



**CITY COUNCIL WORK SESSION
AGENDA**

**January 30, 2023 - 6:00 p.m.
Administrative Training Room
Blue Springs City Hall
903 W. Main Street
Blue Springs, Missouri**

1. Call meeting to order
2. Confirmation of Quorum
3. Pavement Management Program
4. Health Department
5. City Council Travel Policy
6. Future Work Session Agenda Items
7. Adjourn

Miscellaneous Items

City Council Meeting – Monday, February 6, 6:00 PM
Park Commission Meeting – Tuesday, February 7, 6:00 PM
Public Art Commission Meeting – Wednesday, February 8, 3:30 PM
Planning Commission Meeting – Monday, February 13, 6:30 PM
Economic Development Council – Wednesday, February 15 - **CANCELLED**
President's Day Holiday – City Offices Closed - Monday, February 20
Land Bank Meeting – Tuesday, February 21, 3:00 PM
City Council Meeting – Tuesday, February 21 - **CANCELLED**
Planning Commission Meeting – Monday, February 27, 6:30 PM
Public Safety Citizen Advisory Board Meeting – Tuesday, February 28, 6:00 PM
City Council Meeting – Monday, March 6, 6:00 PM

This Agenda was posted at City Hall and on the City's website on Friday, January 27, 2023

Sheryl Morgan, City Clerk



TO: Mayor, Councilmembers, Department Directors, and Press

FROM: Mike Ekey
City Administrator

DATE: January 26, 2023

SUBJECT: Agenda Explanations

Item 3 – Pavement Management Program

Discussion of the 2023 Pavement Management Program and priority projects. Refer to Council Information Form from City Administrator Mike Ekey for additional information.

Item 4 – Health Department

Discussion of options presented by staff following Council direction to research options for a City-operated Health Department. Refer to Council Information Form from City Administrator Mike Ekey for additional information.

Item 5 – City Council Travel Policy

Discussion of City Council Travel Policy draft presented at January 17, 2023 Council meeting. Refer to Council Information Form from City Administrator Mike Ekey for additional information.

Item 6 – Future Work Session Agenda Items

Discussion regarding potential topics for future work sessions.

**CITY OF BLUE SPRINGS
CITY COUNCIL INFORMATION FORM**

DATE SUBMITTED: January 26, 2023

SUBMITTED BY: Mike Ekey

DEPARTMENT: Administration

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Presentation	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Contract	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Other

ISSUE/REQUEST

Discussion of the 2023 Pavement Management Program and priority projects.

BACKGROUND/JUSTIFICATION

Following Council conversations at District Meetings in December, staff has prepared a recommendation for the 2023 Pavement Management Program. Staff will present its recommendation and facilitate Council discussion for approval at a future Council meeting.

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
Spring 2023	Fall 2023

ECONOMIC DEVELOPMENT PROJECT

N/A

LIST OF REFERENCE DOCUMENTS ATTACHED

1. N/A

REVIEWED BY

Requesting Director: N/A	Budget: N/A
Legal: N/A	City Administrator: Mike Ekey

**CITY OF BLUE SPRINGS
CITY COUNCIL INFORMATION FORM**

DATE SUBMITTED: January 26, 2023

SUBMITTED BY: Mike Ekey

DEPARTMENT: Admin

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Presentation	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Contract	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Other

ISSUE/REQUEST

Discussion of options presented by staff following Council direction to research options for a City-operated Health Department.

BACKGROUND/JUSTIFICATION

Since 2021, Council has directed staff to research options for creating a City-operated Health Department. Staff will present findings and recommendations and facilitate discussion for Council approval at a future Council meeting.

