BLUE SPRINGS
PUBLIC SAFETY CITIZENS ADVISORY BOARD MEETING

Meeting
Tuesday, July 23, 2024
6:00 p.m.

AGENDA

1. Call Meeting to Order
2. Approve May board minutes
3. Visitor Request for item to be discussed at next meeting
4. PSST Financial Report
5. PSST Facilities Report
6. Public Safety Sales Tax Goals/Projects Update and police department report
7. Annual Public Forum
8. Board member roles and meeting procedures
9. Request for items to be discussed at next meeting
10. Adjournment

NEXT MEETING

Tuesday, August 27, 2024 – 6:00 pm
Howard L. Brown Public Safety Building
Journagan Family Community Room
1100 SW Smith Street
Blue Springs, MO 64015

A quorum of the City Council may be in attendance; however, no City Council votes will be taken.

This agenda was posted at Blue Springs City Hall and on the City's website on Thursday, July18, 2024

BLUE SPRINGS
PUBLIC SAFETY CITIZENS ADVISORY BOARD MEETING

Tuesday, June 25, 2024
6:00p.m.
Howard L. Brown Public Safety Building - 1100 SW Smith Street, Blue Springs, MO 64015

BOARD MEMBERS PRESENT:
Carman Booker, Chairperson
Roy Boyd
Matt Calhoun
Allan Greene - ABSENT
Michael Kruger
Vacant – Unassigned at this time

ALSO PRESENT:
Council member Galen Ericson- Non-Voting
Student Representative- Non-Voting- Unassigned at this time
Chief Robert Muenz- Non-Voting
Recording Secretary Tammy Kunkel- Non-Voting

CALL MEETING TO ORDER:
Chairperson Booker called the Public Safety Citizens' Advisory Board to order at 6:00p.m.

APPROVE MAY BOARD MINUTES:
Chairperson Booker moved to approve the minutes of the May 28, 2024 Public Safety Citizens' Advisory Board meeting. Motion seconded by board member Calhoun and carried with the following votes:

Chairperson Booker - AYE	Board member Greene – ABSENT
Board member Boyd - AYE	Board member Kruger - AYE
Board member Calhoun - AYE	Vacant – Unassigned at this time

VISITOR REQUEST FOR ITEM TO BE DISCUSSED AT NEXT MEETING:
N/A

PSST FINANCIAL REPORT:
Chief Muenz presented the financial report regarding The Public Safety Sales Tax monthly financial statement for month ending April 30, 2024.

The 1/2% Public Safety sales tax is imposed on all taxable goods and services within the City limits of Blue Springs and can only be used for public safety purposes. The tax went into effect on October 1, 2011. The detailed budget for the Public Safety Sales Tax Fund can be found on page 79 of the 2023-24 adopted budget. For the month of April, the City received 113% budgeted revenues and 101% of revenue received last year. For the fiscal year, PSST sales tax revenues are $172,836 or 6.4% over budget.

Board members had discussion regarding April financials. Chairperson Booker moved to approve the PSST Financial report. Motion seconded by Board member Boyd and carried with the following votes:

Chairperson Booker - AYE	Board member Green- ABSENT
Board member Boyd- AYE	Board member Krueger- AYE
Board member Calhoun - AYE	Vacant – Unassigned at this time

PSST FACILITIES REPORT:
Chief Muenz gave the PSST Facilities Report regarding the Blue Springs Public Safety Building.

Staff is working with the Parks Dept. to add a door outside of the Council Chambers to protect access to the prosecutor's office areas in the east hall. There have been some security concerns with visitors having unrestricted access to this area during business hours. This door will also require key card entry hardware.

A capital improvement project has been approved to paint certain areas inside the facility. Staff will begin listing areas that need to be repainted and work with Parks staff to obtain bids for painting.

Staff is in the process of obtaining bids for the painting. As it works out it should be possible to combine the door project with the painting project with the same contractor using the same budgeted funds. This project is now underway and painting is moving along well.

The major painting portion of the project has been completed. The door construction is underway and will be completed once the frame has arrived and is installed. The frame has been installed, waiting for the actual door now. The door is almost complete, waiting on different hardware so it will secure properly.

PUBLIC SAFETY SALES TAX GOALS/PROJECTS UPDATES & POLICE DEPARTMENT REPORT:
The board discussed the 53rd quarterly report, vacancies, new hires, retirement, response times, Girls on Fire, Life Sports, Animal Control calls and the crime-overview report.

ANNUAL PUBLIC FORUM:
Discussion regarding this year's forum focused on Youth Programs including the Diversion Program, IMPACT and Youth Court.

ATV/UTV/GOLF CART USE ON CITY STREET DISCUSSION:
Discussion to limit use of golf carts only on streets with 25 mph speed limit, cross streets of 45 mph or less, licensed and insured driver and daylight hours. Chief Muenz to prepare a motion to recommend to City Council. A motion to pass recommendations was made by Board member Calhoun. Motion seconded by Board member Boyd and carried unanimously.

Chairperson Booker - AYE	Board member Green- ABSENT
Board member Boyd- AYE	Board member Krueger- AYE
Board member Calhoun - AYE	Vacant – Unassigned at this time

PROPOSED CHANGES TO THE INOPERABLE VEHICLE ORDINANCE:
Change to ordinance to state that vehicles that are inoperable or have expired plates cannot be on street or driveway. This will be proposed to City Council in July or August.

BOARD MEMBER ROLES AND MEETING PROCEDURES:
Discussion moved to July meeting.

REQUEST FOR ITEMS TO BE DISCUSSED AT NEXT MEETING:
N/A

ADJOURNMENT:
There was no further business to come before the board. Board member Boyd moved the meeting be adjourned. Motion seconded by Board member Calhoun and carried unanimously.

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Carman Booker, Chairperson

CITY OF BLUE SPRINGS

BALANCE SHEET - PUBLIC SAFETY SALES TAX FUND

FISCAL YEAR 2023-24

FOR THE PERIOD ENDED - MAY 31, 2024

CATEGORY		PUBLIC SAFETY SALES TAX FUND
ASSETS		
Cash and investments	$	7,565,267
Receivables (net of allowances		
Taxes		-
Accounts		844,245
Accrued interest		-
Interfund receivables		-
Due from other governments		-
Prepaid items		-
TOTAL ASSETS	**$**	**8,409,512**
LIABILITIES		
Accounts payable	$	-
Accrued liabilities		107,045
Interfund payable		-
Long term debt		-
TOTAL LIABILITIES	**$**	**107,045**
FUND BALANCES		
Reserved for:		
Encumbrances		231,466
Prepaids		-
Operating Reserves (8%)		277,650
Assigned:		
Building Replacement		2,200,000
MDT & LPR Replacement		88,673
Subscriber Radio Replacement		102,095
Undesignated, reported in:		
Special revenue fund	$	5,402,584
TOTAL FUND BALANCES	**$**	**8,302,468**
	$	**8,409,512**

CITY OF BLUE SPRINGS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - PUBLIC SAFETY SALES TAX
FISCAL YEAR 2023-24

FOR THE PERIOD ENDED - MAY 31, 2024

CATEGORY	PUBLIC SAFETY SALES TAX FUND
REVENUES:	
Taxes	$ 3,292,051
Interest	205,388
Donations	-
Other	-
TOTAL REVENUES	**$ 3,497,439**
EXPENDITURES:	
Current:	
Personal Services	1,143,903
Materials & Supplies	46,896
Contractual Services	667,023
Capital Outlay	375,456
Capital Improvements	-
Debt service:	
Principal retirement	-
Interest and fiscal charges	385,285
TOTAL EXPENDITURES	**$ 2,618,563**
Excess of revenues over (under) expenditures	$ 878,876
OTHER FINANCING SOURCES (USES):	
Issuance of bonds	-
Discount on bond issuance	
Transfers in	-
Transfers (out)	-
TOTAL OTHER FINANCING SOURCES (USES)	**$ -**
NET CHANGE IN FUND BALANCES	878,876
FUND BALANCES - OCTOBER 1, 2023	**$ 7,423,592**
FUND BALANCES - MAY 31, 2024	**$ 8,302,468**

