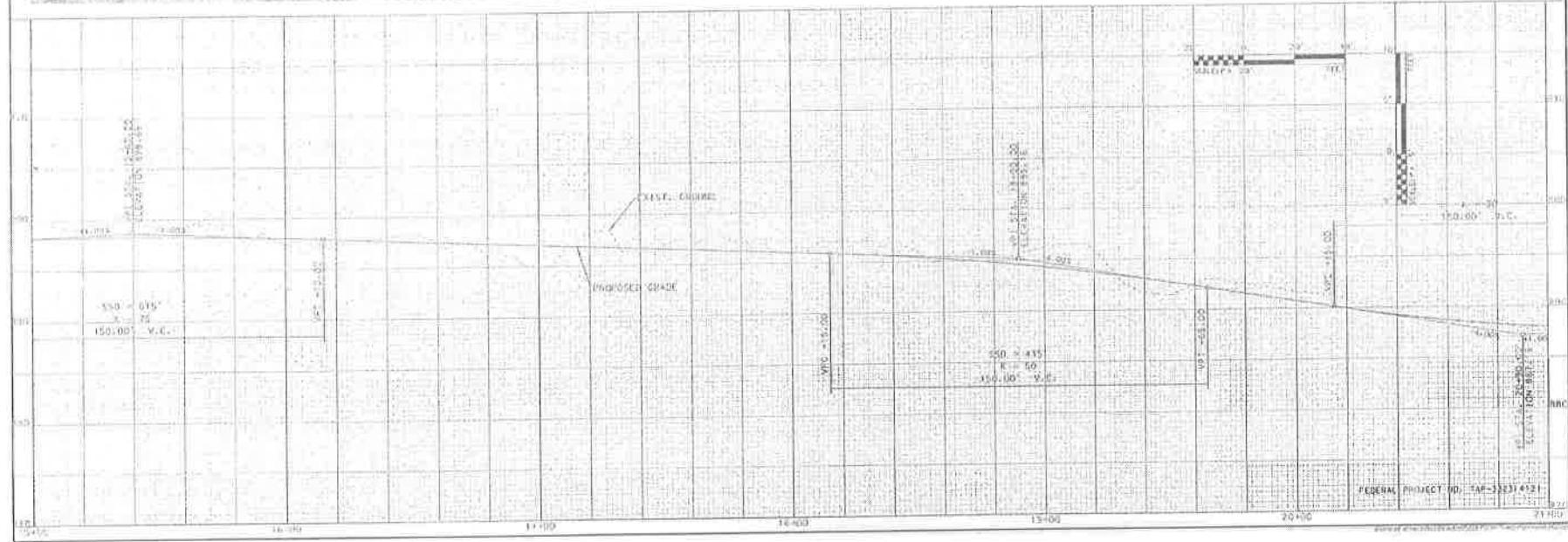
SW  
City Manager





**LEGEND**

- RETAINING WALL
- TRAIL
- 56" TALL WOOD TIMBER FENCE
- 6' WOOD PRIVACY FENCE
- EROSION CONTROL MAT
- RIPRAP



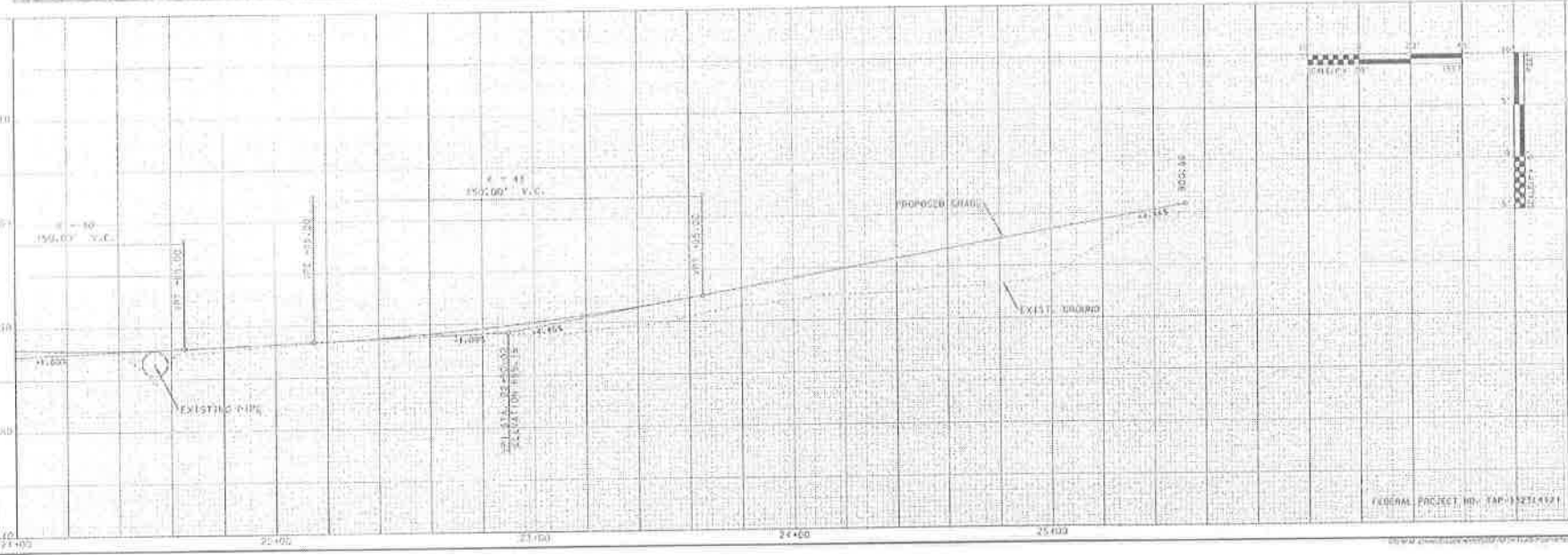
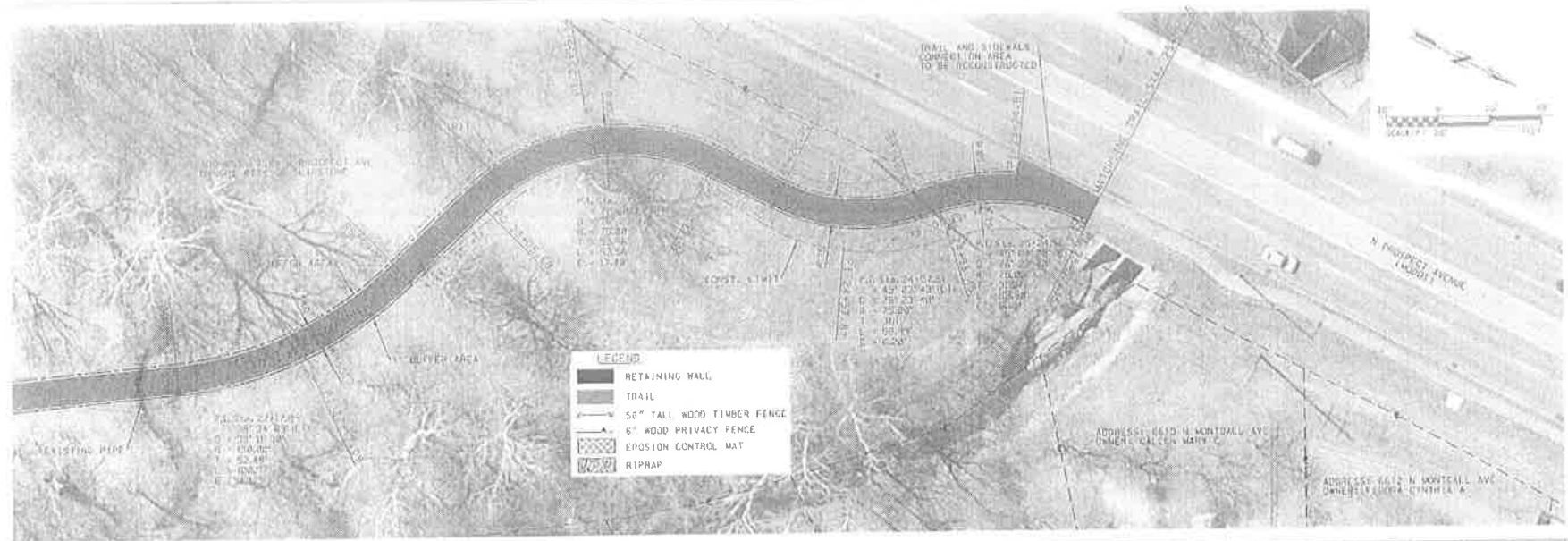
**CFS ENGINEERS**  
 CIVIL ENGINEERS  
 1000 N. 10TH ST. SUITE 200  
 DENVER, CO 80202  
 TEL: 303.733.1100  
 FAX: 303.733.1101  
 WWW.CFS-ENGINEERS.COM

DATE	10/15/03
BY	WJS
CHECKED BY	WJS
APPROVED BY	WJS
SCALE	AS SHOWN

City of Glendale  
 PUBLIC WORKS DEPARTMENT  
 1500 N. 10TH ST. SUITE 200  
 DENVER, CO 80202  
 TEL: 303.733.1100  
 FAX: 303.733.1101  
 WWW.CITYOFGLENDALE.COM

ROCK CREEK TRAIL  
 PLAN AND PROFILE  
 SHEET 2 OF 3

Sheet Reference  
 14  
 Sheet 14 of 33



DATE	REV	BY	CHK	APP
01/15/21	1	JL		

PROJECT	CITY OF GOODSTONE
DESCRIPTION	ROCK CREEK TRAIL IMPROVEMENTS
LOCATION	GOODSTONE, NE
DATE	01/15/21



