

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

July 12, 2021

7:00 p.m.

Willard Community Bldg

220 W. Jackson

Mayor

Samuel Snider

Board Members

Donna Stewart

Sam Baird

Ryan Simmons

Larry Whitman-Mayor Pro-Tem

Landon Hall

Tyler Kelly

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
July 12, 2021
7:00 P.M.**

Posted July 8, 2021.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** July 12, 2021 at the Willard Community Building, 220 W. Jackson.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

- 1. Roll Call.**
- 2. Agenda Amendments/Approval of Agenda.**
- 3. Recess Open Session.**
- 4. Open Executive Session.**
- 5. Close Executive Session.**
- 6. Consent Agenda:**

"A Consent Agenda allows the Board of Aldermen to consider and approve routine items of business without discussion. Any member of the Board of Aldermen, the City Staff or the Public may request removal of any item from the Consent Agenda and request that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the Consent Agenda will stand approved upon motion by any Board member, second and unanimous vote to "approve the Consent Agenda as published or modified."

- a. Minutes from regular meeting June 28, 2021.
 - b. June/July 2021 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
 - d. Board Attendance Report.
 - e. Re-Appointment of Jose Casanova to the Planning & Zoning Commission.
- 7. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for June/July 2021.**
 - 8. Citizen Input.**
 - 9. Resolution adopting a Revised Personnel Policies Manual for the City of Willard to include a floating holiday for Juneteenth. Discussion/Vote.**

10. **Ordinance amending the 2021 Budget. (2nd Read) Discussion/Vote.**
11. **Ordinance accepting the contract with MoDOT for Recognition signs. (1st & 2nd Read) Discussion/Vote.**
12. **Discussion/Vote to accept bids for Manhole Replacement.**
13. **Discussion on Commission and Board appointments of Corey Hendrickson. (Sponsored by Alderman Baird)**
14. **New Business.**
15. **Unfinished Business.**
16. **Adjourn Meeting.**

THE TENTATIVE AGENDA SHOWS THIS MEETING CLOSED PURSUANT TO RSMO SECTIONS 610.021 # (1) LEGAL, (3) PERSONNEL AND (13) PERSONNEL.

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.

Jennifer Rowe
City Clerk



Agenda Item# 36

Consent Agenda:

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- b. June/July 2021 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Board Attendance Report.
- e. Re-Appointment of Jose Casanova to the Planning & Zoning Commission.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING**

**June 28, 2021
7:00 p.m.**

Staff present: City Administrator, Brad Gray; City Clerk, Jennifer Rowe; Police Chief, Tom McClain; Director of Development, Randy Brown; Police officer, JD Landon; and Director of Finance, Carolyn Halverson.

City Attorney Ken Reynolds was not present.

Citizens in attendance: Bonnie Snider, Corey Hendrickson, Matt Kelley, Mrs. Kelley, Mike Stalzer and Wick Warden.

Call to Order.

Mayor Snider called the meeting to order at 7:00 p.m.

Roll Call.

The City Clerk conducted the Roll Call. Alderman Kelly-present, Alderman Simmons-present, Alderman Stewart---, Alderman Whitman-present, Alderman Baird-present, Alderman Hall--- and Mayor Snider-present.

Agenda Amendments/Agenda Approval.

City Administrator Brad Gray requested that item 6 be tabled until more discussion can be made, and personnel be added to closed session due to questions about the budget. Motion was made by Alderman Baird and seconded by Alderman Kelly to approve the Agenda with changes. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Consent Agenda.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to approve the Consent Agenda. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Discussion/Vote to approve current May/June 2021 Outstanding Invoices, Check and Draft Paid Invoices.

Motion was made by Alderman Simmons and seconded by Alderman Baird to approve the current April/May 2021 Outstanding Invoices, Check and Draft Paid Invoices. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Citizen Input.

None.

Ordinance accepting grant funding from MEM for the DART System for the Police Department. (1st & 2nd Read) Discussion/Vote.

Chief McClain discussed the updated invoice. Discussion was made on information obtained from other departments currently using the system. Discussion was then made on budget.

The first read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Baird to accept the grant funding from MEM for the DART System for the Police Department. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

The second read was conducted by the City Clerk.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to accept the grant funding from MEM for the DART System for the Police Department. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Ordinance amending the 2021 Budget. (1st Read) Discussion/Vote.

Finance Director Carolyn Halverson presented the proposed Amended 2021 Budget. Discussion was made on changes.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Simmons to amend the 2021 Budget.

Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Ordinance accepting the contracts with Hypercore, Pilot Wireless and LogMeIn for phone and internet services. (1st & 2nd Read) Discussion/Vote.

Mrs. Halverson discussed the contracts. She stated there were no changes from the presentation given at the last meeting, this was just a housekeeping issue to get the contracts signed by the Mayor.

The first read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Kelly to accept the contract with Hypercore, Pilot Wireless and LogMeIn for phone and internet services. Motion carried with a vote of 4-0.

Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

The second read was conducted by the City Clerk.

Motion was made by Alderman Simmons and seconded by Alderman Baird to accept the contracts with Hypercore, Pilot Wireless and LogMeIn for phone and internet services. Motion carried with a vote of 4-0.

Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Discussion/Vote to approve Sketch Plan for ATM Subdivision Phase 3.

Director of Development Randy Brown discussed the Sketch Plan for ATM Subdivision Phase 3. Discussion was made on Planning and Zoning recommendations. Mr. Brown stated that the Planning and Zoning Commission approved the Sketch Plan contingent on the CCR's being amended and refiled with Greene County to remove the language stating no R-1 will be allowed. Discussion was then made on limiting the density to 21 units, parking, sidewalks and upgrading the water line. Motion was made by Alderman Baird and seconded by Alderman Kelly to approve the Sketch Plan for ATM Subdivision Phase 3 contingent on the CCR's being amended and filed with Greene County. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Discussion/Vote to appoint Corey Hendrickson to the Planning and Zoning Commission and the Park Board.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to appoint Corey Hendrickson to the Planning and Zoning Commission and the Park Board. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Mayor Snider stated he will now take this under advisement and review the application. Discussion was made on the process. Mayor Snider stated he did not appointment Mr. Hendrickson, it was just placed on the Agenda, so he would review it and let him know later if he agreed with it and would allow him to serve.

New Business.

Discussion was made on the awards Mayor Snider presented at Freedom Fest. Mayor Snider stated he made the decision to do these on his own and paid for them himself.

Discussion was then on police presence in town and requested if Chief can increase that as citizens have commented they rarely see the officers as much anymore.

Unfinished Business.

Mr. Brown updated the Board on the Miller Road project, and the speed limit issue on Kime.

Recess Open Session.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to Recess the Open Session at 8:56 p.m. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Open Executive Session.

Motion was made by Alderman Simmons and seconded by Alderman Kelly to Open the Executive Session. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Close Executive Session.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to Close the Executive Session. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

Adjourn.

Motion was made by Alderman Kelly and seconded by Alderman Whitman to Adjourn. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Kelly and Baird.

The meeting was adjourned at 9:58 p.m.

Jennifer Rowe, City Clerk

Samuel Snider, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #4
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – June/July 2021**



City of Willard, MO

Pending Expense Approval Report - 1

By Vendor Name

Post Dates 6/30/2021 - 7/7/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Vendor: APM100 - APPLE MARKET						
Vendor: APM100 - APPLE MARKET						
APPLE MARKET	062121	07/06/2021	FLOUR FOR CAMP CRAFTS - PKS	30-800-50177	30.33	
					Vendor APM100 - APPLE MARKET Total:	30.33
					Vendor APM100 - APPLE MARKET Total:	30.33
Vendor: BAT150 - BATTLEFIELD SEPTIC, LLC						
Vendor: BAT150 - BATTLEFIELD SEPTIC, LLC						
BATTLEFIELD SEPTIC, LLC	180034-7661	07/06/2021	WASTE REMOVAL - SEWER	20-700-55600	400.00	
					Vendor BAT150 - BATTLEFIELD SEPTIC, LLC Total:	400.00
					Vendor BAT150 - BATTLEFIELD SEPTIC, LLC Total:	400.00
Vendor: CRC200 - BIG BEAR SHREDDING						
Vendor: CRC200 - BIG BEAR SHREDDING						
BIG BEAR SHREDDING	13105	07/07/2021	SHREDDING FEES - GEN	10-100-56400	49.00	
					Vendor CRC200 - BIG BEAR SHREDDING Total:	49.00
					Vendor CRC200 - BIG BEAR SHREDDING Total:	49.00
Vendor: CPE100 - CROWN POWER & EQUIPMENT						
Vendor: CPE100 - CROWN POWER & EQUIPMENT						
CROWN POWER & EQUIPMEN	7371V	07/06/2021	MOWER REPAIR PARTS-PKS	10-200-71100	25.35	
					Vendor CPE100 - CROWN POWER & EQUIPMENT Total:	25.35
					Vendor CPE100 - CROWN POWER & EQUIPMENT Total:	25.35
Vendor: BKM225 - DAVID BLAKEMORE						
Vendor: BKM225 - DAVID BLAKEMORE						
DAVID BLAKEMORE	070121	07/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00	
DAVID BLAKEMORE	070121	07/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00	
DAVID BLAKEMORE	070121	07/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00	
					Vendor BKM225 - DAVID BLAKEMORE Total:	50.00
					Vendor BKM225 - DAVID BLAKEMORE Total:	50.00
Vendor: FED100 - FEDERAL PROTECTION INC						
Vendor: FED100 - FEDERAL PROTECTION INC						
FEDERAL PROTECTION INC	0668229-IN	07/06/2021	3rd QUARTER SECURITY MONITERING - PKS	30-800-56450	150.00	
					Vendor FED100 - FEDERAL PROTECTION INC Total:	150.00
					Vendor FED100 - FEDERAL PROTECTION INC Total:	150.00
Vendor: GRR100 - GREAT RIVER ENGINEERING						
Vendor: GRR100 - GREAT RIVER ENGINEERING						
GREAT RIVER ENGINEERING	30	07/07/2021	MILLER RD PROJECT # STBG 5944(803) - STS	10-300-95100	1,897.46	
					Vendor GRR100 - GREAT RIVER ENGINEERING Total:	1,897.46
					Vendor GRR100 - GREAT RIVER ENGINEERING Total:	1,897.46
Vendor: KEN435 - KENCO FIRE EQUIPMENT, INC						
Vendor: KEN435 - KENCO FIRE EQUIPMENT, INC						
KENCO FIRE EQUIPMENT, INC	168666	07/07/2021	COMMUNITY BUILDING FIRE SAFETY INSPECTION-PKS	30-800-56500	78.50	
					Vendor KEN435 - KENCO FIRE EQUIPMENT, INC Total:	78.50
					Vendor KEN435 - KENCO FIRE EQUIPMENT, INC Total:	78.50

Pending Expense Approval Report - 1

Post Dates: 6/30/2021 - 7/7/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	922699	07/06/2021	TRASH CANS LUMBER & HARDWARE-PKS	30-800-50550	258.00
LOWE'S CREDIT SERVICES	909151	07/06/2021	SWIM TEAM SUPPLIES-PKS	30-800-50180	200.82
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					458.82
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					458.82
Vendor: MOP110 - MOPERM					
Vendor: MOP110 - MOPERM					
MOPERM	141421	07/06/2021	SPARTAN MOWER INSURANCE - PKS	30-800-56000	24.00
Vendor MOP110 - MOPERM Total:					24.00
Vendor MOP110 - MOPERM Total:					24.00
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-366478	07/06/2021	LAGOON PUMP U-JOINT - SEWER	20-700-71100	15.46
O'REILLY AUTOMOTIVE, INC	2367-368367	07/06/2021	LEAK SEALANT - PKS	10-200-71100	15.99
O'REILLY AUTOMOTIVE, INC	2367-369287	07/06/2021	HOSE CLAMPS-PKS	10-200-71100	8.97
O'REILLY AUTOMOTIVE, INC	2367-369439	07/06/2021	FUSES - PKS	10-200-71100	8.99
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					49.41
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					49.41
Vendor: OZA255 - OZARKS COCA COLA					
Vendor: OZA255 - OZARKS COCA COLA					
OZARKS COCA COLA	26867233	07/06/2021	COKE PRODUCTS-PKS	30-800-50200	192.00
Vendor OZA255 - OZARKS COCA COLA Total:					192.00
Vendor OZA255 - OZARKS COCA COLA Total:					192.00
Vendor: RAN175 - RANDALL A. BROWN					
Vendor: RAN175 - RANDALL A. BROWN					
RANDALL A. BROWN	153042	07/06/2021	MEADOWS FORCE MAIN STRAW BALES REIMBURSEMENT-SEWER	20-700-51000	48.65
Vendor RAN175 - RANDALL A. BROWN Total:					48.65
Vendor RAN175 - RANDALL A. BROWN Total:					48.65
Vendor: ROB515 - ROBLYN MANUFACTURING					
Vendor: ROB515 - ROBLYN MANUFACTURING					
ROBLYN MANUFACTURING	P5762	07/06/2021	MANHOLE RISERS - STS	10-300-51000	1,224.60
Vendor ROB515 - ROBLYN MANUFACTURING Total:					1,224.60
Vendor ROB515 - ROBLYN MANUFACTURING Total:					1,224.60
Vendor: GCT100 - SPRINGFIELD GREENE COUNTY OFFICE OF EM					
Vendor: GCT100 - SPRINGFIELD GREENE COUNTY OFFICE OF EM					
SPRINGFIELD GREENE COUNT	3rd QTR 2020	07/07/2021	JULY - SEPTEMBER PRE-DISASTER SERVICES - EM	10-500-55600	4,208.00
Vendor GCT100 - SPRINGFIELD GREENE COUNTY OFFICE OF EM Total:					4,208.00
Vendor GCT100 - SPRINGFIELD GREENE COUNTY OFFICE OF EM Total:					4,208.00
Vendor: TWL100 - TEK-KNOW LLC & WILLARD LASER					
Vendor: TWL100 - TEK-KNOW LLC & WILLARD LASER					
TEK-KNOW LLC & WILLARD LA	2759	07/06/2021	TRASH CAN COVER RINGS & LIDS-PKS	30-800-50110	153.75
TEK-KNOW LLC & WILLARD LA	2759	07/06/2021	TRASH CAN COVER RINGS & LIDS-PKS	30-800-50500	871.25
Vendor TWL100 - TEK-KNOW LLC & WILLARD LASER Total:					1,025.00
Vendor TWL100 - TEK-KNOW LLC & WILLARD LASER Total:					1,025.00

Pending Expense Approval Report - 1

Post Dates: 6/30/2021 - 7/7/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: TRH100 - TREVOR HOFFMAN					
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	070121	07/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	070121	07/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	070121	07/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: WAL110 - WALMART CAPITAL ONE					
Vendor: WAL110 - WALMART CAPITAL ONE					
WALMART CAPITAL ONE	08296	07/06/2021	SAM'S CLUB CONCESSIONS - PKS	30-800-50200	410.14
Vendor WAL110 - WALMART CAPITAL ONE Total:					410.14
Vendor WAL110 - WALMART CAPITAL ONE Total:					410.14
Vendor: WTV100 - WILLARD HOME CENTER LLC					
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	B172552	07/06/2021	BUG SPRAY - STS	10-300-50130	12.98
WILLARD HOME CENTER LLC	B172573	07/06/2021	LYSOL SPRAY & ODOR OBSORBER - PKS	30-800-50550	16.97
WILLARD HOME CENTER LLC	D48577	07/06/2021	VELCRO STRIPS - SEWER	20-700-50130	4.59
WILLARD HOME CENTER LLC	B173054	07/06/2021	ARMORY KEY - LAW	10-200-50500	1.49
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					36.03
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					36.03
Grand Total:					10,407.29

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	7,472.83
20 - WATER AND SEWER FUND	548.70
30 - PARKS FUND	2,385.76
Grand Total:	10,407.29

Account Summary

Account Number	Account Name	Expense Amount
10-100-56400	PROFESSIONAL-GCG	49.00
10-200-50500	BUILDING MAINTENANC	1.49
10-200-71100	EQUIPMENT REPAIR &	59.30
10-300-50130	SUPPLIES-STREETS	12.98
10-300-51000	REPAIRS AND MAINTEN	1,224.60
10-300-61000	TELEPHONE-STREETS	20.00
10-300-95100	CAPITAL ASSET EXP-STRE	1,897.46
10-500-55600	CONTRACT LABOR-EM	4,208.00
20-600-61000	TELEPHONE WATER	40.00
20-700-50130	SUPPLIES-SEWER	4.59
20-700-51000	REPAIRS AND MAINTEN	48.65
20-700-55600	CONTRACT LABOR-SEWE	400.00
20-700-61000	TELEPHONE-SEWER	40.00
20-700-71100	EQUIPMENT REPAIR &	15.46
30-800-50110	SUPPLIES - GROUNDS	153.75
30-800-50177	SUPPLIES-YOUTH CAMP	30.33
30-800-50180	SUPPLIES SPORTS-PKS	200.82
30-800-50200	CONCESSIONS-PKS	602.14
30-800-50500	BUILDING MAINTENANC	871.25
30-800-50550	CUSTODIAL SUPPLIES-PK	274.97
30-800-56000	INSURANCE-PKS	24.00
30-800-56450	CONTRACT SERVICES/SE	150.00
30-800-56500	SAFETY PROGRAM-PKS	78.50
Grand Total:		10,407.29

Project Account Summary

Project Account Key	Expense Amount
None	10,407.29
Grand Total:	10,407.29

Parks & Recreation – Director’s Report – July 2021

Quote of the Month

Everybody needs beauty as well as bread, places to play in and pray in, where nature may heal and give strength to body and soul. – John Muir

Budget

As stated on the June 2021 Director’s Report, I have met with Carolyn to review the budget for amendments 6 months in. Repairs (planned and unplanned) continue to be a priority. Camp and Pool income seem to be increasing/steady as the summer progresses. Confidence in meeting revenue goals continues.