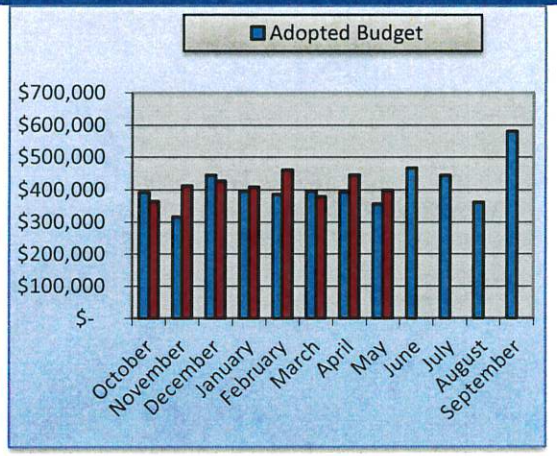
CITY OF BLUE SPRINGS

PUBLIC SAFETY SALES TAX FUND

REVENUE ANALYSIS: MONTH ENDING 5/31/2024

PUBLIC SAFETY SALES TAX REVENUE FY 2023-24

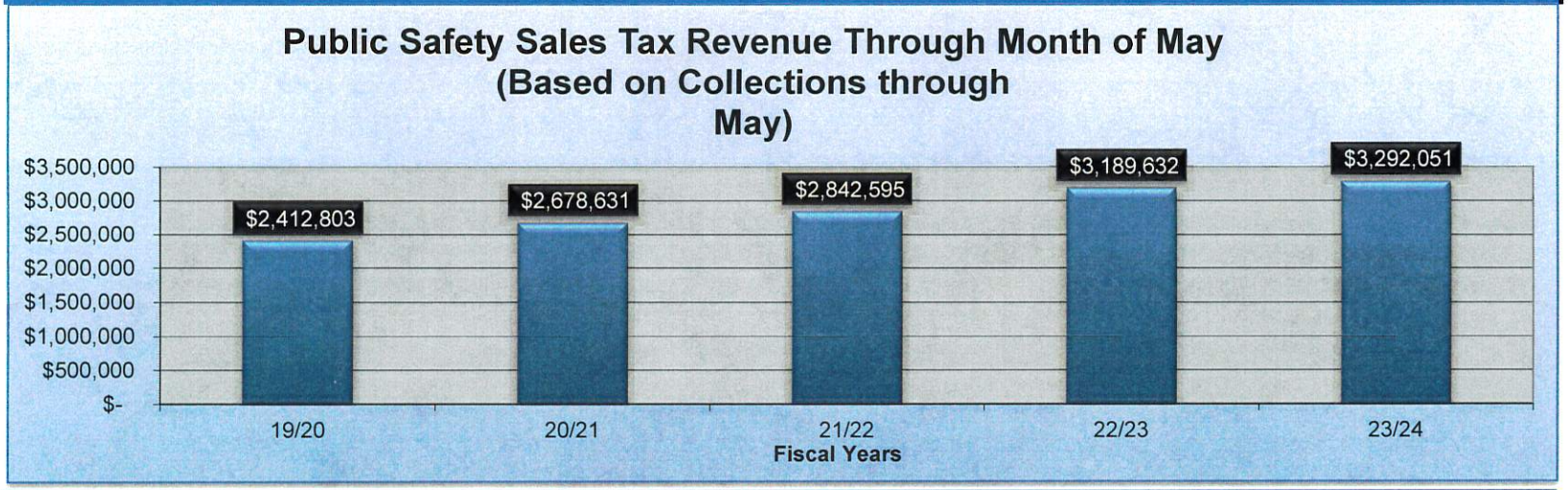
	FY 24 Adopted Budget	Monthly Revenue Received	% of Budget Rec'd	Prior Year Revenue Received	% of Prior Year Received
October	$ 391,937	$ 363,427	93%	$ 392,861	93%
November	316,123	412,023	130%	330,560	125%
December	443,440	427,372	96%	429,457	100%
January	394,724	407,653	103%	461,461	88%
February	385,865	460,031	119%	410,173	112%
March	396,148	378,997	96%	351,452	108%
April	392,586	444,156	113%	439,998	101%
May	355,695	398,392	112%	373,671	107%
June	465,836	-	0%	427,877	0%
July	443,838	-	0%	432,748	0%
August	360,628	-	0%	436,270	0%
September	580,098	-	0%	535,834	0%
Total	**$ 4,926,917**	**$ 3,292,051**	**67%**	**$ 5,022,361**	**65.5%**
YTD	**$ 3,076,518**	**$ 3,292,051**	**$ 215,533**	**$ 3,189,632**	**7.0%**
			7.0%		**3.2%**

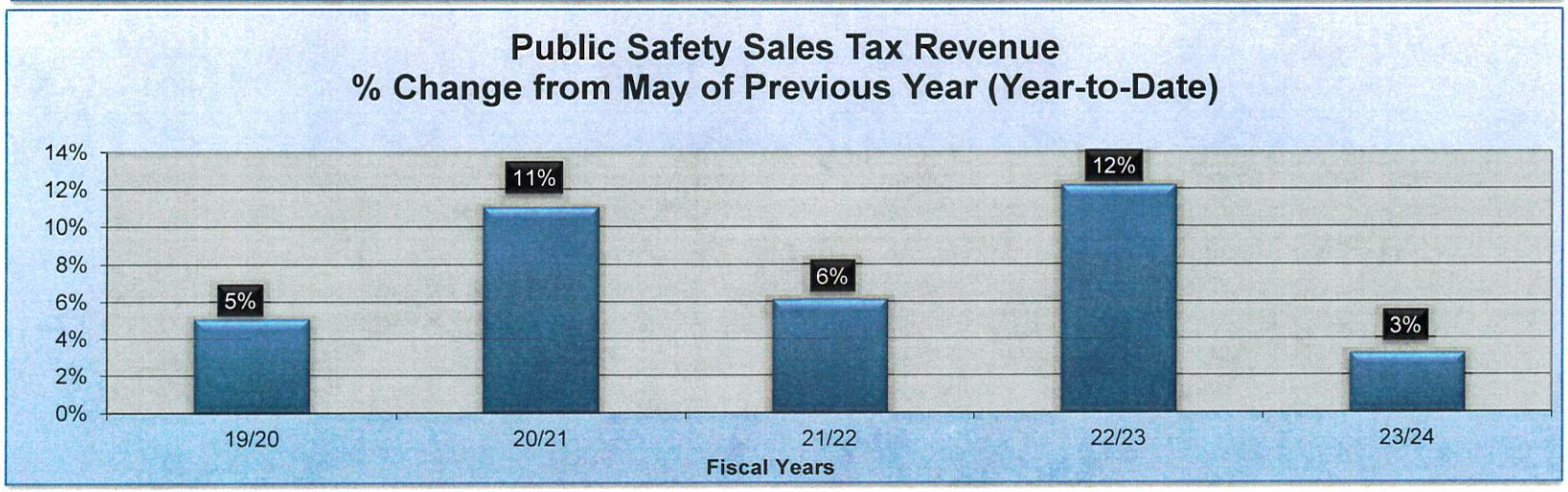


POSITIVE

The 1/2% Public Safety sales tax is imposed on all taxable goods and services within the City limits of Blue Springs and can only be used for public safety purposes. The tax went into effect on October 1, 2011. The detailed budget for the Public Safety Sales Tax Fund can be found on page 79 of the 2023-24 adopted budget. For the month of May, the City received 112% budgeted revenues and 107% of revenue received last year. For the fiscal year, PSST sales tax revenues are $215,533or 7% over budget.

