

Minutes of the Independence City Commission's July 17, 2019 Special Meeting

The Independence City Commission met for a special meeting on July 17, 2019 at 9:00 A.M. in the Veterans Room at the Memorial Hall. Mayor Louis Ysusi, Commissioner Gary Hogsett and Commissioner Leonhard Caflisch were present. Others present included:

City Staff

Jeff Chubb, City Attorney
Lacey Lies, Director of Finance
Kelly Passauer, Assistant City Manager
David Schwenker, City Clerk/City Treasurer
David Cowan, Director of Public Safety
Mike Passauer, Public Works Director
Barb Beurskens, Park and Zoo Director
Shawn Wallis, Fire Chief
Terry Lybarger, Director of Utilities
Jerry Harrison, Police Chief
April Nutt, Director of Housing Authority
Barry Beurskens, Maintenance
Brian McHugh, Memorial Hall Supervisor

Visitors

Ellie Davis
Larry McHugh
Anthony Royse
Dean Hayse
Ned Stichman

I. SPECIAL SESSION

A. Call to Order

Mayor Ysusi called the meeting to order at 9:00 A.M.

II. PRESENTATION

A. Presentation of the 2020 Budget.

Director Lies discussed various items concerning the budget noting that the mill rate will increase but the tax levy will remain the same. She also noted that the Main Street organization is the only external organization to request a funding increase.

Commissioner Caflisch requested that the Commissioners receive a more detailed version of the budget.

Director Lies confirmed that the information will be made available to them.

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Director Lies continued her presentation of the budget by going over the capital projects expected to begin in 2020.

Mayor Ysusi noted that the City needs to have a plan to protect their assets at the Wald Lift Station, Water Treatment Plant and the Wastewater Treatment Plant from future flooding.

Commissioner Caflisch asked if the water line replacement project for this year is going to happen.

Director Lybarger confirmed that he is doing the layout and basic design and he will have TranSystems draw it and prepare the bid specifications.

Mayor Ysusi asked what the estimated cost for replacing all the water meters.

Director Lybarger estimated it would be approximately 2 million.

Commissioner Hogsett inquired about the search for an ADA consultant.

Director Cowan noted that a company was selected, and they would like to meet with the Commissioners individually and if the Commission approves of the choice staff has made, they will begin assisting the City.

Director Lies continued with the presentation by going over items in the Economic Development Fund and how she developed payroll amounts for the budget.

Assistant City Manager Passauer described the new administrative aide position the City would like to add.

Police Chief Harrison discussed repurposing a current unfilled Dispatcher position into a full-time Records Clerk. This memo is attached to the minutes.

Director Lies mentioned that the 2019 Budget will have to be amended. Amended Funds would include the Airport Fund and the Special Use Sales Tax Fund.

Motion:

Mayor Ysusi moved to adjourn for a five-minute recess with the meeting resuming at 11:10 A.M. Commissioner Caflisch seconded.

Aye: Ysusi, Caflisch, Hogsett

Nay: None

The meeting resumed at 11:10 AM.

Mayor Ysusi inquired of the other Commissioners if they would like to schedule another special meeting to discuss the budget. Mayor Ysusi also informed the Commission that Nikki Harrison from the League of Kansas Municipalities would be available to speak with the Commission on the search for a new City Manager.

The Commission decided to meet on Wednesday July 24th at 9 A.M. to discuss the budget and 10 A.M. to meet with Mrs. Harrison.

III. ITEMS FOR COMMISSION ACTION

A. Consider approving a resolution to adopt a formal procurement policy.

Mayor Ysusi asked Director Lies for a breakdown of dollar amounts for approved purchase orders during 2018.

Director Lies reported that there were 309 purchase orders in the \$3,000 to \$10,000 range, 67 purchase orders between \$10,000 and \$15,000 and 49 purchase orders between \$15,000 and \$25,000.

Commissioner Caflisch noted that it is not the goal of the Commission to approve specific operating expenses.

Director Lies stated that is why there are two sections in the policy. One deals with operational expenses and the other is for capital projects, capital purchases and professional service contracts, etc.

Mayor Ysusi asked if change orders would still be brought before the Commission for approval.

Director Lies pointed out that that a change order would not necessarily be brought before the Commission if the total project cost is under \$25,000. She added that the wording could be changed or stricken.

Mayor Ysusi asked Director Lies to make the changes that were discussed and bring it back before the Commission at their meeting next week.

IV. DISCUSSION

A. Open items/brainstorming.

No additional items were discussed.