Event/Program Planning & Recap

Games have begun for baseball. Pool and Camp continue to see increasing/steady attendance. Camp is expected to continue to increase registration as summer school is out for the summer. Freedom Fest seems to have been a success with vendors, patrons, and staff alike. The new volunteer program seems to be off to a great start with 48 volunteers contributing time to Freedom Fest alone. Schedule changes due to COVID seem to be dissipating (if not entirely gone) as the year goes on.

Maintenance

Maintenance team is managing mowing and trimming duties without fault, though are not able to pull ahead of the duties list to work on extras (mulching, flowers, painting). This is most likely due to part of our staff being temporarily out. We are confident in our remaining staff handling important tasks, as our volunteer program continues to grow and contribute to the completion of maintenance extras and wants.

New Playground Project

The playground committee has met multiple times in the past month to move the project forward. Some decisions were made on equipment and funding discussed. The project continues to have an organized, upbeat, and motivated force behind it with the new project management intern at the helm.

Hiring

Recreation side:

The pool is fully staffed, and guards continue to receive training for programming. Camp staff is full. Rec Center full time staff took a hit with our Camp Coordinator leaving us at the end of June. We are equipped with experienced staff to cover their position duties temporarily but will be hiring a full-time replacement soon.

Operations side:

Grounds is staffed, but maintenance is overall playing catch-up with the temporary absence of our Maintenance Supervisor. Staff count is holding as is for now.

Public Works Report

June 2021

Water

- The water department spent the month on routine operations including collecting water samples, monthly meter reading, daily monitoring of our four wells and maintenance on our chlorine monitoring systems.
- We completed 137 utility locates for the month.
- We completed 106 Work orders for the month.
- We fixed a water leak at 309 Pershing.
- We had an issue with fuses at the Meadows water tower, this has been fixed and backup fuses are now on hand.
- Lead and copper samples have been completed per guidelines; this is done every 3 years.
- We had a full DNR inspection of our water wells and all our documentation for Willard and the Meadows system. We are still awaiting the final report of any deficiencies.
- We repaired a leak in the pressure reduction valve east of the 300,000-gal tower.
- We are still in the process of locating water, sewer and force main lines on the property north of the meadows tower.

Sewer

- We had contractors excavate near the 45-degree bend at the tunnel to install a 4" tapping saddle. Winwater tapped the line and installed a camlock for pump truck access.
- We had contractors dig-up and remove a small section near the 45-degree bend to have an insertion point for camera. Line was inspected and replaced with new pipe and sleeves.
- We had contractors dig up a small section of line at our first break for camera insertion and inspection, this was replaced with new pipe and sleeves.
- Contractors dug-up and removed 40' section between the second and third break (the purpose of this was to send "good" pipe to the labs); everything from the end of the second break through the end of the third break was replaced with new pipe and sleeves (approximately 90')
- A sag was discovered during camera inspection that was approximately 60'; Contractors dug-up and removed the section and replaced with new pipe and hymaxes.

- We palletized the damaged pipe from the previous leaks along with sections of undamaged pipe that was removed during force main replacements and shipped them to two different labs.
- Additional removed pipe segments have been stored at our lagoons for possible future inspection.
- All parts that were used in the repairs have been replaced in stock for future breaks.
- We replaced the U-Joint on the lagoon pump
- We had very small sewer overflow at Wimpy's lift station due to an electrical issue. It has been fixed.
- We rehabbed manhole R-041 that was allowing I&I into the sewer system.
- We have identified and measured 25 manholes that will be fitted for pans.
- Norton Power replaced the transfer switch at D lift station. Everything is back up and running like it should.
- We had Key Equipment look at our Jetter, it has been having problems producing pressure. We had Firemaster come out and look at it as well. We are still trying to diagnose what may be causing the pressure issues.
- While investigating the water lines in a property up for development, we came across a break in the Meadows West force main. A 2' section of 6" pipe was removed and replaced with new pipe and hymaxes. Everything is now functioning normally, and all necessary paperwork has been turned into DNR.

Streets

- We continue to patch various potholes around the city.
- We continue mowing and weed eating all the wells, liftstations, sidewalks, rite-of-ways and parts of the roundabouts.
- We trimmed up the trees at Dollar General that were blocking the sidewalk.
- We discovered a hole in Jackson Street that was caused by a corroded drainage pipe crossing under the road. We have a plan in place to dig-up and replace the entire drainage pipe. This will require some overnight work due to it being a heavy traffic area.
- We made several sidewalk cuts throughout the city to replace some compromised areas of sidewalk.

Equipment Usage and Repairs June 2021

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	91,402	91,825	423	\$0.00	\$0.00
2	2004 Chevy 1 Ton Dump	154,780	155,914	1,134	\$0.00	\$258.95
3	2003 Chevy 1 Ton Utility - Sewer	182,681	183,642	961	\$238.32	\$361.29
4	1998 Dodge 1/2 Ton FB	128,276	128,281	5	\$0.00	\$0.00
5	2001 Chevy 1500	117,056		(117,056)	\$184.76	\$184.76
6	2000 Chevy 3/4 Ton FB	153,432	117,984	(35,448)	\$0.00	\$0.00
7	1993 Ford 1 Ton Utility - Water	94,694	157,322	62,628	\$0.00	\$0.00
8	2005 International 3200 Dump	21,569	21,569	-	\$0.00	\$0.00
9	2017 Chevy Silverado	42,269	43,639	1,370	\$0.00	\$0.00
10	Water Van	384	384	-	\$0.00	\$0.00
11	1998 Chevy S-10	157,259	157,259	-	\$0.00	\$0.00
12	Case Backhoe	3,703	3,729	26	\$0.00	\$418.04
13	60XT Case Skid Steer	1,568	1,568	-	\$0.00	\$0.00
14	JD Tractor	3,298	3,404	106	\$0.00	\$0.00
15	Kubota RTV 1100	942	957	15	\$0.00	\$0.00
					\$423.08	\$1,223.04

Description of Repair/Service	
PD#1	2013 Dodge Charger
PD#2	2013 Dodge Charger
PD#3	2013 Dodge Charger
PD#4	2017 Ford Explorer
PD#5	2019 Dodge Charger
PD#6	2013 Dodge Charger
PD#7	2017 Ford Explorer
PD#8	2008 Harley Davidson

Monthly Water Loss 2021

Current Month

Month	January	February	March	April	May	June	Annual Average	6 Annual
Amount of Gallons Pumped	29,620,700	30,270,900	26,945,200	29,161,800	28,774,500	31,403,900	29,362,833	176,177,000
Dollar Amount Sold	\$80,766.74	\$79,594.44	\$78,603.44	\$75,228.70	\$76,307.99	\$83,080.59	\$78,930.32	\$473,581.90
Gallons of Water Sold	16,780,000	16,153,000	15,705,000	14,463,000	14,806,000	17,581,000	15,914,667	95,488,000
Flushing	0	0	0	0	0	0	0	0
Leaks/Adjustments	30,000	175,000	30,000	210,000	125,000	5,000	95,833	575,000
City Usage (not billed)	108,000	15,000	15,000	14,000	339,000	149,000	106,667	640,000
Fire Dept	12,000	16,000	16,000	12,000	10,000	13,000	13,167	79,000
Tower Overflows	0	0	0	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	45,000	45,000	45,000	270,000
Total Gallons Accounted For	16,855,000	16,373,000	15,780,000	14,718,000	14,976,000	17,631,000	16,055,500	96,333,000
% Water Loss	43.10%	45.91%	41.44%	49.53%	47.95%	43.86%	45.32%	
Amount of Water Lost	12,765,700	13,897,900	11,165,200	14,443,800	13,798,500	13,772,900	13,307,333	79,844,000
Willard North #1	3,333,200	2,523,100	3,225,500	3,174,100	3,779,500	3,506,600	3,257,000	19,542,000
Willard South #2	4,439,900	4,602,600	4,057,400	4,450,700	4,088,900	5,091,200	4,455,117	26,730,700
Meadows West #1	12,055,600	12,809,200	10,952,300	10,296,000	10,781,100	12,309,100	11,533,883	69,203,300
Meadows East #2	10,292,000	10,836,000	9,210,000	11,741,000	10,625,000	10,997,000	10,616,833	63,701,000
Correction per MRWA Willard Well 1&	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-3,000,000
Total Water Pumped	29,620,700	30,270,900	26,945,200	29,161,800	28,774,500	31,403,900	29,362,833	176,177,000

Customer Count

City Commercial Irrigation	14	14	14	14	14	14	14	
City Commercial 1 SPF	129	129	131	131	131	134	131	
City Commercial 3 Water only	20	21	21	21	20	20	21	165
City Residential Irrigation	3	3	3	4	4	4	4	
City Residential 1 SPF	2008	2014	2021	2013	2018	2034	2,018	
City Residential 3 Water Only	72	72	75	72	72	72	73	2,094
Rural Irrigation	4	5	4	4	4	4	4	
Rural Residential 1 SPF	7	8	8	8	8	8	8	
Rural Residential 2 Lagoon	276	274	275	275	275	275	275	
Rural Residential 3 Water Only	872	873	878	875	879	879	876	1,163
Rural Commercial 2 Lagoon	3	3	3	3	3	3	3	
Rural Commercial 3 Water only	13	13	13	13	14	14	13	
Zero-Non Billed	9	9	9	9	9	9	9	25
Number of Total Customers	3430	3438	3455	3442	3451	3470	3448	3448

Service Consumption

City Commercial Irrigation	19,000	11,000	18,000	91,000	174,000	373,000	114,333	
City Commercial 1 SPF	2,724,000	2,153,000	1,617,000	1,386,000	1,335,000	1,502,000	1,786,167	
City Commercial 3 Water only	49,000	180,000	213,000	187,000	107,000	67,000	133,833	2,034,333
City Residential Irrigation	1,000	1,000	-	1,000	1,000	18,000	3,667	
City Residential 1 SPF	8,001,000	7,917,000	7,723,000	7,606,000	7,266,000	9,160,000	7,945,500	
City Residential 3 Water Only	383,000	363,000	366,000	329,000	334,000	399,000	362,333	8,311,500
Rural Irrigation	-	-	-	-	3,000	2,000	833	
Rural Residential 1 SPF	52,000	57,000	32,000	38,000	43,000	51,000	45,500	
Rural Residential 2 Lagoon	1,080,000	1,097,000	969,000	977,000	1,114,000	1,178,000	1,069,167	
Rural Residential 3 Water Only	4,245,000	4,230,000	4,602,000	3,643,000	4,285,000	4,531,000	4,256,000	5,371,500
Rural Commercial 2 Lagoon	16,000	17,000	14,000	16,000	16,000	16,000	15,833	
Rural Commercial 3 Water only	90,000	96,000	120,000	161,000	109,000	122,000	116,333	132,167
Zero-Non Billed	120,000	31,000	31,000	28,000	19,000	162,000	65,167	65,167
Total Gallons of Consumption	16,780,000	16,153,000	15,705,000	14,463,000	14,806,000	17,581,000	15,914,667	15,914,667



Willard Police Department
June 2021 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	6
Shannon Shipley, Lt.	1602-003	10
	Total	16

Squad #1	1603-044	Billie Deckard, Cpl	33	Squad #2	1604-027	Steve Purdy, Cpl. Investigator	46
	1607-050	Caleb Steen, Officer	32		1609-051	Wayne Hansen, Officer	35
	1605-056	Mark Cole, Officer	34		1608-054	Stefan Collette, Officer	52
					1606-053	Meagan Collins, Officer	39
	Total		99		Total		172

Reserves	Officer	Officer Names	Case #'s	Hours
	1631-045	Cindy Garton, SRO		
	1641-014	Brian Gordon, Reserve		3.75
	1642-015	JD Landon, Reserve		6
	1645-047	Glenn Cozzens, Reserve		3.25
	1646-031	Andrew Hunt, Reserve		4.5
	1643-048	Tim Wheeler, Reserve		
	1647-049	Brandon Bond, Reserve	1	
	Total		1	20.75
Total Incidents for the month...			288	

Incident Statistics

Felony	7	HBO (Handled by Officers)	123
Misdemeanor	23	Use of Force	0
Infraction	108	Dog at Large	2
Other (Services)	154	Neglect-0 / Abuse-0 / Bites-0	

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2021 Ford F-150	1,769	1,156	21	55		0
WPD-03 2013 Charger	151,144	414	15	28		0
WPD-04 2018 Explorer	78,696	1,828	23	79		302.00
WPD-05 2019 Charger	55,924	1,952	16	122		654.78
WPD-06 2020 Charger	45,048	2,951	32	92		773.51
WPD-07 2017 Explorer	17,679	405	11	37		35.00
WPD-08 M Harley	5,760	20	1	20		0

Vehicle Maintenance Details

WPD-01:	WPD-05:
WPD-03:	WPD-06:
WPD-04:	WPD-07:

Misc. Dept. Info: The DART shooting simulator was received July 6, 2021.

Planning and Development Report
July 12, 2021

Ongoing Projects/ Developments

ATM Commercial Subdivision Phase 3- The Planning and Zoning Commission and Board of Aldermen have approved the Sketch plan. Staff is waiting on the developer's engineer to submit the Preliminary Development Plan packet. Staff has been informed that they would probably be prepared for the August meeting.

Canterbury Place Subdivision- Staff has issued a total of twelve (12) building permits to date. Staff has completed one (1) final inspection for the developer. All of the homes but one are under roof and inside work is ongoing. Staff has issued one more permit (lot 3- walk out basement) to the developer who has the foundation completed.

West Ridge- Staff has been notified that the mylars are ready to record along with the ccr's and development plan. Staff has also been informed the acknowledgment letter has been signed by Kathy Lee Corlett. Staff is in the process of preparing a final invoice for charges that have accrued relating to the final review and will be forwarding it to the developer asap.

Miller Rd. Project- The paving has been completed, we are now waiting on the asphalt contractor to place a small amount of curb and complete the stripping. Also, Hartman will construct a small amount of concrete flume by Apple market entrance and the north side of Casey's entrance. A final walk-thru will occur with the engineer and contractor after these items have been completed.

CMH- Staff has assisted in the lowering of the waterline that conflicted with the stormwater line that drains the detention basin. The waterline extension has started. Work on the building is ongoing.

Stone Creek Phase 2 and 3- Staff is currently awaiting construction plans from the developer.

Hoffman Hills Subdivision- Staff is currently awaiting construction plans from the developer.