Five-Year Revenue Comparison Graph





Segments	Account Number Expenses	Account Name	Original Budget	Revised Budget	Actuals Date Range	Current YTD Actuals	Current YTD Encumbrance	Total Committed	Budget Variance	Percent Remaining
150 : Convention & Visitor Fund - Hotel/Motel Tax										
00000 : Non-departmental										
	150-00000-530100	Professional Services	293,000.00	301,750.00	171,356.35	171,356.35	56,750.00	228,106.35	73,643.65	24%
SubTotal : 00000 : Non-departmental			**293,000.00**	**301,750.00**	**171,356.35**	**171,356.35**	**56,750.00**	**228,106.35**	**73,643.65**	**24%**
90000 : Operating Transfers										
	150-90000-590100	Operating Transfer Out - General Fund	20,826.00	20,826.00	13,884.00	13,884.00	0.00	13,884.00	6,942.00	33%
	150-90000-590410	Operating Transfer Out - Fieldhouse Fund	175,846.00	175,846.00	175,845.76	175,845.76	0.00	175,845.76	0.24	0%
SubTotal : 90000 : Operating Transfers			**196,672.00**	**196,672.00**	**189,729.76**	**189,729.76**	**0.00**	**189,729.76**	**6,942.24**	**4%**
SubTotal : 150 : Convention & Visitor Fund - Hotel/Motel Tax			**489,672.00**	**498,422.00**	**361,086.11**	**361,086.11**	**56,750.00**	**417,836.11**	**80,585.89**	**16%**
155 : Public Safety Sales Tax										
14100 : IT - PSST										
	155-14100-510100	Full-Time Wages	128,228.56	128,228.56	84,789.38	84,789.38	0.00	84,789.38	43,439.18	34%
	155-14100-510900	Overtime Wages	1,500.00	1,500.00	833.98	833.98	0.00	833.98	666.02	44%
	155-14100-515100	FICA Taxes	8,126.87	8,126.87	5,187.82	5,187.82	0.00	5,187.82	2,939.05	36%
	155-14100-515150	Medicare Taxes	1,900.64	1,900.64	1,213.29	1,213.29	0.00	1,213.29	687.35	36%
	155-14100-515200	Lagers	9,910.15	9,910.15	6,846.79	6,846.79	0.00	6,846.79	3,063.36	31%
	155-14100-515420	Employee Assistance Program	44.26	44.26	10.75	10.75	0.00	10.75	33.51	76%
	155-14100-515500	Health Insurance	12,291.90	12,291.90	7,698.22	7,698.22	0.00	7,698.22	4,593.68	37%
	155-14100-515505	Dental Insurance	0.00	0.00	624.16	624.16	0.00	624.16	-624.16	0%
	155-14100-515510	Life Insurance	634.85	634.85	212.88	212.88	0.00	212.88	421.97	66%
	155-14100-515515	Vision Insurance	0.00	0.00	79.42	79.42	0.00	79.42	-79.42	0%
	155-14100-515520	Health Savings Account	1,350.00	1,350.00	843.46	843.46	0.00	843.46	506.54	38%
	155-14100-515650	Workers Compensation	456.70	456.70	322.00	322.00	0.00	322.00	134.70	29%
	155-14100-520100	Office Supplies	500.00	500.00	30.96	30.96	0.00	30.96	469.04	94%
	155-14100-520990	Computer Supplies and Equipment	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	100%
	155-14100-530300	Training & Education	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	100%
	155-14100-530380	Vehicle Allowance	1,680.00	1,680.00	1,045.00	1,045.00	0.00	1,045.00	635.00	38%
	155-14100-535200	Utilities - Mobile Devices	1,000.00	1,000.00	819.39	819.39	0.00	819.39	180.61	18%
	155-14100-540550	Computer Equipment	2,500.00	2,500.00	109.09	109.09	0.00	109.09	2,390.91	96%
SubTotal : 14100 : IT - PSST			**175,623.93**	**175,623.93**	**110,666.59**	**110,666.59**	**0.00**	**110,666.59**	**64,957.34**	**37%**
21000 : Police Administration - PSST										
	155-21000-510100	Full-Time Wages	262,736.62	262,736.62	171,143.67	171,143.67	0.00	171,143.67	91,592.95	35%
	155-21000-510900	Overtime Wages	0.00	0.00	2,040.42	2,040.42	0.00	2,040.42	-2,040.42	0%
	155-21000-515100	FICA Taxes	16,457.07	16,457.07	10,269.09	10,269.09	0.00	10,269.09	6,187.98	38%
	155-21000-515150	Medicare Taxes	3,848.83	3,848.83	2,401.65	2,401.65	0.00	2,401.65	1,447.18	38%
	155-21000-515200	Lagers	24,055.30	24,055.30	16,339.33	16,339.33	0.00	16,339.33	7,715.97	32%
	155-21000-515420	Employee Assistance Program	77.12	77.12	18.73	18.73	0.00	18.73	58.39	76%
	155-21000-515500	Health Insurance	45,950.91	45,950.91	32,392.66	32,392.66	0.00	32,392.66	13,558.25	30%
	155-21000-515505	Dental Insurance	2,508.12	2,508.12	1,600.01	1,600.01	0.00	1,600.01	908.11	36%
	155-21000-515510	Life Insurance	1,003.15	1,003.15	331.05	331.05	0.00	331.05	672.10	67%
	155-21000-515515	Vision Insurance	327.36	327.36	200.09	200.09	0.00	200.09	127.27	39%
	155-21000-515520	Health Savings Account	2,700.00	2,700.00	0.00	0.00	0.00	0.00	2,700.00	100%
	155-21000-515650	Workers Compensation	19,471.48	19,471.48	13,350.00	13,350.00	0.00	13,350.00	6,121.48	31%
	155-21000-520140	Personnel Equipment	1,200.00	1,200.00	610.00	610.00	0.00	610.00	590.00	49%
	155-21000-520184	Munitions & Armory Equipment	300.00	300.00	0.00	0.00	0.00	0.00	300.00	100%
	155-21000-520185	Building Maintenance Supplies	24,600.00	24,600.00	22,727.76	22,727.76	0.00	22,727.76	1,872.24	8%
	155-21000-520500	Fuels & Lubricants	2,387.24	2,387.24	330.21	330.21	0.00	330.21	2,057.03	86%
	155-21000-530100	Professional Services	0.00	11,410.00	11,410.00	11,410.00	0.00	11,410.00	0.00	0%
	155-21000-530240	Janitorial/Cleaning Services	22,200.00	22,200.00	0.00	0.00	0.00	0.00	22,200.00	100%
	155-21000-530245	Pest Control Services	7,000.00	10,139.00	3,512.00	3,512.00	3,361.60	6,873.60	3,265.40	32%
	155-21000-530300	Training & Education	13,800.00	13,800.00	8,561.59	8,561.59	0.00	8,561.59	5,238.41	38%
	155-21000-530330	Local Meeting Expenses	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100%
	155-21000-530350	Dues & Memberships	13,900.00	13,900.00	3,680.00	3,680.00	0.00	3,680.00	10,220.00	74%
	155-21000-530375	Publications & Subscriptions	350.00	350.00	0.00	0.00	0.00	0.00	350.00	100%
	155-21000-530410	Insurance Premiums & Bonds	29,327.00	29,327.00	21,761.73	21,761.73	0.00	21,761.73	7,565.27	26%
	155-21000-530500	Contracted Repair - Equipment	367,250.00	593,378.00	564,173.99	564,173.99	19,932.00	584,105.99	9,272.01	2%