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
N/A	N/A

ECONOMIC DEVELOPMENT PROJECT

N/A

LIST OF REFERENCE DOCUMENTS ATTACHED

1. N/A

REVIEWED BY

Requesting Director: N/A	Budget: N/A
Legal: N/A	City Administrator: Mike Ekey

**CITY OF BLUE SPRINGS
CITY COUNCIL INFORMATION FORM**

DATE SUBMITTED: January 25, 2023

SUBMITTED BY: Mike Ekey

DEPARTMENT: Administration

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Presentation	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Contract	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Other

ISSUE/REQUEST

Discussion of City Council Travel Policy draft presented at January 17, 2023 Council meeting.

BACKGROUND/JUSTIFICATION

During the Dec. 19, 2022, City Council meeting, staff presented the Mayor and Council members a travel policy to guide what expenses are reimbursed by the City when attending conferences, trainings and professional development events. This policy – following IRS guidelines and recommendations – outlines what purchases, when associated with these events, are reimbursable as they pertain to City business.

At the January 17, 2023 City Council meeting, Resolution #05-2023 approving the draft policy was continued to allow for discussion at a Work Session and approval at a future Council meeting.

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Resolution #05-2023 with Council Travel Policy attached as Exhibit A

REVIEWED BY

Requesting Director: N/A	Budget: N/A
Legal: N/A	City Administrator: Mike Ekey

RESOLUTION NO. 05-2023 WAS CONTINUED TO A FUTURE MEETING

Resolution No. 05-2023

A RESOLUTION APPROVING THE CITY COUNCIL TRAVEL POLICY

WHEREAS, the Mayor and Councilmembers currently follow the City's employee travel policy to guide what expenses are paid for; and

WHEREAS, it was determined that the Mayor and Councilmembers needed their own travel policy that provided guidance to staff on Mayor and Council travel.

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

1. That the City Council Travel Policy is hereby adopted. A copy of the policy is attached as Exhibit A.
2. Staff is directed to implement said policy immediately.
3. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Administrator without the need to come before the City Council.

PASSED by the City Council of the City of Blue Springs, Missouri, and approved by the Mayor of Blue Springs, this 17th day of January 2023.

CITY OF BLUE SPRINGS

**RESOLUTION NO. 05-2023 WAS CONTINUED
TO A FUTURE MEETING**

Carson Ross, Mayor

ATTEST:

Julia Porter, Deputy City Clerk

Exhibit A

MANUAL: <i>Finance-Accounting</i>	TITLE: <i>Council</i>
SECTION: <i>Expenses</i>	POLICY NUMBER:
ORIGINAL DATE:	REVISION DATE:
PREPARED BY:	APPROVED BY:

COUNCIL TRAVEL POLICY

Objective:

The intent of the policy is to properly account for and record expenditures for travel when Council is conducting business on behalf of the City. Allowable expenditures are intended to cover all reasonable and necessary travel costs, while providing the lowest and/or best cost of travel to the City.

Definitions:

Council: Includes the Mayor and/or any Councilmember.

Kansas City Metropolitan Area: Area traveled for business-related activities that is within fifty (50) miles, one way, from City Hall.

Mayor: The Mayor or Mayor Pro Tem in the absence of the Mayor.

Per Diem: The daily rate of any kind of payment; a specific amount of money that an organization allows an individual to spend per day, to cover living and traveling expenses in connection with work.

Travel advance: Money given to an individual before traveling to cover expected business expenses while traveling.

Travel days: The day preceding the conference or seminar, including trade shows, pre-conference seminars and exhibits (or the first day of the conference if it begins after 1 p.m.) through the day after the conference (or the last day of the conference if it ends by 1 p.m.).

Travel Request/Expense Report: An electronic form located on the intranet, completed with listed costs associated with a particular business trip.

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Authority/Responsibility:

A travel budget for City Council and Mayor shall be approved as part of the City's annual budget. Any request for travel expenses that would exceed budgeted amounts for City Council and Mayor must be approved by the majority of the members of City Council.

The City Administrator is responsible for the enforcement of this Travel Policy to ensure appropriate completion of the Travel Request/Expense Report and the transfer of funds.

The Finance Department ensures compliance with the specified policies and procedures before advancement or reimbursement is provided.