Commercial Infill/Remodel Projects – Washboard Laundry Café- is complete and has opened, Hive Restaurant -starting renovation, Corneilson State Farm Insurance- plans have been approved. Staff is working with new tenants of the old fitness center located in the Green Meadows Shopping Center. They are proposing to convert the space to a nail salon.

Additional ongoing projects – Plan reviews, issuing Building permits, Building Inspections, Nuisance Complaints, water policies and water fee structure review, wastewater engineering report, filing and processing Non -Residential User Pretreatment Questionnaires and FOG

inspections paperwork, Staff continues to assist other departments and both Engineering firms- Algiers Martin and Cochran Engineering as needed.

Planning Assistant- Please see the Planning Assistant report

If you have any questions, please contact me at City Hall or develop@cityofwillard.org
Randy Brown, Director of Development

Planning and Development:

17 permits were issued in June totaling \$8,477.30 in permit fees collected and has an estimated construction cost of \$983,291. Estimated value of work done year to date is \$5,256,405.89, with total permit fees collected at \$43,665.35

Completed the sunshine requests for BuildZoom and Dodge Data and Analytics.

Scanned P&Z minutes from ~1970-1999

Updated permit applications to include more information when applying.

Report to P&Z for Short Term Rentals (for citizen interest in AirBNB listings).

Report to P&Z for city codes in regards to subdivision CCR's as a guideline for future developments.

Mapping:

Finalized addressing for West Ridge, and sent it to all interested entities.

Worked with Public works to create a water sampling map, printed the water district.

Prepared water & sewer maps for multiple locations.

Pulled old system plans for city engineers.

Prosecuting Clerk:

362 Open cases without dispositions (296 have active warrants)

233 Open cases with dispositions, are pending payments (188 have active warrants)

64 Probation cases (10 have a class or community service hours to complete)

12 Deferred cases (all have completed class or community service that was required)

3 Discoveries, and 4 plea offers were sent to defense attorneys

There was 1 trial scheduled in June.

There is 1 trial scheduled for July.

Confirmed warrants with a list from Jessica.

-Abigail Brixey

CITY CLERK: (Informational only) JUNE 2021

~Issued 9 Business Licenses.

~Assisted other departments with grant paperwork and research.

~Completed all Agendas, packets, Proclamations, Resolutions, Ordinances and typed Minutes for BOA, BOADJ, P&Z, ECDF, Traffic Committee and Tree Board.

~Updated website with new information.

~Maintained updated "streetlight outage" list and ensured Liberty was notified.

~Handled citizen complaints and directed to the appropriate department heads.

~Ensured public notices were completed and sent to the paper.

~Completed Sunshine requests as received.

~Assisted with Emergency Plan.

~Hosted and ran SWMOCCFOA Board of Directors lunch meeting.

~Completed COPS Hiring Grant for the Police Department.

EMERGENCY MANAGEMENT: (Informational only) JUNE 2021

~Monitoring Covid-19 and continuing weekly updates with Greene County.

~Monitored weather during severe storms.

~EMPG ARPA Supplemental Grant Webinar

~Began working on ARPA Supplemental Grant.

~Finalized EMPG Grant

COVID-19:

Staff is continuing to maintain precautions to prevent the spread of Covid-19 within the office.

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Municipality: Willard Municipal Court	Reporting Period: Jun 1, 2021 - Jun 30, 2021	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781				
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781			County: Greene County	Circuit: 31
Telephone Number:		Fax Number:		
Prepared by: JESSICA TRUITT		E-mail Address:		
Municipal Judge: KRISTOFFER BAREFILED				
II. MONTHLY CASELOAD INFORMATION		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		18	303	106
B. Cases (citations/informations) filed		1	20	5
C. Cases (citations/informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0
2. court/bench trial - GUILTY		0	0	0
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		1	17	5
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	6	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		0	4	1
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		1	27	6
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		18	296	105
E. Trial de Novo and/or appeal applications filed		0	0	0
III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS		
1. # Issued during reporting period	16	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	21	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	539			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

<u>COURT INFORMATION</u>	Municipality: Willard Municipal Court	Reporting Period: Jun 1, 2021 - Jun 30, 2021
---------------------------------	---------------------------------------	--

<u>V. DISBURSEMENTS</u>			
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs, witness fees, and board bill/jail costs.	
Fines - Excess Revenue	\$0.00	Overpayments Detail Code	\$113.78
Clerk Fee - Excess Revenue	\$0.00	Total Other Disbursements	\$113.78
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$113.78
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Bond Refunds	\$726.34
Total Excess Revenue	\$0.00	Total Disbursements	\$840.12
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)			
Fines - Other	\$0.00		
Clerk Fee - Other	\$0.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$0.00		
Law Enforcement Training (LET) Fund surcharge	\$0.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Sheriffs' Retirement Fund (SRF) surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$0.00		



Agenda Item# 9

Resolution adopting a Revised Personnel Policies Manual for the City of Willard to include a floating holiday for Juneteenth. Discussion/Vote.

(change is at top of page 14)

City of Willard, Missouri

Resolution Number 21-03

A Resolution adopting a Revised Personnel Policies Manual for the employees of the City

Whereas, It is incumbent upon Willard's City government to maintain appropriate and effective personnel policies to guide and govern the administration of City employees, and

Whereas, It is appropriate, from time to time, to review and revise the adopted personnel policies for City employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Willard, Missouri that, the Employee Policies Manual, as attached hereto, is herewith adopted and made effective with the date of this Resolution, and further, that this Employee Policies Manual replaces and supersedes all other such Manuals.

Dated: This 12th day of July , 2021 by the Governing Body consisting of seven members .

Samuel Snider, Mayor

Attest:

Jennifer Rowe, City Clerk



City of Willard

EMPLOYEE POLICY MANUAL

Adopted 07/12/2021
date

TABLE OF CONTENTS

	PAGE
1. PURPOSE	5
2. ADMINISTRATION.....	5
3. DEFINITIONS.....	5-8
4. CLASSIFICATION PLAN.....	9
4.1 Establishment of classification plan.....	9
4.2 Classification of existing and new positions.....	9
4.3 Reclassification and Reallocations	9
4.4 Independent Contractors	9
5. COMPENSATION	11
5.1 Compensation	11
5.2 Application of rates.....	11
5.3 Annual Salary Increases.....	12
5.4 Merit Salary Increases.....	13
5.5 Overtime	13
5.6 Per Diem Expenses	13
5.7 Holiday Pay.....	13
5.8 Vacation	14
5.9 Sick Leave.....	15
5.10 Shared Care Leave	16
5.11 Family and Medical Leave (FMLA).....	16
5.12 Military Leave.....	17
5.13 Jury Duty.....	18
5.14 Leave of Absence.....	18
5.15 Bereavement Leave.....	18
5.16 Extended Personal Leave.....	19
5.17 Retirement Plan.....	19
5.18 Insurance	19
5.19 Automobile Mileage	20
6. COMPENSATORY TIME POLICY.....	20
6.1 Purpose.....	20
6.2 Definitions.....	20
6.3 Policy	21
6.4 General Guidelines and Eligibility.....	21
7. GENERAL PROVISIONS	22
7.1 Hours of Work	22
7.2 Attendance and Punctuality	22
7.3 Meal Breaks	22
7.4 Pre-Employment Requirements	23
7.5 Voluntary At-Will Employment	23
7.6 Equal Employment Opportunity	23

7.7 Policy against Workplace Harassment.....	23
7.8 Solicitation	25
7.9 Nepotism.....	26
7.10 Employment of Relatives.....	26
7.11 Dress Code.....	26
7.12 Oath.....	26
7.13 Political Activities.....	26
7.14 Residence	26
7.15 Policies and Discipline.....	27
8. SUBSTANCE ABUSE POLICY.....	28
8.1 Pre-Employment Testing	29
8.2 Reasonable Suspicion Testing	30
8.3 Random Testing.....	30
8.4 Post Accident Testing	30
8.5 Return to Work or Follow Up Testing.....	30
8.6 Rehabilitation Effort	30
9. JOB PERFORMANCE EVALUATION.....	30
10. UNIFORMS.....	31
10.1 Police Department.....	31
10.2 Public Works and Parks Maintenance Departments.....	31
11. SEVERE WEATHER CONDITIONS	32
12. MEETINGS AND CONFERENCES	32
12.1 Reimbursement	32
13. SEPARATION AND RETURN OF PROPERTY	33
14. CODE OF ETHICS.....	33
15. GRIEVANCE POLICY	33
16. PERSONNEL RECORDS	34
17. OUTSIDE EMPLOYMENT.....	34
18. NON-DISCLOSURE AND CONFIDENTIAL INFORMATION.....	34
18.1 Disclosure of Information of Past Employees	34
19. COMPUTER AND INFORMATION SECURITY	34
20. INTERNET AND SOCIAL MEDIA ACCEPTABLE USE POLICY	35
21. EMERGENCY DECLARATION	36
22. ADMINISTRATION.....	36

APPENDIX.....37
A. CODE OF ETHICS.....38
B. SHARED CARE LEAVE.....43
C. EMPLOYEE RECEIPT AND ACCEPTANCE44
D. ORGANIZATIONAL CHART45

1. PURPOSE

The intent of these Personnel Policies is:

- 1.1 To provide for more effective City administration through the use of standardized personnel policies and procedures applicable to all City personnel;
- 1.2 To provide a standardized system of position classification and compensation based on the complexity and the responsibility of the principal tasks assigned to each position in City service;
- 1.3 To recruit, hire, assign, advance, compensate and retain individuals on the basis of their qualifications and performance, and to treat those individuals equally in these and all other respects without regard to race, color, religion, creed, sex, age, national origin, sexual orientation, marital status, or physical, mental or sensory disability not directly related to job performance.

2. ADMINISTRATION

- 2.1 The City shall, from time to time, promulgate appropriate rules, regulations or amendments to these Policies to promote a fair and effective administration of personnel in the City's service.
- 2.2 The City shall appoint a designee, who shall be the City Administrator, who will be responsible for the interpretation and administration of these Policies and amplifying rules, regulations, benefits and policies; all subject to review by the Board.
- 2.3 These Policies, procedures and standards are established to achieve the stated purpose and apply to all employees of the City under the direct and indirect jurisdiction of the City except as otherwise provided herein.
- 2.4 These rules supersede all and any previous City policies, procedures and standards with respect to personnel except as otherwise provided

3. DEFINITIONS

The words and phrases used in this Policy shall have the following meanings:

- 3.1 **"Anniversary Date"** is the date of hire of an employee.
- 3.2 **"Appointing Authority"** means that person or body with legal authority to appoint or dismiss employees; in the case of the City Administrator and City Clerk positions, that authority is the Board; in the case of all other employees of the City, that authority is the City Administrator.
- 3.3 **"Board"** means the Board of Aldermen of the City of Willard as duly elected from time to time.
- 3.4 **"Class"** means positions in one occupation or profession which have approximately the same duties and responsibilities and share the same job title. The education, experience, knowledge, skills and abilities needed to fulfill the position are the same, and the same tests may be used to qualify.

- 3.5 “Class Series”** includes all classes at all levels of difficulty and responsibility in the same occupation.
- 3.6 “Class Specification”** means a description of a class, including the duties and responsibilities, education and experience required and the knowledge, skills and abilities necessary to fulfill a position in the class.
- 3.7 “Classification Banding”** means a banding of classifications to encompass the full scope of employment opportunities available to each employee upon the recommendation of the City Administrator and the approval of the Board. The City Administrator will decide when an employee will move to a more experienced level. The movement is not a promotion or a reclassification and does not require budget approval. The movement will not change the employee's current rate but will change the top of the range. The City Administrator's signature on the personnel action form will certify that the employee meets the journey level experience to move.
- 3.8 “Classification Plan”** consists of all the classes established within the City, their class specifications and the rules for maintaining the plan.
- 3.9 “Classification Study”** means investigation of a position to determine its proper class.
- 3.10 “Classified Positions”** means all positions regulated by the City Personnel Policy. Each will be assigned a class in the classification plan and will be defined by a class specification.
- 3.11 “Compensation Schedule”** means a listing of the pay ranges and steps within the range to which each classification is assigned.
- 3.12 “Days”** unless otherwise specified means consecutive calendar days.
- 3.13 “Demotion”** means movement of an employee to a class in a lower pay range than the employee's currently assigned classification for disciplinary or voluntary reasons.
- 3.14 “Department”** means a unit of the City under a department head other than the City Administrator, and any unit of the city created by action of the City by ordinance or otherwise.
- 3.15 “Department Head”** means those individuals serving as the head of a City department reporting directly to the City Administrator.
- 3.16 “City”** means the City of Willard, Missouri.
- 3.17 “Effective Date”** means the date of specific action.
- 3.18 “Eligible”** means a person who may fill a position. Determination is made by an individual applying and meeting the requirement of the position.
- 3.19 “Emergency Appointment”** means that under extraordinary circumstances, including but not limited to loss of life, incapacitating illness, or termination, an appointing authority may make an appointment without regard to the rules on certification or appointment.
- 3.20 “Employee”** means a person legally holding a position in the City's service.

3.21 “Entry Level” means the class at which a person enters a class series or occupation. An employee is eligible for promotion to the next higher level in the same class series when she or he meets the qualification for the higher level.

3.22 “Exempt” means an employee who is not eligible for overtime.

3.23 “Grade” is equivalent to range. A grade designates the pay scale from minimum to maximum.

3.24 “Grant-funded Position” is a position which is authorized dependent upon the department generating the revenue to fund the position, usually from some outside grant.

3.25 “Hours worked” means those hours during which the employee is at work.

3.26 “Incumbent” means a person currently occupying a specific position in the City’s service.

3.28 “Annual Salary Increase” means a pay raise given an employee in recognition of satisfactory performance, for the most recent twelve months of continuous employment as a regular employee of the City, of assigned tasks within the performance standards of his or her position.

3.29 “Performance Salary Increase” means pay raises given an employee in recognition of exceeding the job performance standards of the position to which she or he is assigned. An employee is eligible for a **merit** salary increase one year from the initial date of employment for his current position. The individual must be recommended for the increase by the appointing authority.

3.30 “Minimum Job Performance” means performance on a job classification which meets the minimum standards established for that job classification by the appointing authority.

3.31 “Non-exempt” means an employee who is eligible to receive overtime compensation.

3.32 “Overtime” means that the time worked by a non-exempt employee as authorized and directed by management which exceeds forty (40) hours in a pay week.

3.33 “Part-time Employee” means one who works less than thirty (30) hours per week.

3.34 “Position” means all the duties and responsibilities assigned in a position description to be performed by one individual.

3.35 “Position Description” means a written description of the functions and responsibilities of a position.

3.36 “Probation” means a period after an employee's initial appointment or promotion in which the appointing authority evaluates his or her suitability for the position.

3.37 “Promotion” means assignment of an employee to a position with a higher compensation grade than the position the employee is currently in.

3.38 “Provisional Appointment” means an employee who provides for a temporary need but is subject to change.

3.39 “Range” means a designated pay scale delineated from a minimum to maximum compensation.

3.40 “Reclassification” means a change in allocation of a position based upon significant changes in kind, difficulty or responsibility of the work performed. A position may be reclassified after completion of a classification study by the City Administrator, and may be assigned to a higher class, a lower class, or to another class at the same pay range.

3.41 “Regular Employee” means an employee who has been retained in his position at the completion of the probationary period.

3.42 “Reinstatement” means the reinstatement of an employee in the same or related position to which he or she was assigned before separation from City service.

3.43 “Resignation” means the voluntary ending of employment by a City employee.

3.44 “Salary Range” is equivalent to range.

3.45 “Seasonal Appointment” means an employee's periodic employment related to the seasons. Any person who accepts a seasonal appointment is not, unless otherwise specified, subject to the City personnel policy. Any person who accepts a seasonal appointment serves at the will of the appointing authority and may be removed at will by the appointing authority without notice, cause or hearing.

3.46 “Step” means a single salary level within a range.

3.47 “Supervisor” means an employee whose position description includes the function of assigning the daily work tasks of another employee.

3.48 “Temporary Employee” means a person hired for a period not to exceed six (6) months of employment.

3.49 “Termination” means the non-voluntary conclusion of an employee's employment with the City.