Segments	Account Number Expenses	Account Name	Original Budget	Revised Budget	Actuals Date Range	Current YTD Actuals	Current YTD Encumbrance	Total Committed	Budget Variance	Percent Remaining
	155-21000-530510	Central Garage Charges	500.00	500.00	35.00	35.00	0.00	35.00	465.00	93%
	155-21000-530515	Contracted Repair - Vehicles	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100%
	155-21000-530520	Laundry & Uniform Service	600.00	600.00	106.22	106.22	0.00	106.22	493.78	82%
	155-21000-530570	Contracted Repair - Facilities	68,180.00	68,180.00	28,150.60	28,150.60	0.00	28,150.60	40,029.40	59%
	155-21000-530850	Software Licenses	16,700.00	16,700.00	0.00	0.00	0.00	0.00	16,700.00	100%
	155-21000-535100	Utilities - Electric	16,978.00	16,978.00	9,469.29	9,469.29	0.00	9,469.29	7,508.71	44%
	155-21000-535110	Gas Service	5,000.00	5,000.00	2,685.49	2,685.49	0.00	2,685.49	2,314.51	46%
	155-21000-535130	Utilities - Cable Services	3,000.00	3,000.00	823.55	823.55	0.00	823.55	2,176.45	73%
	155-21000-535200	Utilities - Mobile Devices	1,440.00	1,440.00	801.25	801.25	0.00	801.25	638.75	44%
	155-21000-540400	Operating Equipment	130,500.00	130,500.00	0.00	0.00	130,500.00	130,500.00	0.00	0%
SubTotal : 21000 : Police Administration - PSST			**1,106,348.20**	**1,347,025.20**	**928,925.38**	**928,925.38**	**153,793.60**	**1,082,718.98**	**264,306.22**	**20%**
21030 : Operations Bureau - PSST										
	155-21030-510100	Full-Time Wages	669,064.25	669,064.25	376,588.97	376,588.97	0.00	376,588.97	292,475.28	44%
	155-21030-510900	Overtime Wages	40,000.00	40,000.00	29,615.63	29,615.63	0.00	29,615.63	10,384.37	26%
	155-21030-515100	FICA Taxes	44,575.78	44,575.78	23,692.13	23,692.13	0.00	23,692.13	20,883.65	47%
	155-21030-515150	Medicare Taxes	10,424.98	10,424.98	5,540.93	5,540.93	0.00	5,540.93	4,884.05	47%
	155-21030-515200	Lagers	67,288.43	67,288.43	35,890.87	35,890.87	0.00	35,890.87	31,397.56	47%
	155-21030-515420	Employee Assistance Program	208.56	208.56	50.67	50.67	0.00	50.67	157.89	76%
	155-21030-515500	Health Insurance	134,680.34	134,680.34	81,829.82	81,829.82	0.00	81,829.82	52,850.52	39%
	155-21030-515505	Dental Insurance	5,016.00	5,016.00	3,842.60	3,842.60	0.00	3,842.60	1,173.40	23%
	155-21030-515510	Life Insurance	3,309.03	3,309.03	858.23	858.23	0.00	858.23	2,450.80	74%
	155-21030-515515	Vision Insurance	726.96	726.96	497.42	497.42	0.00	497.42	229.54	32%
	155-21030-515520	Health Savings Account	9,900.00	9,900.00	3,979.12	3,979.12	0.00	3,979.12	5,920.88	60%
	155-21030-515650	Workers Compensation	64,793.25	64,793.25	41,595.00	41,595.00	0.00	41,595.00	23,198.25	36%
	155-21030-520140	Personnel Equipment	28,525.00	28,525.00	4,549.39	4,549.39	1,300.56	5,849.95	22,675.05	79%
	155-21030-520180	Operating Supplies	50,200.00	50,200.00	5,771.19	5,771.19	0.00	5,771.19	44,428.81	89%
	155-21030-520184	Munitions & Armory Equipment	26,100.00	30,650.00	8,538.40	8,538.40	0.00	8,538.40	22,111.60	72%
	155-21030-520500	Fuels & Lubricants	11,896.22	11,896.22	3,884.86	3,884.86	0.00	3,884.86	8,011.36	67%
	155-21030-530510	Central Garage Charges	4,000.00	4,000.00	3,465.21	3,465.21	0.00	3,465.21	534.79	13%
	155-21030-530515	Contracted Repair - Vehicles	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	100%
	155-21030-530520	Laundry & Uniform Service	1,260.00	1,260.00	1,331.55	1,331.55	0.00	1,331.55	-71.55	-6%
	155-21030-530700	Printing & Duplicating	200.00	200.00	0.00	0.00	0.00	0.00	200.00	100%
	155-21030-540400	Operating Equipment	32,500.00	32,500.00	20,247.21	20,247.21	24,400.00	44,647.21	-12,147.21	-37%
	155-21030-540700	Communications Equipment	85,000.00	84,500.00	18,798.16	18,798.16	0.00	18,798.16	65,701.84	78%
	155-21030-540740	Cameras & Video Equipment	257,243.00	257,743.00	257,743.00	257,743.00	0.00	257,743.00	0.00	0%
SubTotal : 21030 : Operations Bureau - PSST			**1,548,911.80**	**1,553,461.80**	**928,310.36**	**928,310.36**	**25,700.56**	**954,010.92**	**599,450.88**	**39%**
21040 : Investigative Services Bureau - PSST										
	155-21040-510100	Full-Time Wages	180,700.84	180,700.84	116,126.91	116,126.91	0.00	116,126.91	64,573.93	36%
	155-21040-510900	Overtime Wages	5,000.00	5,000.00	9,269.11	9,269.11	0.00	9,269.11	-4,269.11	-85%
	155-21040-515100	FICA Taxes	11,569.25	11,569.25	7,778.22	7,778.22	0.00	7,778.22	3,791.03	33%
	155-21040-515150	Medicare Taxes	2,705.71	2,705.71	1,819.10	1,819.10	0.00	1,819.10	886.61	33%
	155-21040-515200	Lagers	18,171.18	18,171.18	12,902.53	12,902.53	0.00	12,902.53	5,268.65	29%
	155-21040-515420	Employee Assistance Program	60.69	60.69	14.74	14.74	0.00	14.74	45.95	76%
	155-21040-515500	Health Insurance	7,045.89	7,045.89	5,381.49	5,381.49	0.00	5,381.49	1,664.40	24%
	155-21040-515505	Dental Insurance	2,508.24	2,508.24	837.59	837.59	0.00	837.59	1,670.65	67%
	155-21040-515510	Life Insurance	833.47	833.47	253.84	253.84	0.00	253.84	579.63	70%
	155-21040-515515	Vision Insurance	194.16	194.16	107.81	107.81	0.00	107.81	86.35	44%
	155-21040-515520	Health Savings Account	900.00	900.00	0.00	0.00	0.00	0.00	900.00	100%
	155-21040-515650	Workers Compensation	14,053.87	14,053.87	10,876.00	10,876.00	0.00	10,876.00	3,177.87	23%
	155-21040-520140	Personnel Equipment	500.00	500.00	0.00	0.00	0.00	0.00	500.00	100%
	155-21040-520500	Fuels & Lubricants	764.00	764.00	452.96	452.96	0.00	452.96	311.04	41%
	155-21040-530350	Dues & Memberships	50.00	50.00	0.00	0.00	0.00	0.00	50.00	100%
	155-21040-530510	Central Garage Charges	0.00	0.00	117.57	117.57	0.00	117.57	-117.57	0%
	155-21040-530520	Laundry & Uniform Service	1,200.00	1,200.00	654.51	654.51	0.00	654.51	545.49	45%
	155-21040-535200	Utilities - Mobile Devices	1,300.00	1,300.00	760.57	760.57	0.00	760.57	539.43	41%
	155-21040-540325	Police Vehicles	52,000.00	93,803.35	32,755.74	32,755.74	8,755.11	41,510.85	52,292.50	56%
SubTotal : 21040 : Investigative Services Bureau - PSST			**299,557.30**	**341,360.65**	**200,108.69**	**200,108.69**	**8,755.11**	**208,863.80**	**132,496.85**	**39%**