The Mayor will approve travel reimbursements/advances properly submitted by Council members.

General:

Travel that includes an overnight stay, requires the completion of a Travel Request/Expense Report. Travel by Council must be approved by the Mayor. Documentation explaining the purpose of the trip should be attached to the Travel Request/Expense Report. Conference advertisements, seminar schedules, agendas, or letters pertaining to the necessity of a conference are examples of appropriate documentation.

The individual may be required to provide a written request to substantiate business expenses that are an exception to this policy. The request must explain the circumstances and be approved by the Mayor.

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Non-Overnight Travel:

- City will pay Council registration fees for business related activities.
- Council shall be reimbursed for mileage outside the Kansas City Metropolitan Area but not be reimbursed for actual mileage within the Kansas City Metropolitan Area.
- The per diem rate is not allowable for non-overnight travel.
- Optional entertainment related activities will not be paid by the City.
- Guest/spouse fees will not be paid by the City.

Overnight Travel:

Travel Request/Expense Report:

- To request a travel advance, an electronic Travel Request/Expense Report must be completed and submitted to the Finance Department, with the appropriate authorization and documentation, at least fourteen (14) days prior to the departure date to allow sufficient time for the Finance Department to review, approve and issue payment.
- Council must submit a travel request with proper approval regardless of whether an advance is requested.
- Travel advances are limited to those items that may not be prepaid, such as meals, transportation, and projected miscellaneous expenses.
- The Travel Request/Expense Report should account for all costs associated with the trip, even if the expense is not being requested as part of the advance/per diem.
- Travel Request/Expense Reports that are incomplete, or received by the Finance Department less than fourteen (14) days prior to the travel date, will cause the member of Council to pay for travel expenses up front and submit receipts for reimbursement upon return. Receipts must still be accompanied by the Travel Request/Expense Report and approved by the City Administrator, Director of Finance and Mayor.
- A Travel Request/Expense Report reconciliation must be completed within two weeks of returning from a business trip. The reconciliation must be accompanied by all appropriate receipts and shall be approved by the Mayor.

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Cancellations:

- Council will receive information regarding deadlines for cancellation without penalty. Any changes or cancellations must be made before the deadline to avoid cancellation fees or penalties.
- Council will be individually responsible for any cancellation fees or penalties charged to the City.

Registration Fees:

- Seminar or conference registration fees shall be paid by the City Clerk's Office procurement card or check.
- Optional entertainment related activities or registration fees for guest/spouse will not be paid by the City.

Transportation:

The City pays the lowest of air or ground transportation. Compare airfare versus ground transportation and attach documentation to the Travel Request/Expense Report identifying which is cheaper. Council should take the most reasonable, direct route when traveling.

Ground Travel:

City-owned vehicles shall not be used for overnight or non-overnight travel by members of the City Council.

Private Vehicle:

- Council may either request an advance for approximate mileage or be reimbursed for actual mileage. Upon returning, a Mileage Reimbursement Form must be completed and sent to the Finance Department for reimbursement.
- Mileage reimbursement/advancement is computed based on the current standard allowance rate by the Internal Revenue Service.
- If Council chooses to drive and airfare is cheaper, Council will be reimbursed for mileage not to exceed the cost of airfare.
- If more than one member of Council travels in the same vehicle, mileage will be paid only to the owner of the vehicle.

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- Council shall be reimbursed for mileage outside the Kansas City Metropolitan Area only.

Rental Cars:

- A rental car may only be obtained when public transportation, shuttle service, ride share and taxis are impractical, more expensive, or not available, and only with approval by the City Administrator.
- The city will pay for a midsize, or smaller, rental vehicle only.
- Council will be reimbursed for gasoline needed for rental cars with appropriate documentation.
- Insurance shall be waived at the time of vehicle rental as the City's insurance covers rental cars.