3.50 “Transfer” means movement of an employee from one position to another position.

3.51 “Underfilling” means filling a position with a person in a class lower than the authorized class due to the individual's temporary inability to meet the qualification requirements of the higher class. This is generally done when the individual is expected to be able to meet the requirements at a future date after gaining training, experience or license/certification.

4. CLASSIFICATION PLAN

4.1 Establishment of classification plan

4.1.1 The City Administrator shall prepare, maintain and revise as necessary a position classification plan for all positions in the classified service. The position classification plan and changes to the plan shall be subject to approval of the Board.

4.1.2 All positions in the classified service shall be allocated to an appropriate class in the classification plan. Allocation of positions to classes shall be based on the relative complexity of duties, authority and responsibility so that the same qualifications shall be reasonably required for, and the same schedule of pay may be equitably applied to, all positions in the same class.

4.1.3 Each class shall be described by a class specification defining the nature of work, typical duties performed, and the knowledge, skills, abilities, education and training which are the preferred minimum qualifications of applicants being considered for appointment to a position in the class.

4.1.4 The position titles and pay ranges assigned to classes in the classified service shall be used for original appointments, promotions, payrolls and all other records affecting the status of personnel.

4.1.5 All City positions fall into one the classifications categories below:

Administrative: Responsible for communicating with Board Members, City of Willard Leadership Team and other community stakeholders in the identification of strategic goals; leading the development of the City's long-term needs, strategy and direction; steering the City with strategic visioning and definition; leveraging the knowledge and skills of leadership; determining and assigning responsibilities for attaining objectives; evaluating leadership performance and contributions; planning, developing, and establishing policies; reviewing activity reports and financial statements to determine progress and status in attaining objectives and revising in accordance with current conditions.

Leadership: Responsible for providing leadership and professional expertise or services through leveraging the knowledge and skills of others. Duties range from oversight for daily operations of subordinate departments to recommending the strategic direction and providing leadership in department operations to contributing to the overall strategy, direction and vision for all areas of the City.

Professional: Responsibilities include demonstrating measurable impacts on operational effectiveness, attainment of department goals and objectives, and activities related to hiring, promotion, performance coaching, training, application of policies, policies, disciplinary actions, etc. These positions may be additionally responsible for contributing to the overall strategy, direction and vision for all areas of the City, although in a more limited scope than the Leadership Class.

Para-Professional: Responsibilities include operational support and services. These positions may require training gained through on-the-job experience, vocational training, or job-related college courses; some positions may require possession of certain licensures or certifications. Duties may require applying individual expertise and an understanding and ability to apply

theoretical and/or scientific principles in carrying out projects and completing work. These positions may also include supervisory duties as well.

Specialist: Responsibilities include applying specific knowledge of the principles, concepts and methods of professional or technical fields as they relate to department duties, as well as the ability to apply a broader knowledge to multiple related principles and concepts of related fields. Some positions in this classification will require additional education, certification, or training, and may require work to be performed across departments as qualifications dictate. Acquisition of licensures, certifications, etc., may be a pre-requisite to advancement.

4.2 Classification of existing and new positions.

4.2.1 Whenever the City Administrator believes there has been a significant change in the duties and responsibilities of a position or determines the need for the establishment or abolishment of a class or a position, this shall be described to the Board. The City Administrator, upon written request by a regular employee or upon his or her own initiative, may investigate the classification status of any existing position.

4.2.2 Classification investigations may include any or all of the following factors: the nature and variety of the assigned duties; the complexity of the assigned duties; the nature of supervision received; the nature and extent of supervision exercised; the variety and degree of knowledge and skills; the education and experience required; the guidelines available; the purpose and nature of person-to-person relationships; the nature and scope of decisions and recommendations; the extent of responsibility for actions taken; working conditions; and other factors which the City Administrator may deem important.

The City Administrator will then assign the position an appropriate classification and compensation level. Establishment of a new class or abolishment or major change to an existing class must be approved by the Board.

4.3 Reclassification and Reallocations.

4.3.1 A reclassification of a position may occur when an employee is performing higher level duties and responsibilities than apply to the position currently occupied. The reclassification may be treated as a promotion and may be subject to competition for the promotion.

4.3.2 A reallocation of a position may occur when, as a result of a salary or classification study, a higher salary range is allocated to the position and there is no substantial overall change in the position duties or level of responsibilities. The employee in the position will go to the nearest step in the new range that is not lower in rate of pay.

4.4 Independent Contractors.

4.4.1 Where authorized by law to do so, independent contractors may be hired. Independent contractors are not City employees and the performance of all work is subject to and controlled by the terms of their contract. In addition to terms specified by the City in a contract to be signed by an independent contractor, an independent contractor is hired on the conditions that there shall be no:

- a. Withholding of income taxes by the City with a W-9, otherwise 28% will be withheld;
- b. Industrial insurance provided by the City;
- c. Participation in group insurance plans which may be available to employees of the City;
- d. Participation or contributions by either the independent contractor or the City to the LAGERS Retirement System;
- e. Accumulation of vacation or sick leaves;
- f. Unemployment compensation coverage provided by the City.

5. COMPENSATION.

5.1 Compensation

5.1.1 The compensation plan shall consist of the schedule of ranges of pay as ascribed to each position description, as prepared by the City Administrator and approved by the Board. Each position in the classification plan will be assigned an appropriate range in the compensation plan which insures the maintenance of equitable relationships between classes based on their relative duties and responsibilities.

5.1.2: There shall be 26 payroll periods per year, each covering a two-week period. The payroll weeks for employees shall be 12:01 a.m. Sunday through midnight Saturday. Employee payroll shall be made on Friday following each two-week payroll period.

5.2 Application of rates.

5.2.1 Each classified employee shall be paid at an hourly rate which falls within the pay range ascribed to the position except as otherwise provided in this Policy.

5.2.2 Initial appointment to a position shall ordinarily be made at the entry rate of the range except as provided below.

a. When a person considered for employment has exceptional experience or skills which warrant his entry into a position at a higher rate of pay than the entry rate, or to meet a difficult recruiting problem, the appointing authority may place the new employee in a rate up to 10% above the entry level step.

b. Initial appointment into a rate above 10% of the entry level shall require approval of the Board.

5.2.3 Reinstatement is when a former regular employee is reinstated to a position in the same or related class. The employee may be paid in the range at or below his former rate at the discretion of the appointing authority.

5.2.4 Transfer is when an employee is transferred to another position in the same or related class at the same range level. The employee shall continue at his current rate of pay.

5.2.5 Promotions:

- a. When possible and appropriate, the appointing authority is encouraged to fill position vacancies by promoting from within the eligible workforce. When a current employee is promoted to a class in a higher range, the employee is entitled to a pay rate in the higher range that provides at least a 2 ½% pay increase. When the promotion is made to a position whose classification is sufficiently higher as to provide in excess of a 2 ½ % pay increase, the promoted employee will commence the new assignment entry level rate on the higher Grade Range.
- b. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase should be included in the base salary before promotion. Special salary adjustments should not be included in the base rate.
- c. Should the employee fail to satisfactorily complete the required probation period, the employee must be reinstated to his previous class and pay rate.
- d. The promotion date will be assigned as of the first day of the next succeeding pay period following the promotion by the City Administrator.

5.2.6 Demotions:

- a. Voluntary demotion is when an employee is voluntarily demoted; the employee's current anniversary date will be retained.
- b. Involuntary demotion is when a current employee is involuntarily demoted due to performance problems, discipline, or other reasons; the employee's current anniversary date will be retained.

5.2.7 Reclassification.

- a. Incumbents of reclassified positions assigned to a higher range will move to the closest pay step in the range of the new class which will result in a one-step pay increase.
- b. If a position is reclassified to a lower paid class due to changes in job content factors and through no fault of the incumbent, the incumbent shall continue to be paid at the incumbent's last rate of pay for a period of six months if:
 - I. The employee has adequately performed during the preceding year; and
 - II. The employee was in the higher class at least six months preceding the reclassification; and
 - III. The reclassification is a result of a legitimate reason over which the employee has no control.
- c. At the end of the six-month period the employee's salary shall be adjusted to fit within the range of pay for the new class.

5.3 Annual Salary Increases.

Annually, on the anniversary date of the employee's continuous service in employment, the employee may receive a Step increase as indicated in the adopted Grade-Step Chart dependent on budgetary means. If the budget allows, this will occur automatically, and is a function of payroll processing by the City.

5.4 Merit salary increases.

At any time, after any probationary period is concluded, the direct supervisor of an employee may recommend a merit increase. Such a proposed increase in wages should be reserved for those instances of continuing extraordinary performance by an employee on behalf of the City. The recommendation must come from the direct supervisor and be presented to the City Administrator. The City Administrator may approve a single Step merit increase not more than once per year for an employee. Merit increases involving more than one Step, or more than once per year for an employee, must be approved by the Board.

5.5 Overtime.

Overtime pay, which is applicable only to non-exempt employees, is for any actual hours worked in excess of forty (40) hours in a work week. A Department Head may authorize overtime with the approval of the City Administrator. Overtime rate is one and one-half (1½) times the employee's straight time rate, except in instances involving a sick day, vacation day or other non-working paid day; then the time will be paid at the regular rate until actual worked hours will have exceeded forty (40) hours. Payment of overtime will be provided in the pay period following the period in which it is earned.

5.6 Per diem expenses.

In the event that an employee of the City is required by the City Administrator or the Board to travel to a place in excess of fifty miles from the City Office, and the purpose of the travel is for City business, a per diem allowance will be granted to the employee at the same rate the State of Missouri pays its employees for per diem expenses.

5.7 Holiday pay.

All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen. If a holiday is on a Saturday, then the City offices will be closed on the preceding Friday. If a holiday is on a Sunday, then the following Monday all City offices will be closed. Designated holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Memorial Day - Last Monday in May

5. Juneteenth – June 19 (May be used as a floating Holiday for 2021, and taken on this date beginning in 2022)
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Columbus Day
9. Veteran’s Day
10. Thanksgiving Day + Friday following
11. Christmas Eve – Close at noon
12. Christmas Day - December 25
13. New Year’s Eve – close at noon

An employee, who shall be required to work during a scheduled holiday, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday. Any compensating day off not taken prior to the end of each calendar year shall be lost and shall not carry forward to the next year.

After an employee has successfully completed their probationary period, they will receive three (3) additional paid days off. The employee shall receive two (2) personal holidays and one (1) birthday holiday per calendar year. Prior to being used, these holidays must be approved by their Department Head. These additional paid days off not taken prior to the end of the calendar year will be lost and will not carry forward to the next year. Employees do not receive pay for holidays or personal holidays upon termination or resignation of employment.

5.8 Vacation

Employees and appointed officials who work full-time for the City of Willard shall accrue vacation leave hours on the following basis:

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
Zero (0) to One (1) Year	1.54	One (1) week (40 hrs)
One (1) Year to Four (4) Years	3.08	Two (2) weeks (80 hrs)
Five (5) Years to Eleven (11) Years	4.62 hours	Three (3) weeks (120 hrs)
Twelve (12) Years to Fourteen (14) Years	6.16 hours	Four (4) weeks (160 hrs)
Fifteen (15) Years or more	7.70 hours	Five (5) weeks (200 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using any accrued vacation. Vacation leave will Not accrue during an unpaid leave of absence.

Employees wishing to use accrued vacation time shall submit their request to their Department Head or Supervisor for approval. Department Heads or appointed officials must have their vacation

approved by the City Administrator. The “Hire Date” of each year is the anniversary date for accrual accounting purposes.

Employees are encouraged to use vacation benefits in the fiscal year in which vacation is accrued. Employees may carry over a maximum of fifteen (15) working days or 120 hours in vacation leave from one calendar year to the next. If a designated holiday should fall within the time an employee is on vacation, it will not be deducted from vacation days accrued.

Employees who have served one (1) year of continuous service and have taken part or none of their vacation days earned, will be paid for the vacation days up to but not to exceed 120 days upon the termination or resignation of employment.

5.9 Sick Leave

Employees and appointed officials who work full-time for the City of Willard shall accrue sick leave and be paid during unavoidable absences from work due to sickness or accident during any one (1) year on the following basis:

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
Zero (0) to One (1) Year	1.54	One (1) week (40 hrs)
One (1) Year or more	3.08	Two (2) weeks (80 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using accrued sick leave. Sick leave will not accrue during an unpaid leave of absence.

Sick leave may be taken for as little as one hour, if accrued. Where workmen’s compensation insurance payment is due to such employees or officer, the amount received by reason of worker’s compensation shall be deducted from the allowance otherwise provided for above.

Employees shall be allowed to accumulate thirty-five (35) working days or two hundred eighty (280) hours in sick leave, which may be carried over from one (1) year to the next, which rolls over on the anniversary of their hire date. If a holiday should fall within the time the employee is absent on sick leave, it will not be deducted from their available number of sick leave days. Employees do not get paid for accumulated sick leave upon termination or resignation of employment.

All employees that have completed at least one (1) year of service and who have used less than forty-one (41) hours of sick leave in a calendar year will have the option of requesting a payout of accrued sick leave hours one (1) time each year. A maximum of eighty (80) hours may be converted to a fifty (50) percent payout. (Example: 10 hours requested equal a 5 hour payout.) The sick leave hours requested will be deducted from the total sick leave hours the employee has accrued.

An employee who is sick must call their immediate Supervisor as soon as possible if they are unable to work. If an employee fails to do so within four (4) hours after the beginning of the work day, they may be denied pay for the period of absence. If sick leave is more than three (3) days, the Department Head or City Administrator may require a doctor’s certification; however, a

certificate of verification may be required by a Supervisor, Department Head or City Administrator in any case. Sick leave days may be used for immediate family member illness or injury but must be approved by the immediate Supervisor and/or the City Administrator.

5.10 Shared Care Leave

The Shared Care Leave Program is additional paid leave made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. See attached Appendix "C."

5.11 Family and Medical Leave (FMLA)

5.11.1 Eligibility Requirements:

Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

Employee has worked for the City of Willard for the last twelve (12) months.

Employee is currently employed by the City of Willard.

During the last twelve (12) months of employment with the City of Willard the employee has worked at least twelve hundred and fifty hours (1,250) hours.

5.11.2 Types of Leave:

Employee leaves of absence under the FMLA may include;

The birth of a child, or the placement of a child with the employee for adoption or foster care;

A serious health condition that makes the employee unable to perform the essential functions of their job; or

A serious health condition affecting the employee's spouse, child or parent for which the employee is needed to provide care.

5.11.3 How and When to Request Leave:

Except as explained below, an eligible employee has a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for any of the reasons listed above. An eligible employee must provide timely and adequate notice of their need for FMLA-qualifying leave. To request leave, the employee must contact the City Administrator and then request the appropriate forms from the Human Resources Department. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least thirty (30) days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the

facts and circumstances. Said notice, when possible, should be in writing and should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

5.11.4 Continuation of Benefits:

An employee's health benefits, if any, will be maintained during any period of unpaid leave under the same conditions as if they continued to work. The employee will be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment upon return from FMLA leave.

Further, if the employee normally pays a portion of the premiums for their health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee. The employee will have a minimum thirty (30) day grace period in which to make premium payments. If payment is not made in a timely manner, the employee's group health insurance may be cancelled.

If an employee does not return to work following FMLA leave for a reason other than the continuation, recurrence or onset of a serious health condition which would entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

5.11.5 Medical Certification Requirement:

An employee's requested leave may be counted against the employee's annual FMLA leave entitlement. Further, the employee will be required to furnish medical certification if the leave is due to a serious health condition. Certifications of Health Care Provider forms are available from the Chief Financial Officer or Human Resource Department. Failure to provide the required certification may result in delay, denial or cancellation of leave. If the certification shows that the employee's absence does not qualify under the FMLA, the FMLA designation will be revoked retroactive to the first (1st) day of the leave. The City of Willard may require recertification during said leave.

5.11.6 Application of Accrued Paid Leave:

Family and medical leave is generally unpaid leave. However, any accrued paid leave, including sick leave, vacation time or other leave, shall be applied to time off available under this section. Time off under worker's compensation or short-term disability will also be applied to a leave under this section.