Segments	Account Number Expenses	Account Name	Original Budget	Revised Budget	Actuals Date Range	Current YTD Actuals	Current YTD Encumbrance	Total Committed	Budget Variance	Percent Remaining
21050 : Community Services Bureau - PSST										
	155-21050-510100	Full-Time Wages	0.00	0.00	564.23	564.23	0.00	564.23	-564.23	0%
	155-21050-510200	Part-Time Wages	72,899.84	72,899.84	13,355.23	13,355.23	0.00	13,355.23	59,544.61	82%
	155-21050-510900	Overtime Wages	0.00	0.00	533.54	533.54	0.00	533.54	-533.54	0%
	155-21050-515100	FICA Taxes	4,519.79	4,519.79	895.57	895.57	0.00	895.57	3,624.22	80%
	155-21050-515150	Medicare Taxes	1,057.05	1,057.05	209.43	209.43	0.00	209.43	847.62	80%
	155-21050-515200	Lagers	0.00	0.00	4.23	4.23	0.00	4.23	-4.23	0%
	155-21050-515420	Employee Assistance Program	65.72	65.72	15.97	15.97	0.00	15.97	49.75	76%
	155-21050-515500	Health Insurance	0.00	0.00	23.00	23.00	0.00	23.00	-23.00	0%
	155-21050-515505	Dental Insurance	0.00	0.00	1.16	1.16	0.00	1.16	-1.16	0%
	155-21050-515510	Life Insurance	0.00	0.00	0.16	0.16	0.00	0.16	-0.16	0%
	155-21050-515515	Vision Insurance	0.00	0.00	0.15	0.15	0.00	0.15	-0.15	0%
	155-21050-515520	Health Savings Account	0.00	0.00	1.57	1.57	0.00	1.57	-1.57	0%
	155-21050-515650	Workers Compensation	259.64	259.64	201.00	201.00	0.00	201.00	58.64	23%
	155-21050-520235	Community Policing Expenses	4,196.00	4,196.00	0.00	0.00	0.00	0.00	4,196.00	100%
	155-21050-530300	Training & Education	10,500.00	10,500.00	3,658.92	3,658.92	0.00	3,658.92	6,841.08	65%
SubTotal : 21050 : Community Services Bureau - PSST			**93,498.04**	**93,498.04**	**19,464.16**	**19,464.16**	**0.00**	**19,464.16**	**74,033.88**	**79%**
77000 : Building Improvements										
	155-77000-542400	CIP - Buildings - Public Safety	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	100%
	155-77000-546100	CIP - Public Safety Projects	100,000.00	100,000.00	30,262.11	30,262.11	13,009.29	43,271.40	56,728.60	57%
	155-77000-546500	CIP - Public Safety Equipment	0.00	57,029.00	15,541.01	15,541.01	30,207.00	45,748.01	11,280.99	20%
SubTotal : 77000 : Building Improvements			**1,100,000.00**	**1,157,029.00**	**45,803.12**	**45,803.12**	**43,216.29**	**89,019.41**	**1,068,009.59**	**92%**
82014 : Debt Service - 2014										
	155-82014-530100	Professional Services	2,000.00	2,000.00	2,028.78	2,028.78	0.00	2,028.78	-28.78	-1%
	155-82014-550100	Debt - Principal	605,000.00	605,000.00	0.00	0.00	0.00	0.00	605,000.00	100%
	155-82014-550200	Debt - Interest	766,513.00	766,513.00	383,256.25	383,256.25	0.00	383,256.25	383,256.75	50%
SubTotal : 82014 : Debt Service - 2014			**1,373,513.00**	**1,373,513.00**	**385,285.03**	**385,285.03**	**0.00**	**385,285.03**	**988,227.97**	**72%**
SubTotal : 155 : Public Safety Sales Tax			**5,697,452.27**	**6,041,511.62**	**2,618,563.33**	**2,618,563.33**	**231,465.56**	**2,850,028.89**	**3,191,482.73**	**53%**
158 : Park Sales Tax										
73000 : Park Improvements										
	158-73000-544100	CIP - Parks Projects	1,450,000.00	2,802,034.56	0.00	0.00	1,105,847.00	1,105,847.00	1,696,187.56	61%
	158-73000-544500	CIP - Parks Equipment	0.00	137,650.00	137,650.00	137,650.00	0.00	137,650.00	0.00	0%
SubTotal : 73000 : Park Improvements			**1,450,000.00**	**2,939,684.56**	**137,650.00**	**137,650.00**	**1,105,847.00**	**1,243,497.00**	**1,696,187.56**	**58%**
82022 : Debt Service - 2022										
	158-82022-530100	Professional Services	0.00	100.00	11.37	11.37	0.00	11.37	88.63	89%
	158-82022-550100	Debt - Principal	0.00	550,000.00	0.00	0.00	0.00	0.00	550,000.00	100%
	158-82022-550200	Debt - Interest	0.00	1,658,694.00	829,346.88	829,346.88	0.00	829,346.88	829,347.12	50%
	158-82022-550300	Debt - Bank Fees	0.00	2,000.00	3,710.00	3,710.00	0.00	3,710.00	-1,710.00	-86%
SubTotal : 82022 : Debt Service - 2022			**0.00**	**2,210,794.00**	**833,068.25**	**833,068.25**	**0.00**	**833,068.25**	**1,377,725.75**	**62%**
90000 : Operating Transfers										
	158-90000-590410	Operating Transfer Out - Fieldhouse Fund	2,210,794.00	0.00	11,709,619.04	11,709,619.04	0.00	11,709,619.04	-11,709,619.04	0%
SubTotal : 90000 : Operating Transfers			**2,210,794.00**	**0.00**	**11,709,619.04**	**11,709,619.04**	**0.00**	**11,709,619.04**	**-11,709,619.04**	**0%**
SubTotal : 158 : Park Sales Tax			**3,660,794.00**	**5,150,478.56**	**12,680,337.29**	**12,680,337.29**	**1,105,847.00**	**13,786,184.29**	**-8,635,705.73**	**-168%**
310 : Capital Projects - General										
12400 : Economic Development										
	310-12400-530600	Reimbursements - Certified Developer Costs	0.00	0.00	6,321.88	6,321.88	0.00	6,321.88	-6,321.88	0%
SubTotal : 12400 : Economic Development			**0.00**	**0.00**	**6,321.88**	**6,321.88**	**0.00**	**6,321.88**	**-6,321.88**	**0%**
12500 : Community Development										
	310-12500-541100	CIP - City General Projects	250,000.00	250,000.00	0.00	0.00	0.00	0.00	250,000.00	100%
SubTotal : 12500 : Community Development			**250,000.00**	**250,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**250,000.00**	**100%**

Public Safety Citizen Advisory Board



Facilities Report 7/17/24

Staff is working with the Parks Dept. to add a door outside of the council chambers to protect access the prosecutors officer areas in the east hall. There have been some security concerns with visitors having unrestricted access to this area during business hours. This door will also require key card entry hardware.

The major painting portion of the project has been completed. The door construction is underway and will be completed once the frame has arrived and is installed. The frame has been installed, waiting for the actual door now. The door is almost complete, waiting on different hardware so it will secure properly.

Early this month damge was noticed to a window in the lobby that appeared to be shattered by unknown means. The lobby entrance was closed briefly until the shattered window could be made safe. Replacement plans are underway with an estimated cost of roughly $5,000.00

We also suffered an AC outage in June, and it was determined that the system was operating at 50% capacity. Maintenance staff have been working with the HVAC company, Johnson Controls to determine a fix. **Fortunately we are under warranty until 2028 on the chillier through Johnson Controls.** However, we are still operating at 50% capacity until it can be repaired. The repair may take several weeks or even months to complete and require a complete shutdown, so we are waiting for cooler weather to proceed. If it does not continue to function, we have to look at some temporary cooling measures that would require unexpected costs.

CITY OF BLUE SPRINGS

BLUE SPRINGS CITIZEN POLICE ADVISORY BOARD

July 2024 Report

This is the 53rd quarterly report of the Blue Springs Citizen Public Safety Board for presentation to Blue Springs City Administrator Christine Cates and City Council in October 2024. It will be published on the city's Internet site.

Overview

Quarterly status reports are presented by the Public Safety Board to the City Administrator and City Council and are presented in July, October, January and April at the conclusion of each calendar quarter. Included are updates on activities and goals of the Public Safety Board and statistics for the third quarter of 2024.

Blue Springs Public Safety Goals:

Goal #1: Oversight of expenditures of the Public Safety Sales Tax expenditures.

- Status: On-going with a monthly review of the financials as noted in the meeting minutes
- Monthly Financial PSST Reports

Goal #2: Respond to citizen requests.

Goal #3: Provide input to City Administrator or Police Department as necessary.