Air Travel:

- Council will make their own air travel bookings.
- Council shall request coach seating for all flights.
- Authorization will be given for the most economically available flight to and from the conference location.
- All airline tickets should be ordered at least thirty (30) days prior to departure.
- All flight details will be given to the City Clerk's Office twenty-one (21) days prior to departure.
- Council will not be reimbursed for mileage to/from Kansas City International Airport (KCI).

Lodging:

- Lodging is paid for the nights Council is on City business, including Travel Days.
- The City will pay for a single non-concierge room unless a suite is the standard room for the hotel. Preference shall be given to the least expensive option.
- A lodging confirmation that includes check-in/check-out dates, rates, and applicable taxes shall be submitted with the Travel Request/Expense Report.

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- An itemized check-out receipt is required from Council upon their return.
- The City is exempt from paying sales tax on any purchases made in the state of Missouri. Council shall avoid paying sales tax when staying at Missouri hotels/motels by presenting a copy of the City's Sales Tax Exemption Certificate during check-in. The City is responsible for the occupancy tax.

Lodging does not include personal items, such as movies, games, laundry, cleaning, pressing of clothes, etc.

Meals:

- Meals shall not be reimbursed for overnight and non-overnight travel as this is taxable income as stated in the IRS code. Meal expenses are paid based on the Federal per diem rates and shall be advanced based on the Travel Expense Report.
- The meals and incidentals rates can be found on the City's intranet site. Select the destination state and locate the city or county that will be visited. If the city or county is not listed, the standard CONUS rate will apply [GSA - Domestic Per Diem Rates](#)
- Receipts are not required for any eligible expenses (meals and incidentals) under the Federal per diem guidelines. Per diem rates include the cost of tips for meals.
- The City will pay the per diem rate for breakfast if leaving prior to or returning after 7 am, lunch if leaving prior to 11 am or returning after 1 pm, and dinner if leaving prior to or returning after 6 pm.
- The breakdown of meal per diem shall be as follows:
 - Breakfast: 20% of allowable daily per diem rate
 - Lunch: 30% of allowable daily per diem rate
 - Dinner: 50% of allowable daily per diem rate
- The per diem rate is not allowable for non-overnight travel.

Miscellaneous Expenses:

Allowable Expenses: Detailed receipts shall be submitted for business related/miscellaneous expenses:

- Taxi, shuttle service, ride share or other public transportation for city business to or from

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destination airports, hotels, restaurants, convention centers

- KCI long-term airport parking: not to exceed \$10/day
- Toll fees
- Hotel parking
- Internet Access related to business activities, if not provided for in room rate.
- Tips for skycaps, taxis, etc. not to exceed 20%.
- One piece of checked-in-luggage not to exceed the weight limit set forth by the airline, unless included in the airfare.

Unallowable Expenses: These expenses will not be reimbursed under this policy. Unallowable expenses include, but are not limited to:

- Personal grooming (haircut, sauna baths, etc.)
- Travel via private car service, limousine expenses, private buses or rented automobiles for personal use.
- Expenses for personal entertainment that are charged or billed as additional registration fees (golf, theatre, sporting events, site seeing tours etc.)
- Loss of personal property.
- Gifts and items for personal use.
- If Council travels earlier or stays later for personal reasons, all lodging and excess travel costs shall be paid by the individual. No per diem rate shall be granted for days other than conference days, travel days, or days approved for conducting City business.
- Prepaid phone cards
- Travel Insurance
- Valet parking
- Money orders or travelers' checks
- Payphones
- Laundry and dry cleaning

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- Costs associated with Council's guests.
- Meals while attending local business functions.
- Airline costs for priority seating or priority check-in.
- Fees associated with early check-in or late check-out of hotel.
- Additional driver fees, unlimited miles fees, etc. associated with approved rental car.

Required Reports:

- [Travel Request/Expense Report](#)
- [Check Request Voucher](#)
- [Mileage Reimbursement Form](#)

Reporting and Review:

The Finance Department will audit the travel expenses to ensure the business nature of the expenditures is clearly identified and that all necessary documentation is provided.