5.11.7 Fit-for-Duty and Status Reports:

The employee may be required to present a fit-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. Further, while on leave, the employee may be required to furnish the City of Willard with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change, and they are able to return to work earlier than the date indicated above, the employee may be required to notify the City Administrator at least two (2) weeks prior to the date the employee intends to report to work. The employee may be required to furnish recertification after a serious health condition.

5.12 Military Leave

The City of Willard is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or city policy. If any employee believes that they have been subjected to discrimination in violation of city policy, the employee should immediately contact the Human Resources Department.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five (5) years leave of absence.

Employees requesting leave for military duty should contact the City Administrator to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact the Human Resources Department.

For military leaves extending thirty (30) days or less, the City of Willard will continue to pay the portion of the premium on health insurance, if any, that it was paying before such military leave began. In order to continue such health insurance, the employee must continue to pay their portion of premiums during this period. For military leaves extending beyond thirty (30) days, the employee will have the option to continue their insurance coverage at the employee's cost. Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

5.13 Jury Duty

An employee may be granted leave with pay when required to be absent from work for jury duty or as a trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

5.14 Leave of Absence

Due to special and extraordinary circumstances, an employee may wish to request, in writing, to take unpaid leave. The City Administrator, or in his/her absence the Mayor, shall have the authority to grant such unpaid leave for up to forty (40) hours per calendar year, in no less than eight (8) hour increments. All accrued vacation and sick leave must be exhausted prior to any such unpaid leave request being granted.

5.15 Bereavement Leave

An employee may be granted (with approval from the City Administrator) up to three (3) working days of leave with full pay as needed in the event of the death of a spouse, child, step-child,

mother, step-mother, father, step-father, sister, step-sister, brother, step-brother, mother-in-law, father-in-law, grandchild, step-grandchild, grandfather, step-grandfather, grandmother, step grandmother or any relative residing permanently with and dependent upon the employee. Documentation may be required.

5.16 Extended Personal Leave

Leaves of absence without pay may be granted for a period not to exceed sixty (60) days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law. The employee shall make a written request to the City Administrator for any authorized leave of absence stating the time required and the reason for such a request. Only the City Administrator may approve such a leave. Vacation, sick leave and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave or holiday benefits which were earned prior to the commencement of said leave of absence. If such sick leave, vacation or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the City Administrator is required to carry it over.

5.17 Retirement Plan.

After an employee has been employed six (6) months with the City of Willard, the City shall enroll each full-time employee in the Missouri Local Government Employees Retirement System (LAGERS). At this time the employee shall pay four (4) percent of their gross wages into the account with the City paying the amount stipulated under the terms of the agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full-time employee. If any employee has any questions regarding the retirement plan, please contact the Human Resources or Finance Department.

5.18 Insurance.

The City of Willard shall provide a competitive package of benefits to all eligible full-time employees. The following benefits are provided with the understanding that benefit plans may change from time to time. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. To be eligible for city paid benefits an employee must be classified as a "Full-Time" employee.

A. Health/Life Insurance

The City of Willard currently provides individual health and life insurance benefits to all eligible full-time employees. The City of Willard presently pays the individual insurance premium for all eligible employees. Eligible employees may elect to purchase additional health insurance for the employee's dependents or to participate in the Vision and Dental health plans offered by the City at the employee's expense through payroll deduction. The City of Willard may require employees to pay a portion of insurance premium in the future. Information about the City's health plans will be provided to the employee at the time of employment.

The insurance provided is effective after the first day of the month following the first full month of employment. Details and forms may be obtained from the Human Resources Department at the time of employment.

B. Social Security/Medicare/Medicaid

The City of Willard participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each pay and the City contributes at the applicable wage base as established by federal law.

C. Workers' Compensation and Unemployment Insurance

The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss of earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify their Department Head immediately. The Department Head shall then notify the City Administrator or in the absence of a City Administrator, the Mayor. If the Department Head is unavailable and/or City Hall is closed, any such injury must be reported directly to the City Administrator or in the absence of a City Administrator, the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or medical facility which has been approved by the City's insurance carrier. If immediate medical attention is required, Employees should report to the nearest Emergency Care Facility. Any employee receiving medical attention for any on-the-job injury may be subject to testing to determine the presence of alcohol, illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which they might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Human Resources Department.

5.19 Automobile mileage.

Travel for City business outside of a 50-mile radius in a personal automobile with prior approval from the City Administrator is eligible for mileage reimbursement. The City will reimburse the employee for use of a personal automobile for at the same rate the State of Missouri pays its employees for automobile mileage.

6. COMPENSATORY TIME POLICY

6.1 Purpose

The purpose of this policy is to allow salaried (exempt) City employees a flexible work schedule to reduce the hours over and above forty (40) during a standard work week due to evening meetings, heavier than normal workloads, etc. The City will accommodate the reasonable requests of employees for alternative work schedules when consistent with the needs of each City department to accomplish their objectives.

This policy will apply to all full time salaried (exempt) employees of the City in all the various departments.

6.2 Definitions

Compensatory Time: a term used to define an alternate work schedule by which a salaried employee may be granted paid time off in lieu of pay.

Standard Work Week: a forty (40) hour period which runs from 12:00 a.m. Sunday morning through midnight (12:00 p.m.) the following Saturday evening. Vacation, sick leave, personal days, etc. are not considered as making up a portion of a standard work week; only those hours worked on the job are to be counted as comprising said work week.

Pay Period: a two (2) week period comprised of two (2) forty (40) hour work weeks.

6.3 Policy

It is the policy of the City to allow authorized employees the option of a flexible work schedule. Individual departments may use a Compensatory Time work schedule subject to the following conditions:

- The normal workweek shall continue as a five (5) day, forty (40) hour workweek for City employees.
- Computation of compensatory time will be based on the hours worked over the 40 hour per week regular department schedule. Compensatory hours shall be accrued the rate assigned for each position classification. (Executive: .75:1; Leadership: 1:1; Professional: 1.5:1 hours accrued to hours worked)
- Compensatory time may be accrued up to one hundred and twenty (120) hours. All time accrued must be requested off and approved in the same manner as vacation time, personal days, etc.
- Accumulated compensatory time shall be accrued to 120 hours. No hours will be earned over 120 hours until the compensatory time balance is reduced through approved time off.
- Accumulated compensatory time shall be paid upon voluntary separation and an agreed final resignation date of no less than 15 business days from date of notice of resignation.
- When an employee takes compensatory time off it shall be determined by and scheduled at the discretion of the employee's Director or supervisor, with due regard for the wishes of the employee and the needs of the City.

6.4 GENERAL GUIDELINES AND ELIGIBILITY

In order to be eligible to participate in the compensatory time program, an employee must be a salaried employee. Additionally, to be eligible, employees must:

- Use work time effectively based on time quality;
- Maintain a dependable attendance record;
- Document all timekeeping accurately and in a timely fashion; and,
- Communicate work problems/issues as well as needs to their immediate Supervisor/Department Head.

Both the usage as well as the accrual of compensatory time may be reviewed at any time by either the applicable Department Head and/or the City Administrator. Compensatory time will be administered on a consistent and equitable basis within each City Department.

7. GENERAL PROVISIONS

7.1 Hours of Work

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the twenty-four (24) hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven (7) consecutive days beginning on Sunday at 12:01 a.m. and ending on Saturday at 11:59 p.m. The usual work week period is forty (40) hours.

The normal work week for the City of Willard City Hall shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, including one (1) hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer defined limits) to better accommodate personal responsibilities. Subject to the City of Willard work assignments and the City Administrator's approval, the employee's Supervisor or Department Head shall determine the hours of employment that best suits the needs of the work to be done by the individual employee. Each Department may require different work schedules, but all Departments' normal work hours will be forty (40) hours per week.

7.2 Attendance and Punctuality

Attendance is a key factor in job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. Absence for any reason or planning to arrive late or leave early, requires notification to your Supervisor, the Department Head or the City Administrator as far in advance as possible and no later than one (1) hour before the start of the scheduled work day. In the event of an emergency, notify your Supervisor, the Department Head or the City Administrator as soon as possible. For all absences extending longer than one (1) day, telephone your immediate Supervisor and inform him/her that the request for absence will be for more than one (1) day. When reporting an absence, indicate the nature of the problem causing the requested absence and the expected return to work date. A physician's statement may be required as proof of the need for any illness related absence regardless of the length of the absence. Except as provided in other policies, an employee who is absent from work for three (3) consecutive days without notification to their Supervisor, Department Head or the City Administrator will be considered to have voluntarily terminated their employment. The employee's final pay will be direct deposited to the last banking institution on file. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the City of Willard may counsel employees prior to termination for excessive absences, tardiness or leaving early.

7.3 Meal Breaks

7.3.1 The general policy of the City pertaining to meal breaks is that all employees, except those listed in Subsection Three (3) below, shall eat on their own time. They shall be allowed to cease work for meal breaks as determined by Directors and shall not be paid for that time.

7.3.2 Directors may adjust the length of meal breaks when it will contribute to the effectiveness of the department, but in no case will it be less than thirty minutes.

7.3.3 Employees designated by their Director shall receive paid meal breaks. In order to qualify for paid meal breaks employees must be on call during their entire work shift and not leave the work premises unless authorized and must respond to duty calls during meal breaks if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

7.4 Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment drug screen before beginning work.

7.5 Voluntary At-Will Employment

Unless an employee has a written employment agreement with the City of Willard, which provides differently, all employment at the City of Willard is “at-will” and is governed by Missouri statutes. That means that employees may be terminated from employment with the City of Willard with or without cause and employees are free to leave the employment of the City of Willard with or without cause. Any representation by any City of Willard officer or employee contrary to this policy is not binding upon the City of Willard unless it is in writing and is signed by the Mayor with the approval of the Board of Aldermen.

7.6 Equal Employment Opportunity

The City of Willard provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The City of Willard complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Willard expressly prohibits any form of unlawful employee discrimination based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the City of Willard employees to perform their expected job duties is absolutely not tolerated. All employees should report any discrimination to the City Administrator. However, if the report involves the City Administrator, the employee may take their concerns to an Alderman or the Mayor. The employee may also request a closed meeting with the Board of Aldermen.

If the City of Willard determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspensions and/or termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the City of Willard will inform the employee who made the complaint of the results of the investigation.

7.7 Policy against Workplace Harassment

7.7.1 Purpose

The City of Willard's position is that sexual and other types of harassment are a form of misconduct that undermines the integrity of the employment relationship. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing and disruptive activity. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

7.7.2 Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, pregnancy, disability, military status (including veterans), and current employees for complaining of discrimination or participating in an investigation or complaint proceedings, or any other status protected by law. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates. Harassment does one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

7.7.3 Definition of Sexual Harassment

The City of Willard has adopted the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.
- Such conduct has the purpose or effect of unreasonable interfering with your work performance or creating an intimidating, hostile or offensive working environment.

7.7.4 Harassing Conduct

In order to avoid misunderstandings about what types of conduct might constitute or lead to harassment, the City provides you with the following examples of prohibited conduct. Please note that these are examples only and that harassment is not limited to only those types of conduct listed below.

- Epithets, slurs, negative stereotyping and threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability (including jokes, cartoons or pranks that are sexually suggestive, hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability); and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is displayed on walls, bulletin boards, through the computer, or any other locations or circulated in the workplace; and
- Unwanted social invitations, touching, hugging, patting, sexual gestures or offensive body movements.

7.7.5 City's Responsibility

The City believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our customers with courtesy, dignity and respect. We take our obligation to maintain a workplace free of harassment very seriously. All employees have the responsibility to maintain the workplace free from any form of harassment. No form of harassment will be tolerated. Sexual and other types of harassment are a form of misconduct which constitutes a serious offense and subjects offenders to disciplinary action, up to and including discharge.

All new employees will receive a copy of the City's anti-harassment policy upon employment. If at any time employees would like another copy of the policy, they should contact their supervisor or the Human Resources Office. If the City should amend or modify our anti-harassment policy, all employees will receive an updated copy of the amended or modified policy.

7.7.6 Complaint Procedure

1. Employees who experience or witness any type of harassment or prohibited conduct in the workplace must report it immediately to their supervisor, director, or the Human Resources Office. You may also report it to any member of management.
2. All allegations of harassment or prohibited conduct will be quickly and fully investigated. To the extent possible, the employee's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. Employees are required to cooperate in any investigation. When the investigation is completed the parties involved will be informed of the outcome of the investigation.
3. The City will permit no employment-based retaliation against anyone who brings a complaint of harassment or prohibited conduct or who speaks as a witness in the investigation of a complaint of harassment or prohibited conduct. Initiation of, or participation in any act of retaliation shall be cause for disciplinary action, up to and including discharge.

7.8 Solicitation

The City of Willard prohibits the solicitation, distribution and posting of materials on or at City property by any employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the City of Willard and City sponsored programs related to the City of Willard events and services.

Employees may not solicit other employees during work hours, except in connection with a City-approved or sponsored event.

Employees may not distribute literature of any kind during work hours or in any work area at any time, except in connection with a City-sponsored event.

The posting of materials or electronic announcements are permitted with approval from the City Administrator and/or the City Clerk. Violations of this policy should be reported to the City Administrator.

7.9 Nepotism

No employee shall directly supervise a member of their family. Family consists of the parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-brothers, step-sisters, stepchildren, aunts, uncles, nieces, nephews and foster children. More specifically, no employee shall review or audit the work of a member of their family, or take part in discussions concerning employment, assignment, compensation, discipline or related matters involving a member of their family. In the event that an individual, through marriage, adoption, etc. is placed in a prohibited relationship with a member of their family, the situation shall be resolved within thirty (30) calendar days, or as quickly as practicable.

7.10 Employment of Relatives

Applicants for any open position or vacancy shall not be hired if the applicant is related to any employee that is a Supervisor or Department Head within the same department. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew or niece, cousins including step, half, foster or in-laws.

7.11 Dress Code

The dress code for each department shall be established by the Department Head with approval from the City Administrator. The code shall be developed with all consideration for employee safety, citizen recognition, to be appropriate to each employee's job duties, etc. This code shall be strictly enforced.

7.12 Oath

Every police officer of the city shall, before entering upon their duties, take the oath prescribed by law.

7.13 Political Activities

City employees shall not be coerced or choose to take part in political campaigns, to solicit votes, to contribute or to solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any office.

7.14 Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

7.15 Policies and Discipline

It shall be the duty of all City employees to comply with the personnel rules and regulations of the City. Employees who are found violating the City of Willard's rules and regulations will be subject to discipline, up to and including immediate termination of employment. All employees of the City of Willard are at-will and may be subject to immediate termination of employment with or without cause and with or without notice.

A Supervisor, Department Head, City Administrator or the Mayor may issue verbal warnings to employees for violations of City personnel rules, regulations or other misconduct. A Supervisor shall inform their Department Head of said warning and/or the Department Head shall inform the City Administrator of any warnings given to employees. In the event an employee's violation of City personnel rules, regulations or other misconduct requires a written warning, reprimand or discipline, the Department Head shall take the issue to the City Administrator for approval. Written documentation of employee counseling, warnings, reprimands or discipline shall be placed in an employee's personnel file with the consent and approval of the City Administrator. Disciplinary actions, other than verbal warnings, including all written warnings, reprimands, counseling, suspensions or demotions, shall be approved by the City Administrator.

The following are examples of violations which may result in discipline up to and including immediate termination of employment. This list is not intended to be a complete list of all types of conduct that may result in disciplinary action. The City of Willard may in its discretion determine other behaviors that are unacceptable.

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency or negligence in the performance of duties;
3. Unauthorized absence, habitual absences or tardiness;
4. Acts of insubordination, intentional failure or refusal to carry out instructions or assignments;
5. Misappropriation, destruction, theft or conversion of City property;
6. Inappropriate behavior toward a citizen of the City.
7. Acts of misconduct while on duty;
8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;

11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment of misdemeanor and/or traffic charges;
13. Introduction, possession or use on City property or in City equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance, including any violation of the City's Substance Abuse Policy.

Nothing in this section alters the employment at-will status.