Goal #4: Conduct the Annual Public Forum: TBD

Major Events During this Quarter:
Lieutenant Promotional Process 8/7 and 8/8

Major Events During Next Quarter:
National Night Out 10/1

PD Status Review:

- Personnel Levels – as of 7/17/24. (Authorized levels of 102 Sworn, 46 FTE Civilian.)
- Officer – Thirteen sworn vacancies.
- Dispatch –Four fulltime and two parttime vacancies.
- ACO – Three vacancies

Blue Springs Police Department - MO0480100 - NIBRS Agency Crime Overview - Apr 2024

2023 Population Estimate	**59,896**
Offense Overview	
Offense Total	290
Number Cleared	70
Percent Cleared	24.14 %
Group A Crimes per 100,000 population	484.2
Arrest Overview	
Total Arrests	116
Adult Arrests	114
Juvenile Arrests	2
Unknown Age	0
Arrests per 100,000 population	193.7
Average number offenses/incident	1.15

Group B Arrests		
Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Loitering/Vagrancy Violations	0	0
Disorderly Conduct	1	0
Driving Under the Influence	9	0
Drunkenness	0	0
Family Offenses (Nonviolent)	0	0
Liquor Law Violations	0	0
Peeping Tom	0	0
Trespass of Real Property	4	0
All Other Offenses	66	0
Total Group B	**80**	**0**

	Offenses (*)		Arrests (**)	
Group A Offenses	Reported	Cleared	Adult	Juvenile
Crimes Against Persons				
Murder and Nonnegligent Manslaughter	2	2	2	2
Negligent Manslaughter	0	0	0	0
Kidnapping/Abduction	1	0	0	0
Rape	2	0	0	0
Sodomy	0	0	0	0
Sexual Assault With An Object	0	0	0	0
Fondling	1	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Aggravated Assault	10	9	4	0
Simple Assault	57	19	5	0
Intimidation	5	1	1	0
Human Trafficking, Commercial Sex Acts	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0
Crimes Against Property				
Arson	0	0	0	0
Bribery	0	0	0	0
Burglary/Breaking & Entering	6	1	1	0
Counterfeiting/Forgery	1	1	1	0
Destruction/Damage/Vandalism of Property	30	3	1	0
Embezzlement	0	0	0	0
Extortion/Blackmail	0	0	0	0
False Pretenses/Swindle/Confidence Game	9	0	0	0
Credit Card/Automated Teller Machine Fraud	12	0	0	0
Impersonation	1	0	0	0
Welfare Fraud	0	0	0	0
Wire Fraud	1	0	0	0
Identity Theft	2	0	0	0
Hacking/Computer Invasion	0	0	0	0
Robbery	2	1	1	0
Pocket-picking	0	0	0	0
Purse-snatching	0	0	0	0
Shoplifting	49	10	9	0
Theft From Building	1	0	0	0
Theft From Coin Operated Machine or Device	0	0	0	0
Theft From Motor Vehicle	18	0	0	0
Theft of Motor Vehicle Parts/Accessories	3	0	0	0
All Other Larceny	29	1	0	0
Motor Vehicle Theft	15	0	0	0
Stolen Property Offenses	3	1	1	0
Crimes Against Society				
Drug/Narcotic Violations	14	12	5	0
Drug Equipment Violations	6	5	1	0
Betting/Wagering	0	0	0	0
Operating/Promoting/Assisting Gambling	0	0	0	0
Gambling Equipment Violations	0	0	0	0
Sports Tampering	0	0	0	0
Pornography/Obscene Material	2	0	0	0
Prostitution	0	0	0	0
Assisting or Promoting Prostitution	0	0	0	0
Purchasing Prostitution	0	0	0	0
Weapon Law Violations	8	4	2	0
Animal Cruelty	0	0	0	0
Total Group A Offenses	**290**	**70**	**34**	**2**

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made during the selected period, regardless of incident date. Arrest counts may be higher than incident counts.

This report is valid as of June 06, 2024 and is subject to change

Blue Springs Police Department - MO0480100 - NIBRS Agency Crime Overview - YTD as of Jun 06, 2024

2023 Population Estimate	**59,896**
Offense Overview	
Offense Total	1,136
Number Cleared	242
Percent Cleared	21.30 %
Group A Crimes per 100,000 population	1,896.6
Arrest Overview	
Total Arrests	414
Adult Arrests	411
Juvenile Arrests	3
Unknown Age	0
Arrests per 100,000 population	691.2
Average number offenses/incident	1.13

Group B Arrests		
Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Loitering/Vagrancy Violations	0	0
Disorderly Conduct	3	0
Driving Under the Influence	37	0
Drunkenness	0	0
Family Offenses (Nonviolent)	0	0
Liquor Law Violations	0	0
Peeping Tom	0	0
Trespass of Real Property	14	0
All Other Offenses	243	1
Total Group B	**297**	**1**

	Offenses (*)		**Arrests (**)**	
Group A Offenses	Reported	Cleared	Adult	Juvenile
Crimes Against Persons				
Murder and Nonnegligent Manslaughter	3	3	3	2
Negligent Manslaughter	0	0	0	0
Kidnapping/Abduction	6	2	2	0
Rape	5	0	0	0
Sodomy	4	1	1	0
Sexual Assault With An Object	0	0	0	0
Fondling	3	0	0	0
Incest	0	0	0	0
Statutory Rape	1	0	0	0
Aggravated Assault	34	28	11	0
Simple Assault	206	80	33	0
Intimidation	19	6	1	0
Human Trafficking, Commercial Sex Acts	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0
Crimes Against Property				
Arson	1	0	0	0
Bribery	0	0	0	0
Burglary/Breaking & Entering	33	4	2	0
Counterfeiting/Forgery	7	2	2	0
Destruction/Damage/Vandalism of Property	121	8	2	0
Embezzlement	4	0	0	0
Extortion/Blackmail	0	0	0	0
False Pretenses/Swindle/Confidence Game	18	1	0	0
Credit Card/Automated Teller Machine Fraud	88	1	0	0
Impersonation	2	0	0	0
Welfare Fraud	0	0	0	0
Wire Fraud	6	0	0	0
Identity Theft	6	0	0	0
Hacking/Computer Invasion	0	0	0	0
Robbery	5	1	1	0
Pocket-picking	0	0	0	0
Purse-snatching	2	0	0	0
Shoplifting	147	22	19	0
Theft From Building	4	0	0	0
Theft From Coin Operated Machine or Device	0	0	0	0
Theft From Motor Vehicle	89	1	0	0
Theft of Motor Vehicle Parts/Accessories	18	1	1	0
All Other Larceny	125	8	2	0
Motor Vehicle Theft	60	0	0	0
Stolen Property Offenses	15	6	6	0
Crimes Against Society				
Drug/Narcotic Violations	45	34	21	0
Drug Equipment Violations	23	19	2	0
Betting/Wagering	0	0	0	0
Operating/Promoting/Assisting Gambling	0	0	0	0
Gambling Equipment Violations	0	0	0	0
Sports Tampering	0	0	0	0
Pornography/Obscene Material	8	1	0	0
Prostitution	0	0	0	0
Assisting or Promoting Prostitution	0	0	0	0
Purchasing Prostitution	0	0	0	0
Weapon Law Violations	28	13	5	0
Animal Cruelty	0	0	0	0
Total Group A Offenses	**1,136**	**242**	**114**	**2**

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made during the selected period, regardless of incident date. Arrest counts may be higher than incident counts.

This report is valid as of June 06, 2024 and is subject to change

Blue Springs Police Department

Priority Call Response Times 2020-2024 - YTD 06/30 (created to first on scene)

Priority	2020 (Time)	2020 # of Calls	2021 (Time)	2021 # of Calls	2022 (Time)	2022 # of Calls	2023 # (Time)	2023 # of Calls	2024 # (Time) YTD 6/30	2024 # of Calls YTD 6/30
Priority 1 Calls	5:05	3,962	5:39	3,663	5:45	3,698	6:51	3,709	6:47	1,964
Priority 2 Calls	5:51	14,929	6:34	13,355	7:18	14,628	7:41	17,419	8:06	9,595
Priority 3 Calls	8:00	8,226	9:37	8,220	10:50	8,191	11:15	8,215	12:12	4,241
Total 1, 2, 3 Priority Calls		27,117		25,238		26,517		29,343		15,800
Priority 4 Calls			17:06	3,050	19:39	2,943	16:45	2,981	16:48	1,645

The City of Blue Springs Missouri

RULES OF PROCEDURE

BOARDS WITH STANDING MEETINGS

Economic Development Council
Park Commission
Public Art Commission
Public Safety Citizens' Advisory Board

Adopted by City Council by Resolution No. 29-2022 on April 18, 2022

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Authority

Section 402.020.C of the Blue Springs Municipal Code provides that Rules of Procedure shall be adopted by the City Council. Any Rules or Bylaws previously adopted are hereby repealed and replaced with these Rules approved by the City Council by Resolution No. 29-2022 on April 18, 2022. These Rules shall be in effect upon their adoption by the City Council by Resolution and until such time as they are amended or new Rules are adopted by Resolution.