V. ADJOURNMENT

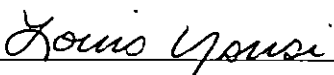
A. Adjournment

Motion:

Mayor Ysusi moved to adjourn. Commissioner Caflisch seconded.

Aye: Ysusi, Caflisch, Hogsett

Nay: None



Louis Ysusi, Mayor

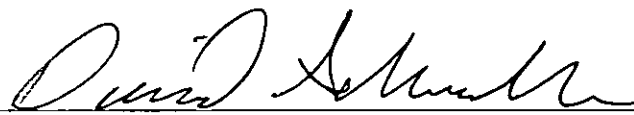


Leonhard Caflisch, Commissioner



Gary Hogsett, Commissioner

Attest:



City Clerk/Treasurer



Independence Police Department

Jerry Harrison Chief of Police

811 W. Laurel

Independence, Kansas 67301

General Office (620)332-1700 Fax (620)332-1703



To: City Finance Director Lacey Lies

From: Chief Harrison

RE: Records Clerk Request

The purpose of this memo is demonstrate the need for the addition of a records clerk to IPD staff. Our personnel dispatched 19,205 calls for service, 11,685 9-1-1 calls, and 68,579 total telephone calls. We are the busiest dispatch in the county and the only dispatch that processes and disseminates records.

We have a staff of six dispatcher/clerks and a supervisor. We dispatch for IPD, IFD-EMS, Cherryvale EMS & FD, and north end of Montgomery County RFD. We handle all 9-1-1 cell phones in the county and are projected to handle 2,700 EMD calls for 2019 with an average 4:19 (min:sec) per call. Our dispatchers also handle citizen walk-ins, call out of other city departments, siren testing, security camera monitoring, IPD Facebook updates, and requests for helicopters.

We had a dispatcher/clerk dedicated to records until 2016 when we moved that position to secondary dispatch during peak hours due to call volume. The secondary dispatch position is on-duty during peak call volume times which coincide with the hours records requests are received and fulfilled. Due to priority the supervisor typically picks up records duties because the secondary dispatcher is busy dispatching. This causes most of the supervisor's duties to be neglected or relegated to overtime. The supervisor is paid at level 20, \$18.57-26.93 an hour. Table 1.1 indicates that dispatcher/clerks spend 69-88 hours a week on myriad records related tasks. We do not have a method to determine how many of these hours are paid in overtime but dispatchers/clerks were paid \$15,480.31 in overtime in 2018 and are projected to receive \$26,805.17 in overtime pay for 2019. We are proposing this position start at level 11, \$12.97-18.81. This would decrease the current personnel request as this position is in the 2019 budget as a dispatcher/clerk level 13, \$14.03-20.34.

Weekly Records Duties	Hours per week
County Attorney & Municipal Court records distribution	15-20
Processing report and background requests for courts and probation	5
Accident Report processing/Carfax Reports	8
Pulling recorded calls	3-6
Citation Entry	3
Laserfiche Scanning	15
Pawn Ticket Entry	2
NCIC Validations	3
KIBRS Preparation and submission	3-5
News Media	5
Fingerprint processing	5
Subpoenas District and Municipal Court	6-8
Warrant NCIC Entries	3
VIN Checks	5
Total Hours on Records Weekly	69-88

Table 1.1 Weekly Records Duties



Independence Police Department

Jerry Harrison Chief of Police

811 W. Laurel

Independence, Kansas 67301

General Office (620)332-1700 Fax (620)332-1703



If we do not add a records clerk position these duties will continue to add to overtime costs. We will also need to make a change to our arrest policies. Any time a prisoner is held for felony charges we are required to have the entire case file to the county attorney within three days. Due to the time crunch the county attorney's requirement often results in overtime costs. By modifying our arrest policy to only hold accused violent felons and accused sex offenders we will reduce the number of felony cases falling under the three day deadline over 68%. The same volume of work will have to be done but the three day deadline will be eliminated allowing a few more days or weeks to send the files to the county attorney.

This policy change would result in persons accused of drug offenses, burglaries, thefts, forgeries and other non-persons related crimes being released immediately after arrest and booking is completed. In 2018 204 charges resulted in persons being held in the county jail for felony cases. Some of the cases would involve multiple charges so one charge does not necessarily equate to one prisoner each. We do not have the time to research exactly how many prisoners were held so we looked at charges as a guide. If the described policy change had taken effect in 2018 we would only have held persons for 64 violent felonies, a 68% reduction in cases required to be delivered to the county attorney within three days. This policy change has not been discussed with the county attorney.