8. SUBSTANCE ABUSE POLICY

It is the policy of the City of Willard to provide safe, dependable and quality services to its citizens, to provide safe and healthy working conditions for its employees and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner. The City desires to create a work environment free from the adverse effect of alcohol and controlled substance abuse or misuse. Employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol while conducting any work on behalf of the City or on any City premises. Employees are also prohibited from the unauthorized possession of alcohol while on duty and are prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty. No employee shall use alcohol or non-prescribed drugs in the workplace or in operation of the City's motor vehicles or equipment.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-accident, reasonable suspicion, return to work and follow-up testing for both alcohol and controlled substances. Further, as set forth herein, the City encourages employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Any employee charged for illegal conduct related to alcohol or controlled substances, including a conviction of any crime occurring in the workplace or not in the work place, must notify the City Administrator within five (5) calendar days of any such conviction or charges. Failure to timely report any such conviction or charges will result in disciplinary action, up to and including termination of employment. Further, any employee whose job performance requires the possession of a valid driver's license and who subsequently loses their driver's license as a consequence of drug or alcohol related convictions, pleas or other legal means, shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the City Administrator of the loss of their driver's license immediately after revocation or temporary suspension of their license. Failure to notify the City Administrator of the loss of the driver's license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to the City Administrator of such use upon returning to work and prior to engaging in any work-related activity.

As a condition of employment, both present and future employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return-to-work testing and follow-up testing. Tests shall be conducted by a facility certified and approved by the City of Willard.

An employee who fails a test or who fails to submit to a test under this policy may be discharged by the City for misconduct connected to work.

8.1 Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from eligibility for employment for a period of at least two (2) years. Applicants must submit to a pre-employment drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two (2) years. Applicants who fail to test or who fail to submit in a timely manner for a second (2nd) time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the City Administrator.

8.2 Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or controlled substance use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports may be made by the Supervisor or Department Head. The observing Supervisor or Department Head, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident during work hours if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A Supervisor or Department Head, who fails to report an observation of reasonable suspicion of an employee, may be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test shall be transported to the testing site by City personnel.

8.3 Random Testing.

Random testing is applicable to all employees. Random testing shall be conducted at the direction of the City Administrator. An employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested.

8.4 Post Accident Testing. Post-accident testing is applicable to any employee involved in an accident in which the employee injures the person or property of another during work hours.

8.5 Return to Work or Follow up Testing. Return to work or follow up testing may be required at the direction of the City Administrator.

8.6 Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to a positive alcohol or controlled substance test, may only be granted to an employee one (1) time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and
2. The employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and
3. The employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and
4. The employee shall agree to submit to testing when returning to work, which will demonstrate that the employee has tested negative for alcohol and/or controlled substance test standards; and
5. The employee shall agree to unannounced follow-up testing for a period as determined by the City Administrator or his/her designee subsequent to the employee's return to work and consistent with this policy; and
6. The employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and
7. The employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Violation of this policy will be considered misconduct connected to work and will result in disciplinary action, up to and including termination of employment.

9. JOB PERFORMANCE EVALUATION

The work of each employee is reviewed on an on-going basis, at the end of the probationary period and annually with the Supervisor to provide a systematic means of evaluating performance. The probationary and annual performance review is a formal opportunity for the Supervisor, Department Head, City Administrator and employee to exchange ideas that will strengthen their working relationship, review the past year and anticipate the City of Willard's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within the City of Willard. To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the Supervisor, Department Head, and City Administrator to clearly communicate the needs of the City and what is expected of the employee in contributing to the success of the City of Willard for the coming year. Both Supervisor and employee shall attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties shall sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives. The City Administrator reviews the work of all Department Heads. Work reviews for other staff are the responsibility of the appropriate Supervisor or Department Head, subject to confirmation by the City Administrator.

The annual work performance evaluations shall be performed at least annually at department head discretion and submitted to the City Administrator for review. A copy of all evaluations will be retained in the employee's personnel file.

Based on departmental needs and Department Head discretion, certain part-time and seasonal employees may receive performance reviews as necessary for job performance tracking. These reviews will be completed by the Department Head and submitted to the City Administrator for review.

10. UNIFORMS

10.1 Police Department

Each officer of the Willard Police Department will receive a \$1,000.00 uniform allowance for the first year of employment. Each additional year they shall receive a \$650.00 uniform allowance issued once each year in January after showing proof of purchase. This allowance is to be used for dress uniforms and equipment required by the Department policy. A receipt will be required for all uniform purchases for the employee to be reimbursed.

Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction after the maximum allowance has been reached. Any deduction will be by the following schedule:

- \$100.00 or less will be deducted in one (1) pay period.
- \$101.00 to \$200.00 will be deducted a minimum of \$50.00 per pay period at a maximum of four (4) pay period deductions.
- \$201.00 or more will be deducted at a minimum of \$50.00 per pay period at a maximum of eight (8) pay periods.

- Maximum purchase through the City of Willard over and above the uniform allowance is \$500.00.

10.2 Public Works and Parks Maintenance Departments

Each full-time employee of the City of Willard Public Works Department and Parks Maintenance Department will receive a \$250.00 clothing and boot allowance to be used at employee's discretion. The clothing allowance will be added once per year to the first payroll in January to each employee's pay. The uniform allowance will be taxed according to payroll tax deductions. No proof of purchase will be required.

In addition to the clothing allowance, the department head for Public Works and for the Parks Department will be allotted \$50 per employee per year for uniform apparel, to be used at the department heads discretion for apparel items.

The employee is expected to report to work in clean, well mended attire that is appropriate for the work to be accomplished. If, in the opinion of the Supervisor, Department Head or City Administrator, the employee fails to comply with this expectation, appropriate disciplinary action will be taken.

11. SEVERE WEATHER CONDITIONS

The City Administrator shall have the option to close City Hall or the Parks Department when it is determined unsafe to travel because of severe weather conditions. If an employee is unable to reach the office due to severe weather conditions the employee may make a request for approval to use a personal day from their Department Head or the City Administrator.

12. MEETINGS AND CONFERENCES

Staff may be given limited time off by the City Administrator with pay to participate in educational opportunities related to the staff member's current or anticipated work with the City of Willard. An employee serving as an official representative of the City of Willard at a conference or meeting is considered on official business and not on leave.

12.1 Reimbursement

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses. Employees serving in an official capacity for the City of Willard at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the City Administrator, employees are reimbursed for travel expenses, course fees and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses for approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or the City of Willard's current and anticipated work. Expenses for these purposes can be paid by City, if funds are available, and the employee obtains prior written approval of such expenses. Employees are responsible for transportation costs between the office and home during normal work hours.

Transportation costs are paid by the City of Willard for work outside normal work hours if the employee is on official business for the City. Employees authorized to use their personal cars for City business are reimbursed at the State of Missouri approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

13. SEPARATION AND RETURN OF PROPERTY

Every officer and employee of the city, upon the termination of their term or employment for any cause whatsoever, shall deliver to the City all City property. Employees are responsible for the City of Willard equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the City Administrator or Department Director, employees must return all City property that is in their possession or control. Where permitted by applicable laws, the City of Willard may withhold from the employee's final pay the cost of any property, including intellectual property, which is not returned when required. The City of Willard also may take any action deemed appropriate to recover or protect its property.

14. CODE OF ETHICS

The City maintains policy and standards regarding employee behavior and conduct which are necessary for all employees. See the attached Code of Ethics Policy for further information.

15. GRIEVANCE POLICY

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, work hours, Supervisors or Department Heads, an employee must submit the grievance in writing and provide it to the City Administrator. The City will make its best effort to address the grievance within 30 days.

Employees who have received written reprimand, been suspended, demoted or terminated have the right to appeal the action to the Board of Aldermen. Any such appeal must be submitted to the City Administrator in writing within two (2) weeks of the suspension, demotion or termination.

If an employee requests a hearing, the Board of Aldermen will attempt to schedule a hearing within 30 days of receiving the notice of the appeal. An employee has the right to an attorney or support person to assist them in the hearing. The Board of Aldermen will attempt to issue a decision

regarding the appeal within 45 days of any hearing or in the case where no hearing is requested, within 30 days of the appeal.

Nothing in this policy alters the employment at-will status with the exception of those employees whose employment or termination is governed by Missouri statutes.

16. PERSONNEL RECORDS

Personnel records are the property of the City of Willard and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify their Supervisor or Department Head in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents and individuals to be contacted in the event of an emergency.

17. OUTSIDE EMPLOYMENT

No municipal employee shall engage in any outside employment without the written consent of the City Administrator. Further, consent will not be given unless such outside employment does not conflict, impair or interfere with the employee's performance of duties for the City of Willard.

No employee may receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their job with the City of Willard.

18. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Personnel and employment records are the property of the City and except for records and information that the City is required to provide by law will not be released. Access to personnel records within the City is limited to the Mayor and City Administrator and those designated by the Mayor and City Administrator.

18.1 DISCLOSURE OF INFORMATION OF PAST EMPLOYEES

No employee of the City shall disclose any information regarding a past or current employee's employment record. Any inquiry, by a third party, regarding a past or current employee's work record shall be directed to the City Administrator, or his designee, who shall only provide the dates the employee has worked for the City, and their positions held. All responses by the City Administrator shall be in writing. No response to inquiries as to employee's employment with the City shall be made over the phone.

If a past or present employee of the City wishes the City to provide information to a third party beyond the dates of their employment and position held, the employee must submit in writing to the City Administrator of their request and must sign a release absolving the City of any liability for the release of the information. All requests for the release of employment information must be approved by the Board of Alderman.

19. COMPUTER AND INFORMATION SECURITY

The City maintains a computer system for the effective operation of the City. These systems include individual PC's provided to employees, centralized computer equipment, all associated software, telephone, voice mail and electronic mail. Each user is personally responsible to ensure that the following guidelines are followed:

- The City of Willard's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes.
- Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the City's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.
- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the city onto city computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to the immediate Supervisor or Department Head prior to downloading or copying documents from outside the city.
- Unlicensed software should not be loaded or executed on the City of Willard's PCs.

20. INTERNET AND SOCIAL MEDIA ACCEPTABLE USE POLICY

The following guidelines have been established for using the Internet, company-provided cell phones, email and social media in an appropriate, ethical and professional manner.

Guidelines for internet, cell phones and email:

- Internet, city-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the City of Willard or be contrary to the City of Willard's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the Department Head with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City when using City computers.

Guidelines for social media use:

- Employees shall not post confidential, sensitive or proprietary information about the City of Willard, citizens, employees or applicants.
- Employees shall not post obscenities, slurs or personal attacks that can damage the reputation of the City of Willard, citizens, employees or applicants.
- When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of the City of Willard.”*

21. EMERGENCY DECLARATION

In the event the Mayor issues an emergency declaration, affected exempt employees shall receive payment for overtime worked in excess of forty (40) hours per week. Overtime pay for exempt employees will be based on the annual rate divided by 2080 and then multiplied times 1.5 for the overtime rate. In order to be considered for overtime pay, the affected exempt employee shall be responsible for completing the required time sheet and submitting same to the Chief Financial Officer/Finance Officer.

The purpose of this policy is to provide a mechanism to fairly compensate exempt employees for the extensive amount of time required to manage the resources within the community during and after a significant disaster or emergency and to provide a mechanism to recover those additional costs from state and federal agencies.

22. ADMINISTRATION

The organizational chart is a diagram showing graphically the relation of one position to another within a department of the City. It is also used to show the relation of one department to another, or of one function of the organization to another. The City of Willard’s organizational chart illustrates relations between people within the organization. Such relations might include the City Administrator to Department Heads, Department Heads to Supervisors or employees within a department. Each employee should always go to their immediate Supervisor or Department Head when asking for direction concerning a task, addressing a problem or any type of immediate need. The City Administrator shall have the authority to hire, discharge and discipline city employees.

APPENDIX

- A. CODE OF ETHICS
- B. SHARED CARE LEAVE
- C. EMPLOYEE RECEIPT AND ACCEPTANCE
- D. ORGANIZATIONAL CHART

A. CODE OF ETHICS

POLICIES AND PROCEDURES

Employee Relations.

All staff with the City of Willard will strive to work with ethics above question and conduct themselves reflecting the trust given staff by the City of Willard. The City maintains policies and standards regarding employee behavior and conduct which are necessary for the efficient operation of the City and for the benefit and safety of its employees.

In providing public service the City values:

- Integrity and excellence in all that is done
- Openness to every point of view
- Diversity in people and approach

The following specific areas are covered in this policy.

General Provisions

- Arrest, conviction or pleas of guilty
- Confidential information
- Gratuities
- Witness Fees
- Staff using their official position with the City
- Non-retaliation
- Solicitation at the work location
- City facilities, materials, equipment and supplies
- Staff responsibilities
- Employment outside the City
- Computer, Email and Internet Usage
- Romantic Relationships
- Nepotism

Definitions.

Appointing Authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions.

Equipment, Materials and Supplies: City owned or purchased equipment, materials and supplies including but not limited to: cell phones, telephones, computer hardware and software, City vehicles, office supplies, copiers etc.

Gratuity: Any gift, favor, entertainment, hospitality, loan or other tangible item and intangible benefit, such as a pass or discount, given or extended to City Personnel or their spouses, minor children or members of their households for which fair market value is not paid by the recipient.

Supervisor: The employee who directly supervises the work of another employee such as approving time sheets or leave requests, conducting performance appraisals or recommending disciplinary action.

The words staff and employee are to be used interchangeably.

General Provisions.

The work of the City will be conducted with respect, concern and courtesy toward citizens, co-workers and the public. Staff shall approach their duties with a positive attitude and constructively support open communication, dedication and compassion. Staff shall conduct their duties recognizing the diverse background, characteristics and beliefs of all those with whom they conduct City business.

This policy is not intended to cover every aspect of employee conduct. All City employees are expected to use sound judgment regarding their own conduct on the job and the performance of their assigned duties. Employees must also refrain from off duty conduct that tends to bring City service into public disrepute or negatively affects the employee's job performance.

Employees of the City.

- Will avoid any interest or activity that improperly influences the conduct of their work or an employee's ability to act with objectivity in their work.
- Shall act impartially and neither give nor accept special favors or privileges which might be construed to improperly influence the performance of their work.
- Shall not allow political participation or affiliation to improperly influence the performance of their duties to the public.
- Shall comply with law, rules, policies and procedures at all times.
- Shall avoid any action that might result in losing independence or impartiality in decision making or adversely affecting public confidence in the integrity of the City.

The following actions are considered unprofessional and inappropriate for City employees:

- The use of profanity, abusive or threatening and/or racial and ethnic slurs.
- False or malicious gossip concerning City employees, management and citizens.
- Fighting, assaulting, threatening and/or intimidating other employees and members of the public.
- Reporting for work and/or attending a meeting or conference away from the office in a physical or mental condition that is unsafe to the employee, others, or physical property; renders one incapable of performing job responsibilities; and/or creates an unfavorable public image including but not limited to intoxication and being under the influence of a controlled substance.
- Loitering, loafing, horseplay, sleeping or engaging in offensive and/or harmful practical jokes in the workplace.
- Engaging in any form of sexual or other harassment, including but not limited to vulgar and inappropriate behavior, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or engaging in discrimination or harassment based on an individual's sex, age, race, color, national origin, ancestry, religion, disability, genetic information, sexual orientation, pregnancy or any other basis protected by federal, state or local law. Disciplinary action will be taken against offenders.
- Engaging in retaliation against any individual for reporting such discrimination or harassment as noted above or against any individual for participating in an investigation concerning allegations of unlawful discrimination or harassment.

The City recognizes that the personal appearance of its employees makes an impact on the general impression conveyed to co-workers and the public. Accordingly, all employees are expected to dress in a manner appropriate to the specific job duties they perform. All employees must wear

clothing that is clean and well maintained and should observe good grooming and personal hygiene practices.

Arrest, conviction, or pleas of guilty.

Staff must notify their direct supervisor of any arrests, conviction, or pleas of guilty, suspended execution of sentence or suspended imposition of sentence related to misdemeanor or felony offenses within five (5) days of the event. The City Administrator will determine the appropriate action for the reported violation. These or other circumstances may result in the need for a reference or criminal record review of the employee to determine whether employment with the City should be changed.