These Rules govern and provide guidance to the City's Boards and Commissions (hereinafter "Commission") that do not hold regularly-scheduled meetings, but at the call of the Chair or Staff. Those Commissions include, but are not limited to Appearance Review Commission, Community Development Block Grant Advisory Committee, Development Advisory Committee, Downtown Review Board, Historic Preservation Commission, Human Relations Commission, Solid Waste Management Committee, Technical Review Committee, Visitor and Tourism Advisory Board.

The Commission may review and recommend amendments to the Rules of Procedure to the City Council by a majority vote of the members of the Commission. Proposed amendments must be submitted in writing to each member of the Commission at least three (3) days prior to the meeting at which such action is to be taken. The Commission-recommended amendments shall be presented to the City Council for consideration and approval by Resolution. The amendment of the Rules of Procedure shall take effect immediately following a successful vote of the City Council unless otherwise noted.

Commission Establishment and Purpose

Each Commission is established by the Blue Springs Municipal Code outlining the members and the purpose for the Commission.

Chair and Vice Chair

The Mayor shall appoint a Chair and Vice Chair, annually on or about May 1 for a term of one year. No member shall serve more than two consecutive terms as Chair or Vice Chair. The Mayor's appointment shall be approved by a majority of the City Council.

Where both the Chair and Vice Chair are absent from a meeting, the remainder of the members of the Commission shall elect a Chair Pro Tem from among their own number by majority vote to serve as Presiding Officer for the meeting.

Duties of Presiding Officer

The Chair or Vice Chair (hereinafter "Presiding Officer") shall be responsible for the conduct of the meeting. It is their duty to maintain order and decorum. They shall follow the agenda unless a change of order is acceptable to a majority of the Commission. They shall have the responsibility to limit lengthy and repetitive orations but shall allow all interested parties an opportunity to discuss and present their position. The City Attorney or Staff Liaison shall provide the Presiding Officer guidance on parliamentary procedure subject to overrule by the Commission. The Presiding Officer shall sign documents of the Commission.

Membership

Citizen members of the Commission shall be residents of the City of Blue Springs appointed by the Mayor and approved by a majority of the City Council. Community partner appointments are not required to be residents, but must be a current employee or active member of the agency.

Terms of Members

The members of the Commission shall be appointed by the Mayor for three (3) year terms, expiring April 30. When a position on the Commission becomes vacant, the person filling that vacancy shall be appointed for the duration of the term. Members are requested to continue serving until a replacement has been appointed. Former employees of the City shall not be considered for an appointment to a Commission until the expiration of two years from their separation from employment.

Conduct of Members of the Commission

1. Members of the Commission shall take such time as to prepare themselves for hearings and meetings
2. The regularly scheduled meetings shall be established by the Municipal Code or Commission and posted on the City's website. Absent extenuating circumstances, a member may be removed from the Commission after missing 20% of meetings in a rolling calendar year. A member of the Commission who shall not be able to attend a scheduled meeting of the Commission shall notify the Staff Liaison at the earliest possible opportunity. City staff shall notify the Chairman in the event that the projected absences shall produce a lack of a quorum.
3. If a Commission member is unable to fulfill their appointed term, a communication shall be sent to the Mayor, with a copy to the staff liaison and copy to the City Clerk resigning from the Commission.
4. At the beginning of each appointment term, members shall execute a letter confirming the details of their appointment, including term and attendance expectations.

Support

Council/Commission Liaison. If a Council or Commission liaison is appointed to the Commission, the liaison shall update the Commission and participate in meetings at the request of the Presiding Officer.

Staff Liaison. A City Administrator shall select an employee to serve as a Staff Liaison to the Commission. The Staff Liaison shall:

1. Select a Recording Secretary to assist the Commission
2. Communicate with the Presiding Officer regarding items for discussion on an upcoming agenda and poll members
3. Prepare all necessary documents for presentation to the Commission
4. Carry out the directives and officially present the Commission's recommendations to the City Council

Recording Secretary. The Staff Liaison shall supply a qualified staff member to be designated as the Recording Secretary to perform all general corresponding and recording secretarial duties for the Commission. The Recording Secretary will:

1. Keep the minutes of the Commission.

2. Prepare and post notices/agenda packets for all meetings as required by the Missouri Sunshine Law
3. Maintain the permanent records of the Commission
4. Perform such other duties as the Commission may require.

City Attorney. The City Attorney or their designee shall:

1. Serve as legal counsel to the Commission
2. Prepare memoranda of law as requested by the Commission
3. Review motions and draft documents of the Commission
4. Attend meetings of the Commission as requested, and during meetings be available to provide opinion as to law, ordinances or parliamentary procedure, but the final decision as to the matter of parliamentary procedure shall be the responsibility of the Presiding Officer.

Meeting Schedule

Meetings of the Commission shall be held at the call of the Chair and at such other times as determined by the Staff Liaison. All meetings shall be in person with the exception of a declared State of Emergency suspending the Missouri Sunshine Law.

Quorum for Attendance

A majority of the entire Commission, excluding vacancies, shall constitute a quorum for its business. All members of the Commission shall attend all meetings.. If a quorum is not present, the meeting shall be adjourned.

Voting

All members, including the Presiding Officer, shall have a vote and shall vote when present except that any member shall automatically disqualify themselves from voting on any decision in which there might be a conflict of interest as defined by the City Charter, Ordinances, and State Statutes. Refer to "Conflicts" in these Rules for additional information.

The Presiding Officer shall restate the motion before a vote is taken. The name of the maker and supporter of a motion shall be recorded. Each member shall vote Aye or No; members will not have an option to Pass. All roll call votes shall be taken by the Recording Secretary in random order, except that the Presiding Officer shall vote last.

The affirmative vote of a majority of the voting members present and able to vote is necessary to approve a motion. In the event of a tie vote, the motion shall have been defeated.

Parliamentary Rules of Procedure

The purpose of parliamentary procedure is for the assembly to conduct its businesses in the most efficient way possible while considering the rights of its members. The Commission shall refer to the current edition of Robert's Rules of Order Newly Revised to answer procedural questions not resolved in these rules, so long as it does not conflict with the Blue Springs Municipal Code or Missouri Law.

Open Meetings and Records Policy

The Commission shall keep a record of its resolutions, transactions, findings, and determinations. All meetings and meeting records shall be open to the public.

Communications among a quorum of the Commission is considered a public record and should be copied to the City's repository email: cityclerk@bluespringsgov.com. More than one communication among a quorum of the Commission is considered a meeting and is in violation of the Missouri Sunshine Law.

Getting the Floor

Every member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall be confined to the question under debate.

Interruptions

A member, once recognized, shall not be interrupted when speaking unless to be called to order by the Presiding Officer, or as hereinafter provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined and if in order, shall be permitted to proceed.

Conflicts

If a member of the Commission believes they have a conflict and would be unable to vote on an agenda item, the member should consult with the City Attorney to confirm the conflict. Once the conflict is confirmed, the City Attorney would assist in the preparation of a statement to be used by the member to recuse themselves prior to any discussion, public hearing, introduction and vote on the conflicting matter. The member would read the statement regarding the conflict and recuse themselves from the item. The member would leave the Council Chambers prior to the initiation of the matter on the agenda and would remain absent until the final vote on the matter. The recusal may affect the quorum required for the meeting and majority affirmative vote.

The Commission does not have an option to abstain from a vote due to a conflict but should recuse prior to the agenda item. If the member of the Commission did not recuse themselves prior to the agenda item and participated in discussion and abstains from voting on the item, the City Attorney would advise the member that abstaining is not an option at that time. If the member continues to abstain or refuses to vote, the Recording Secretary would record the vote as "AYE" and note in the journal that the member refused to vote.

If a member of the Commission does not believe they have enough information to make a decision on a matter, they may move to continue the matter to a future meeting requesting staff to provide the needed information. The motion would require a majority vote of the entire Commission to continue. If the motion to continue fails, all members of the Commission must vote either aye or nay.

Order of Business and Preparation of Agenda

Deadlines for filing for placement on a Commission agenda shall be in accordance with deadlines established by the Staff Liaison.

The order of business on the agenda shall be as follows:

- Call to Order
- Confirmation of a Quorum/Roll Call
- Approval of previous meeting Minutes
- Presentation of requests agenda items
- Other business to be considered at a future meeting
- Visitors (if the Commission so chooses)

- Adjournment

A motion from the floor must be made and passed in order to dispense with any item on the agenda.

Where the volume of agenda items may require such action, the Chair may postpone discussion of certain agenda items until sufficient time is available for the members to give proper review to such subjects. If public interest warrants, the Chair may rearrange the order of the agenda.

An item not included on a Commission agenda shall not be discussed by the Commission. Direction shall be given to the Staff Liaison to include on a future Commission agenda.

Agendas shall be posted on the Notice Board in the lobby of City Hall, and on the City's website. The agenda shall note at the bottom the date it was posted. The agenda posted on the website shall be published and sent to email addresses requesting to be notified of the Commission agendas.

Meeting Shall be Open to the Public

All meetings shall be open to the public, except for closed sessions, as provided by the Statutes of the State of Missouri and the Ordinances of the City of Blue Springs.

Motions

Unless operating under procedures provided by Missouri statute or other legal regulations, all motions shall be open to debate without restriction, shall require a second (except as noted in the Rules), and shall require a simple majority vote of the members present and able to vote for passage. A motion requires that a Commissioner makes a motion by stating "I move to…" and another Commissioner seconds the motion. If a motion does not receive a second, the motion will not be considered.

A motion must be made and seconded before the Commission can debate the motion. Debate is limited to the motion immediately on the floor.

Amending or withdrawing a motion. If a main motion is on the floor and a Commissioner moves to amend that motion, and the motion to amend receives a second, discussion must be limited to the amendment first. If the amendment is not seconded it will not be considered.

If the seconder disagrees with the amendment, they may withdraw the second and the amendment must be seconded by another Commissioner. The motion maker may withdraw their motion for lack of a second, or the withdrawal of the second.

If the motion to amend is passed, the main motion, as amended, can now be discussed.

A sample of commonly used motions are included on **Attachment 1**. No motion shall violate these Rules of Procedure. It is the Presiding Officer's duty to rule a motion out of order.

Members Leaving Meeting Room During a Meeting

With the exception of a member of the Commission recusing themselves and leaving the meeting room due to a conflict, the Presiding Officer and all Commissioners shall remain in their designated places during the meeting unless a recess is called or the member is excused by the Presiding Officer with cause. A vote shall not be taken during a member's absence from their chair.

Visitors

The Commission may, although not required to do so, allow the public to speak during the Visitors' section of the agenda. Anyone wishing to address the Commission must complete a Speaker Appearance Form. If the Speaker Appearance Form is completed online, it must be submitted prior to 4:00 on the day of the meeting; otherwise the speaker will need to complete a paper form and submit to the Recording Secretary in the meeting room prior to the start of the meeting.

The Presiding Officer may ask speakers to not repeat comments made by others, and to limit their comments to no more than three minutes. The Commission should not engage in discussion with the speaker, but take the matter under advisement for a future meeting.

Visitors are not required to be residents of the City, but the Presiding Officer may advise that the Commission may not give the same weight to the testimony as it would a resident.

Procedure for Recommendations to City Council

If the Commission votes to submit a recommendation to the City Council for consideration, the recommendation shall be documented and submitted to the City Clerk by the Staff Liaison three weeks prior to the Council meeting. The recommendation shall be included with the Council Agenda in the Information section. The Commission may be requested to present the recommendation at a future meeting of the City Council if either the Mayor or two Councilmembers request.

Conduct during Meetings

Any Commissioner desiring to speak shall be recognized by the Presiding Officer and shall confine their remarks to one subject under consideration or to be considered.

Any discussion on issues must be relative to the specific topic at hand to allow adequate time to fully discussed scheduled issues.

Cell phone or computer use to text or use social media during meetings should be avoided.

Commissioners should avoid discussion or sharing their opinion of matters on social media or outside of public meetings. If emails are received regarding a project outside of the public meeting, information regarding the date of the meeting at which the item will be discussed should be shared. Commissioners should encourage the individual to attend the Commission meeting where the item will be discussed to hear all comments or to address the Commission. The City Attorney will assist in drafting a response for citizens and developers who wish to speak with Commissioners outside of a public meeting.

How and When Rules of Procedure May be Suspended

These rules may be suspended if the Commission determines such action is necessary in case of an emergency that effects the general well-being, health or welfare of the City of Blue Springs or its citizens. Such consent will be by a 2/3 majority of the Commission present and voting.

Attachment 1 - Sample Motions

Main Motions. Motions that bring business before the Commission are debatable and amendable and as a general rule need a majority vote to pass.

APPROVE – official action to endorse a proposal

AUTHORIZE – official approval to empower an action or a person to act on behalf of the Commission in a specific manner

DENY – official action to reject a proposal

RESCIND/REPEAL – official action to nullify previous action taken by the Commission; requires a two-thirds vote or a majority of the entire membership

Privileged motions. Motions that warrant interrupting all other motions, take precedence over other questions and are not debatable.

FIX THE TIME TO WHICH TO ADJOURN – sets the time for continuation of the present meeting in order for another meeting to continue business, but does not adjourn the present meeting or set the time for its adjournment; requires a majority vote

Example: I move that when this meeting adjourns, it adjourns to meet on (date and time) at (place).

ADJOURN – a privileged motion to close a meeting that must be seconded and is not subject to debate; discussion must be halted and a vote taken

RECESS – Short interruption which does not close the meeting; motion is not required if recess is included on the agenda

CLOSED SESSION – allows for a closed session for those purposes stated in RSMo 610.021; motion must be made in an open session, must be seconded, and is subject to limited debate as to the date and/or time and general purpose

Incidental motions. Motions that arise out of another pending question that takes precedence and must be decided before the question is answered or are incidental to a question that should be decided before any other business is taken up.

POINT OF ORDER – enables a Commissioner to bring attention to a potential breach of order or to question a procedure or rule; it does not require a second and is not debatable

SUSPENSION OF THE RULES – enables the Commission to temporarily set aside its rules, or any specific portion of its rules, in order to proceed to the consideration of a question or matter; it must not extend past the matter acted upon or the meeting, must state the purpose for the suspension and requires a second

DIVIDE A QUESTION – enables the Commission to divide a complex question or proposal and to consider the matter by section or paragraph; it must be seconded and is not subject to debate

Subsidiary motions. Motions that set aside a motion temporarily and permanently.

AMEND – to improve or clarify the intent or substance of a pending motion that must be made while a motion is on the floor. Amendments must be relevant to the question under consideration and shall be acted upon in reverse order. Motions can be amended only to a third degree, that is, one can amend an amendment, but can go no further.

ADDITION – addition of specific words or phrases or sentences to perfect the intent or meaning of the pending main motion.

SUBSTITUTION – substituting provisions, sections or the entire language of the original motion and providing in lieu thereof new provisions, sections or language; substantially, offering a new motion relevant to the subject of the original main motion properly in possession of the body.

REFER – enables any pending question or matter to be referred to a committee, agency or department, or another entity for review, comment and possibly recommendation.

POSTPONE – postponing consideration (or further consideration) of a measure to a certain motion and carries a time limit and can be debated as to the merits of postponement.

POSTPONE TO A CERTAIN TIME/POSTPONE DEFINITELY – set the date and time when the motion will be acted upon

TABLE – temporarily setting aside a pending motion (or series of pending motions) to take care of something else deemed urgent; if the motion laid on the table is not taken from the table by the next regular meeting, the motion dies

Pending motion. When a main motion has been made, members can amend it, postpone it, etc. All of the actions that take place while the main motion is pending are subsidiary motions.