An employee unable to work because they are incarcerated shall be denied the use of annual leave; the City reserves the right to dismiss an employee due to unauthorized absence if they are unable to report for work due to jail time.

Confidential Information.

City personnel shall not use or disclose, directly or indirectly, confidential information obtained in the course of or by reason of their employment or official capacity in any manner. Staff who breach confidentiality will be subject to discipline.

Gratuities.

City employees and their spouses, minor children and household members shall not knowingly accept, solicit or agree to accept any gratuity for themselves, members of their families or others, either directly or indirectly from or on behalf of any person or entity that:

- Operates under a contract with the City or seeks to engage in business relations of any sort with the City
- Conducts operations or activities that are either regulated by the City or significantly affected by City decisions.
- Has an interest that may be substantially affected by the performance or nonperformance of the official duties of city employees.

City Employees who are offered gratuities shall promptly report such circumstances to their immediate supervisor.

Incidental gratuities may be accepted under the following circumstances.

- Unsolicited promotional items such as calendars, cups, note pads, or pens, having a value of less than twenty dollars (\$20.00);
- Unsolicited trophies, entertainment, prizes or awards given for public service or achievement or in games or contests that are open to the public;
- Unsolicited trophies, entertainment, prizes or awards in connection with civic and community activities;
- Meals and refreshments which are available to all attendees at meetings, conferences, gatherings of public interest which it is in the City's interest to participate.
- Attendance at promotional vendor training sessions offered by contractors to facilitate understanding or utilization of their products. Refreshments that are available to all attendees may be accepted.

Staff using their official position with the City.

City staff shall not use their official position to improperly induce, coerce or in any manner improperly influence any person to provide any benefit, financial or otherwise, to themselves or others. City staff shall not be abusive toward others in the performance of their official duties.

Non-retaliation.

Staff will not retaliate against any outside party who questions or complains about an action by the City.

Allegations of retaliation will be investigated by the City as appropriate to the circumstances. Findings will be documented and appropriate action taken. Staff found to be guilty of retaliation are subject to discipline up to and including dismissal.

Solicitation at the work location.

Staff will not sell items or services commercially to fellow staff during working hours at the job location. Non-commercial sales of items for a charitable or educational purpose are not included. However, any charitable or educational fund-raising events should be conducted with a minimum of effort or exposure.

City facilities, materials, equipment and supplies.

Employees shall use and maintain all city equipment, materials, and supplies in an efficient manner that will conserve their future usefulness. Staff shall use the equipment, materials and supplies solely for purposes related to the performance of city business. This includes internet use.

Staff shall not directly or indirectly use, take, dispose of or allow the use, taking or disposal of City facilities, material, equipment or supplies of any kind for other than official business or purposes.

Staff shall not willfully or neglectfully damage City facilities, material, equipment or supplies.

The City discourages any use of personal equipment at work. The city is not responsible for any operational, maintenance or replacement costs of personal equipment used at work.

Personal telephone calls from City phones and/or personal use of cell phones should not be made. The City may require recompense for excessive personal calls, both for the cost of the call and any lost productivity.

An employee's work area may be searched for work related reasons or in response to an alleged policy violation or criminal or civil infraction by the employee's immediate supervisor, Department Head or City Administrator.

Employees are responsible for reporting promptly the loss of any City property. Return of all City property upon termination is required.

All work products created and produced by City staff within the scope and course of their employment becomes the property of the City. City employees shall not copyright or otherwise claim personal ownership or control over such work product.

Staff responsibilities.

Responsibilities of the City staff include, but are not limited to the following:

- Each City employee is responsible for their actions, including reading the City's policies and procedures and working to carry out those provisions.
- Each employee shall cooperate with internal investigations or investigations with the appropriate authority. Employees are to participate in such investigations in good faith and respond to all inquiries in a prompt and truthful manner.
- Employees are expected to be attentive to their work responsibilities at all times during work hours.
- Employees are expected to arrive to work on time and leave work on time according to their approved work schedule. Employees are to schedule and use leave appropriately with their supervisors' permission.
- Employees must perform assigned tasks efficiently, in a timely manner and within established minimum quality standards.
- All employees must follow legitimate written and/or oral directives from supervisors and managers, unless the instructions are illegal or clearly violate safety procedures.
- Falsifications or altering of work records or reports including, but not limited to: employment applications, time records and expense accounts, etc. are prohibited.
- Employees may not utilize cell phones, camera phones, or any electronic mean to record internal interviews, meetings, etc unless otherwise allowed by policy or with management approval. The City is allowed to utilize recording devices when conducting workplace investigations.

Computer, Email and Internet Usage

- City employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- All Internet data that is composed, transmitted and/or received by the City's computer system is considered to belong to the City and is recognized as part of its official data.
- The equipment, services and technology used to access the Internet are the property of the City and the City reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the City's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by the City if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via the City's service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- Introducing malicious software onto the City's network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

Romantic Relationships

Romantic fraternization between a supervisor and subordinates in a direct reporting relationship is prohibited, including, but not limited to: dating; romantic e-mails; adult subject jokes, cartoons, e-mails and internet sites; and participating in a romantic/intimate relationship.

B. SHARED CARE LEAVE

The City provides for the option of a Shared Care Leave Program. Such additional paid leave is made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. This program is available, upon approval of the City Administrator, to those full-time employees who have exhausted all of their accrued leave time (including vacation, sick, compensatory, personal, etc.) and who have applied for and been approved for FMLA. The Shared Care Leave Program is a privilege which may be terminated without cause at the discretion of the City Administrator at any time. Nothing contained herein shall be construed to give any employee a right to such a benefit. A denial of shared care leave benefits is not a denial of any right and therefore cannot be appealed.

If an employee or one (1) of their immediate family members suffers an illness or injury that has been certified by a medical professional to be either catastrophic or life threatening (a written physician's statement containing the medical diagnosis and prognosis must accompany any request for Shared Care Leave benefits) and the employee has already exhausted all of their eligible leave accrual they may be eligible for participation in the benefit program. Such life threatening or catastrophic illness or injury must not be job related, willfully self-inflicted nor due as a result of a criminal or illegal activity. In such an instance, other City employees may voluntarily donate a portion of their accrued sick leave to that employee eligible for the program. Such a donation by another employee must not result in a balance of less than fifty percent (50%) of that employee's accrued sick leave at the time of donation. The employee receiving such a benefit is limited to a maximum of twenty five (25) days of Shared Care Leave benefits which may be extended for an additional, one (1) time period of twenty (20) work days upon a finding of extraordinary circumstances.

C. EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the City of Willard Employee Policy Manual. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Policy Manual is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the City of Willard that provides otherwise, I have the right to resign from my employment with the City of Willard at any time with or without notice and with or without cause, and that the City of Willard has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the City of Willard Employee Manual. I agree to return the City of Willard Employee Manual upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the City of Willard or its staff as a result of working for the City of Willard that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the City of Willard or to other persons employed by the City of Willard who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of the City of Willard's confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination), even if they do not actually benefit from the disclosure of such information.

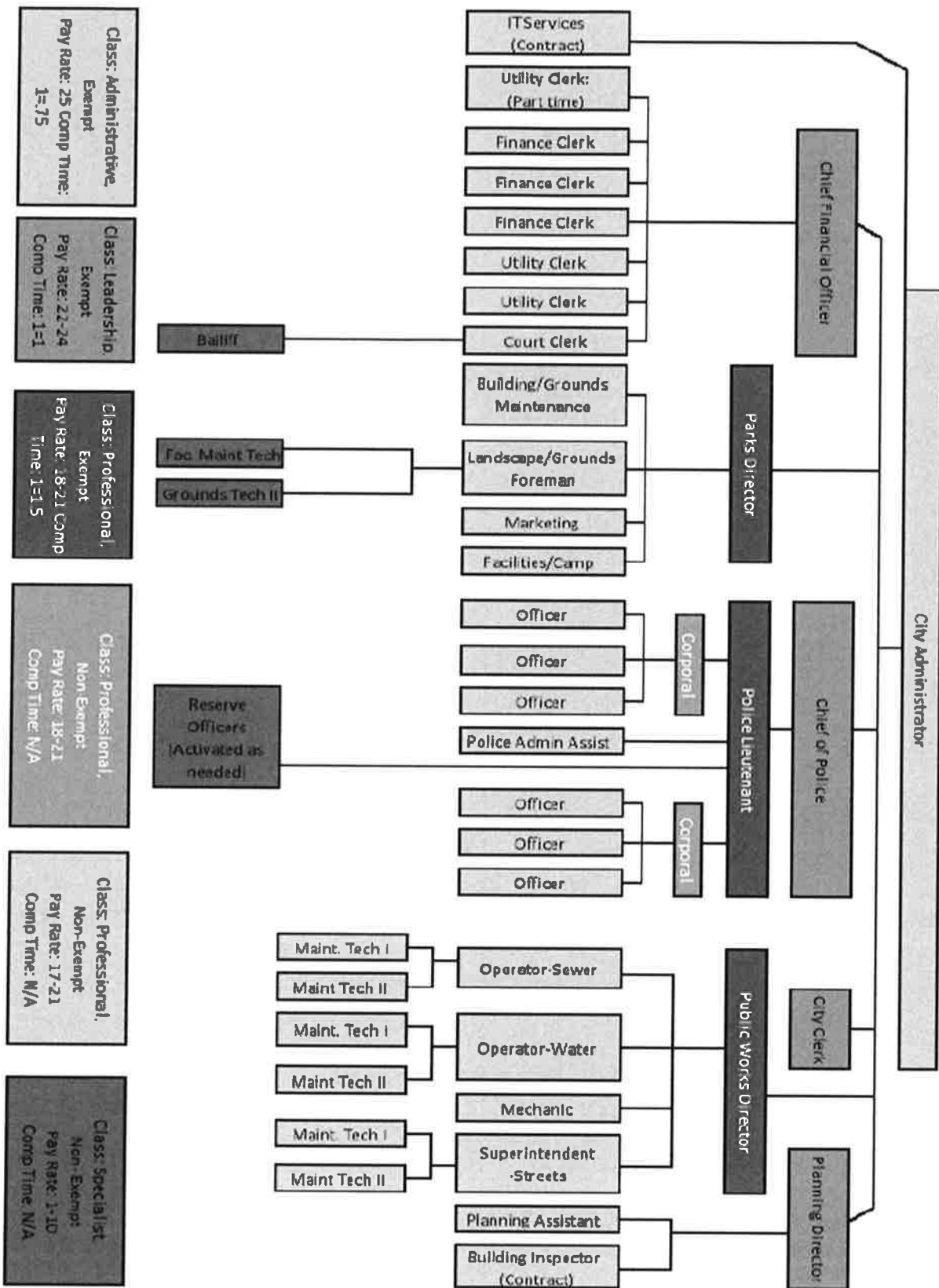
I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

D. ORGANIZATIONAL CHART



Class: Administrative, Exempt
Pay Rate: 25 Comp Time: 1=.75

Class: Leadership, Exempt
Pay Rate: 22-24 Comp Time: 1=1

Class: Professional, Exempt
Pay Rate: 18-21 Comp Time: 1=1.5

Class: Professional, Non-Exempt
Pay Rate: 18-21 Comp Time: N/A

Class: Professional, Non-Exempt
Pay Rate: 17-21 Comp Time: N/A

Class: Specialist, Non-Exempt
Pay Rate: 1-10 Comp Time: N/A

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item# 810

Ordinance amending the 2021 Budget. (2nd Read) Discussion/Vote.

AN ORDINANCE

AN ORDINANCE TO AMEND THE 2021 BUDGET.

WHEREAS, the City of Willard has deemed it necessary to provide amendments to the 2021 Budget.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

SECTION 1: That the 2021 Budget Amendments are attached to this Ordinance and shall be incorporated herein by reference as if fully set forth herein.

SECTION 2: That these 2021 Budget Amendments are adopted as a part of the 2021 Budget.

SECTION 3: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation or ordinance, the more restrictive shall apply.

SECTION 4: Severability Clause. If any Section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each Section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more Sections, subsections, sentences, clauses, or phrases be declared invalid.

SECTION 5: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2021.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Jennifer Rowe, City Clerk

Samuel Snider, Mayor

MEMBERS OF THE BOARD OF ALDERMEN;
FIRST(1st) READING

YES NO ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

FIRST READING: 06/28/21

SECOND READING: _____

BILL NO. 21-19

ORDINANCE NO. 210628

LONDON HALL

MEMBERS OF THE BOARD OF ALDERMEN:
SECOND(2nd) READING

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

City of Willard



Amended BUDGET 2021

Date

July 12, 2021

**Year to Date 2021
Amended 6/30/21**

	2021 Revenues		Transfers	Total Revenues and Transfers		2021 Expenses		Transfers	Total Expense and Transfers		Cumulative Gains or (Losses) Per Fund
General Fund											
General City Administration	\$ 1,663,280.00	\$ -	\$ -	\$ 1,663,280.00	\$ 207,122.14	\$ 150,000.00	\$ 357,122.14	\$ 1,306,157.86			
Law and Public Safety	\$ 191,300.00	\$ -	\$ -	\$ 191,300.00	\$ 898,314.03	\$ -	\$ 898,314.03	\$ (707,014.03)			
Court	\$ 53,200.00	\$ -	\$ -	\$ 53,200.00	\$ 81,898.14	\$ -	\$ 81,898.14	\$ (28,698.14)			
Streets	\$ 577,100.00	\$ -	\$ -	\$ 577,100.00	\$ 611,254.02	\$ -	\$ 611,254.02	\$ (34,154.02)			
P/D	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 116,455.24	\$ -	\$ 116,455.24	\$ (110,455.24)			
EM	\$ 8,200.00	\$ -	\$ -	\$ 8,200.00	\$ 18,732.00	\$ -	\$ 18,732.00	\$ (10,532.00)			
Sub-Total	\$ 2,499,080.00	\$ -	\$ -	\$ 2,499,080.00	\$ 1,933,775.57	\$ 150,000.00	\$ 2,083,775.57	\$ 415,304.43			
Park Fund											
	\$ 932,441.34	\$ 205,000.00	\$ -	\$ 1,137,441.34	\$ 1,133,967.28	\$ -	\$ 1,133,967.28	\$ 3,474.06			
Sub-Total	\$ 932,441.34	\$ 205,000.00	\$ -	\$ 1,137,441.34	\$ 1,133,967.28	\$ -	\$ 1,133,967.28	\$ 3,474.06			
Water Fund											
	\$ 1,171,750.00	\$ 738,500.00	\$ -	\$ 1,910,250.00	\$ 1,198,077.98	\$ 712,000.00	\$ 1,910,077.98	\$ 172.02			
Sewer Fund	\$ 1,925,250.00	\$ 1,236,500.00	\$ -	\$ 3,161,750.00	\$ 3,161,570.45	\$ -	\$ 3,161,570.45	\$ 179.55			
Sub-Total	\$ 3,097,000.00	\$ 1,975,000.00	\$ -	\$ 5,072,000.00	\$ 4,359,648.44	\$ 712,000.00	\$ 5,071,648.44	\$ 351.56			
Totals	\$ 6,528,521.34	\$ 2,180,000.00	\$ -	\$ 8,708,521.34	\$ 7,427,391.28	\$ 862,000.00	\$ 8,289,391.28	\$ 419,130.06			

Funds	Total Funds Available As of Jan 1, 2021		Amount Above/Below Recommended		Cash Operating Average Per Month		Current Percentage		Total Funds Available As of December 31, 2021
			30% Recommended	30 Percent					
General Fund	\$ 2,397,812.33	\$ 580,132.67	\$ 2,232,984.09	\$ 173,647.96	145.47%			\$ 2,813,116.76	
Water & Sewer Fund	\$ 3,414,759.25	\$ 1,307,894.53	\$ 844,216.28	\$ 422,637.37	49.36%			\$ 2,152,110.81	
Park Fund	\$ 86,432.09	\$ 340,190.18	\$ (305,284.03)	\$ 94,497.27	3.08%			\$ 34,906.15	
Totals	\$ 5,899,003.67	\$ 2,228,217.38	\$ 2,771,916.35	\$ 690,782.61				\$ 5,000,133.73	

GENERAL FUND

GENERAL FUND BUDGET -

		Original 2021	Amended 6/30/2021 2021
Beginning Fund Balance		\$ 2,107,621.81	\$ 2,397,812.33
 REVENUES			
10-100-40800	Miscellaneous Income	\$ 3,500.00	\$ 3,500.00
10-100-40850	Convenience Fee	\$ 3,000.00	\$ 3,000.00
10-100-40980	Veterans Memorial	\$ 180.00	\$ 180.00
10-100-41000	Franchise Cable TV	\$ 16,500.00	\$ 16,500.00
10-100-41100	Franchise Electric	\$ 275,000.00	\$ 275,000.00
10-100-41200	Franchise Gas	\$ 42,000.00	\$ 42,000.00
10-100-41300	Franchise Mobile Phone	\$ 93,000.00	\$ 96,000.00
10-100-42000	Grants	\$ 100.00	\$ 100.00
10-100-43000	Interest Income	\$ 2,500.00	\$ 2,500.00
10-100-44100	Merchant License	\$ 5,500.00	\$ 5,500.00
10-100-44110	Building Permits	\$ 55,000.00	\$ 55,000.00
10-100-45300	Real Estate Tax	\$ 198,990.00	\$ 214,000.00
10-100-45400	Sales and Use Tax	\$ 620,000.00	\$ 680,000.00
10-100-45500	Sales Capital Improvements	\$ 265,000.00	\$ 270,000.00
	SUBTOTAL REVENUES	\$ 1,580,270.00	\$ 1,663,280.00
10-100-46000	Transfer in Reserves	\$ 48,382.50	\$ -
10-100-46200	Transfer In - Law	\$ -	\$ -
10-100-46250	Transfer In - Court	\$ -	\$ -
10-100-46300	Transfer In - Streets	\$ -	\$ -
10-100-46400	Transfer In - Planning & Dev	\$ -	\$ -
10-100-46500	Transfer In - EM	\$ -	\$ -
10-100-46600	Transfer In - Water	\$ -	\$ -
10-100-46700	Transfer In - Sewer	\$ -	\$ -
10-100-46000	Transfer In - Parks	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ 48,382.50	\$ -
 TOTAL - ANNUAL REVENUE		\$ 1,628,652.50	\$ 1,663,280.00

GENERAL FUND

		Original 2021	6/30/2021 2021
EXPENSES			
SALARIES & RELATED			
SALARIES			
	Administrative Distribution	\$ 246,029.59	\$ 265,975.32
	City Administrator	\$ 69,016.72	\$ 69,016.72
	City Clerk	\$ 50,155.59	\$ 50,155.59
	Director of Finance	\$ 59,548.33	\$ 59,548.33
	Finance Operations Director		\$ 10,625.00
	Finance Clerk AP	\$ 36,535.76	\$ 37,449.15
	Finance Clerk HR	\$ 36,535.76	\$ 36,535.76
	Utility Clerk Supervisor	\$ 33,099.66	\$ 33,099.60
	Utility Clerk		\$ 14,000.00
	Utility Clerk 24 hours	\$ 16,338.67	\$ 15,894.00
	Interns (2) Part-time	\$ -	\$ 13,400.00
	Salary Contengencies	\$ 5,266.60	\$ 5,266.60
10-100-90000	SUBTOTAL SALARIES	\$ 60,467.50	\$ 79,015.43
10-100-91000	Stipends Elected Officials	\$ 5,400.00	\$ 5,400.00
10-100-90500	Overtime	\$ 500.00	\$ 600.00
	SUBTOTAL OT & ELECTED OFFICIALS	\$ 5,900.00	\$ 6,000.00
TOTAL SALARIES		\$ 66,367.50	\$ 85,015.43
10-100-91500	Payroll Taxes	\$ 5,309.40	\$ 6,801.23
10-100-92000	Retirement	\$ 4,141.68	\$ 5,000.00
10-100-93000	Group Insurance	\$ 10,116.02	\$ 10,116.02
	TOTAL RELATED EXPENSE	\$ 19,567.10	\$ 21,917.25
TOTAL SALARIES & RELATED		\$ 85,934.60	\$ 106,932.69

GENERAL FUND

		Original 2021	6/30/2021 2021
SERVICES & SUPPLIES			
10-100-50130	Supplies-Other	\$ 1,000.00	\$ 1,000.00
10-100-50310	Veterans Memorial Expense	\$ 300.00	\$ 300.00
10-100-50500	Building Maintenance	\$ 500.00	\$ 500.00
10-100-50550	Custodial Supplies	\$ 500.00	\$ 800.00
10-100-50600	Miscellaneous Expense	\$ 200.00	\$ 200.00
10-100-50700	Office Supplies	\$ 7,500.00	\$ 7,500.00
10-100-50750	Postage	\$ 1,500.00	\$ 1,500.00
10-100-51000	Repairs & Maintenance	\$ 100.00	\$ 100.00
10-100-52000	Supplies-Small Equipment	\$ 250.00	\$ 1,000.00
10-100-55200	Advertising Expense	\$ 800.00	\$ 800.00
10-100-55400	Audlt Expense	\$ 3,200.00	\$ 3,550.00
10-100-55500	Bank/Credit Card Fees	\$ 1,000.00	\$ 1,000.00
10-100-55600	Contract Labor	\$ 100.00	\$ 100.00
10-100-55800	Dues & Subscriptions	\$ 3,000.00	\$ 3,000.00
10-100-55850	Equipment Rental/Lease	\$ 400.00	\$ 400.00
10-100-55900	Election Expense	\$ 6,100.00	\$ 5,000.00
10-100-56000	Insurance	\$ 4,779.45	\$ 4,779.45
10-100-56200	Legal Expense	\$ 15,000.00	\$ 12,000.00
10-100-56400	Professional Fees	\$ 5,000.00	\$ 8,000.00
10-100-56450	Contract Services/Security	\$ 400.00	\$ 400.00
10-100-56500	Safety Program	\$ 100.00	\$ 100.00
10-100-56890	Travel Expense-Elected Officials	\$ 500.00	\$ 500.00
10-100-56900	Travel Expense-Gen	\$ 1,000.00	\$ 1,000.00
10-100-56910	Travel Expense-Fin	\$ 1,000.00	\$ 1,000.00
10-100-56940	Training & Education-Elected Officials	\$ 500.00	\$ 500.00
10-100-56950	Training & Education-Gen	\$ 500.00	\$ 500.00
10-100-56960	Training & Education-Fin	\$ 1,200.00	\$ 1,200.00
10-100-57400	Equip/Software Maintenance Contracts	\$ 10,500.00	\$ 10,500.00
10-100-61000	Telephone	\$ 3,100.00	\$ 3,100.00
10-100-61050	Internet Services	\$ 4,200.00	\$ 4,200.00
10-100-62000	Utlilities- Electric	\$ 7,000.00	\$ 7,000.00
10-100-62100	Utlilities- Gas	\$ 1,500.00	\$ 1,500.00
10-100-62300	Utlilities-Other	\$ 640.00	\$ 640.00
10-100-70000	Vehicle Fuel	\$ -	\$ 200.00
10-100-71000	Vehicle Repairs & Maintenance	\$ -	\$ 100.00
10-100-75000	Vehicle Lease	\$ -	\$ 1,000.00
SUBTOTAL SERVICES & SUPPLIES		\$ 83,369.45	\$ 84,969.45

GENERAL FUND

		Original 2021	6/30/2021 2021
CAPITAL OUTLAY			
	CAPITAL PROJECTS		
		\$ 5,000.00	\$ 5,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-100-95100	SUBTOTAL CAPITAL PROJECTS	\$ 5,000.00	\$ 5,000.00
	CAPITAL EQUIPMENT		
		\$ 10,000.00	\$ 4,640.00
		\$ 1,200.00	\$ 1,400.00
		\$ 6,000.00	\$ 3,680.00
		\$ 500.00	\$ 500.00
10-100-95500	SUBTOTAL EQUIP	\$ 17,700.00	\$ 10,220.00
TOTAL CAPITAL OUTLAY		\$ 22,700.00	\$ 15,220.00
TOTAL EXPENSES		\$ 192,004.05	\$ 207,122.14
10-100-97320	Transfer to Law Enforcement	\$ -	\$ -
10-100-97325	Transfer to Court	\$ -	\$ -
10-100-97330	Transfer to Streets function	\$ -	\$ -
10-100-97320	Transfer to P&D Function	\$ -	\$ -
10-100-97320	Transfer to EM	\$ -	\$ -
10-100-97360	Transfer to Water	\$ -	\$ -
10-100-97370	Transfer to Sewer	\$ -	\$ -
10-100-97380	Transfer to Parks	\$ 220,000.00	\$ 150,000.00
	TOTAL TRANSFERS	\$ 220,000.00	\$ 150,000.00
	TOTAL ANNUAL EXPENSES	\$ 412,004.05	\$ 357,122.14
	LAW-STREETS-PD-EM PROFIT/LOSS	\$ (916,648.54)	\$ (890,853.43)
	GENERAL PROFIT/LOSS	\$ 1,216,648.45	\$ 1,306,157.86
	NET REVENUES OVER EXPENSES	\$ 299,999.91	\$ 415,304.43
	Projected Ending Fund Reserves	\$ 2,359,239.22	\$ 2,813,116.76

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Original	Amended
		2021	6/30/2021
			2021
REVENUES			
10-200-40800	Miscellaneous Income	\$ 200.00	\$ 200.00
10-200-42000	Grant revenues	\$ 52,385.00	\$ 92,500.00
10-200-44520	Law Income Other	\$ 1,501.50	\$ 8,500.00
10-200-45100	Law Enf. Sales Tax	\$ 90,000.00	\$ 90,000.00
10-200-45600	LET State Acct.	\$ 100.00	\$ 100.00
	SUBTOTAL REVENUES	\$ 144,186.50	\$ 191,300.00
10-200-46000	Transfers In - Gen Fnd	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 144,186.50	\$ 191,300.00

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Original 2021	Amended 6/30/2021 2021
EXPENSES			
SALARIES & RELATED:			
	SALARY		
	Admin Distributions	\$ -	\$ -
	Chief of Police	\$ 67,373.47	\$ 67,373.47
	Lieutenant	\$ 56,780.23	\$ 56,780.23
	Corporal FTO	\$ 39,251.48	\$ 39,251.48
	Corporal/Investigator	\$ 44,409.48	\$ 44,409.45
	Patrol Officers 17-4 (\$37,404.61)	\$ -	\$ -
	Patrol Officers 17-3 (\$36,492.30)	\$ 72,984.61	\$ 72,984.61
	Patrol Officers 17-2 (35,602.25)	\$ 106,806.74	\$ 106,806.74
	Patrol Officers 17-1 (34,733.90)	\$ 34,733.90	\$ 69,467.80
	Administrative Assistant Police	\$ -	\$ -
	Office Ass't P/T (2)	\$ 27,369.79	\$ 27,369.79
	Reserves SRO	\$ 7,627.39	\$ 4,500.00
	Salary Contingencies	\$ 15,012.84	\$ 15,012.84
10-200-90000	SUBTOTAL SALARIES POLICE	\$ 472,349.93	\$ 503,956.41
10-200-90500	Overtime	\$ 3,000.00	\$ 3,000.00
	TOTAL OT SALARIES	\$ 3,000.00	\$ 3,000.00
	TOTAL SALARIES	\$ 475,349.93	\$ 506,956.41
10-200-91500	Employee taxes	\$ 38,027.99	\$ 40,556.51
10-200-92000	Retirement	\$ 33,204.49	\$ 33,204.49
10-200-93000	Group Insurance	\$ 73,103.31	\$ 73,103.31
	SUBTOTAL RELATED EXPENSE	\$ 144,335.79	\$ 146,864.32
TOTAL SALARIES & RELATED		\$ 619,685.72	\$ 653,820.73

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Original 2021	Amended 6/30/2021 2021
SERVICES & SUPPLIES			
10-200-50130	Supplies General	\$ 2,400.00	\$ 2,400.00
10-200-50300	DARE Program	\$ 1,250.00	\$ 1,700.00
10-200-50500	Building Maintenance	\$ 1,000.00	\$ 1,000.00
10-200-50550	Custodial Supplies	\$ 500.00	\$ 700.00
10-200-50600	Miscellaneous Expense	\$ 200.00	\$ 200.00
10-200-50700	Office Expense	\$ 1,000.00	\$ 1,000.00
10-20050750	Postage	\$ 250.00	\$ 250.00
10-200-51000	Repairs & Maintenance	\$ 500.00	\$ 500.00
10-200-52000	Supplies Small Tools (Ammo)	\$ 10,000.00	\$ 10,000.00
10-200-55200	Advertising Expense	\$ 200.00	\$ 200.00
10-200-55500	Bank/Credit Card Fees	\$ 50.00	\$ 50.00
10-200-55600	Contract Labor	\$ 300.00	\$ 300.00
10-200-55800	Dues & Subscriptions	\$ 550.00	\$ 550.00
10-200-55850	Equipment Rental	\$ 900.00	\$ 900.00
10-200-56000	Insurance	\$ 38,403.30	\$ 38,403.30
10-200-56200	Legal	\$ 1,000.00	\$ 1,000.00
10-200-56400	Professional	\$ 38,000.00	\$ 38,000.00
10-200-56450	Contract Service/Security	\$ 100.00	\$ 100.00
10-200-56500	Safety Program	\$ 250.00	\$ 250.00
10-200-56900	Travel Law	\$ 1,500.00	\$ 1,500.00
10-200-56950	Training & Education Law	\$ 14,000.00	\$ 14,000.00
10-200-57400	Equip/Software Contracts	\$ 10,000.00	\$ 11,000.00
10-200-61000	Telephone	\$ 5,760.00	\$ 5,760.00
10-200-61050	Internet Services	\$ 4,200.00	\$ 4,200.00
10-200-62000	Utilities - Electric	\$ 5,000.00	\$ 5,000.00
10-200-62100	Utilities - Gas	\$ 2,800.00	\$ 2,800.00
10-200-62300	Utilities - Other	\$ 500.00	\$ 500.00
10-200-70000	Vehicle Fuel	\$ 18,000.00	\$ 18,000.00
10-200-71000	Vehicle Repair & Maint	\$ 15,000.00	\$ 12,000.00
10-200-71100	Equipment Repair & Maint	\$ 500.00	\$ 500.00
10-200-75000	Vehicle Lease	\$ -	\$ 4,770.00
10-200-92500	Uniform Expense	\$ 8,100.00	\$ 8,100.00
SUBTOTAL SERVICES & SUPPLIES		\$ 182,213.30	\$ 185,633.30

8

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Original 2021	Amended 6/30/2021 2021
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 16,000.00	\$ 18,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-200-95100	SUBTOTAL CAPITAL PROJECTS	<u>\$ 16,000.00</u>	<u>\$ 18,000.00</u>
CAPITAL EQUIPMENT			
		\$ 32,500.00	\$ 32,500.00
		\$ 3,000.00	\$ 3,000.00
		\$ 2,400.00	\$ 2,760.00
		\$ 1,000.00	\$ 1,000.00
		\$ 2,000.00	\$ 1,600.00
10-200-95500	SUBTOTAL EQUIP	<u>\$ 40,900.00</u>	<u>\$ 40,860.00</u>
TOTAL CAPITAL OUTLAY		\$ 56,900.00	\$ 58,860.00
TOTAL ANNUAL EXPENSES		\$ 858,799.02	\$ 898,314.03
NET REVENUES OVER EXPENSES		\$ (714,612.52)	\$ (707,014.03)

COURT

COURT DEPARTMENT

		Original	Amended
		2021	6/30/2021
			2021
REVENUES			
10-250-40800	Miscellaneous Income	\$ 100.00	\$ 100.00
10-250-40850	Convenience Fee	\$ -	\$ -
10-250-42000	Grant revenues	\$ -	\$ -
10-250-44500	Traffic Ct. Fines	\$ 40,000.00	\$ 43,000.00
10-250-44510	Other Fines	\$ 10,000.00	\$ 10,000.00
10-250-44520	Court Income Other	\$ 100.00	\$ 100.00
	SUBTOTAL REVENUES	\$ 50,200.00	\$ 53,200.00
10-250-46000	Transfers In - Gen Fnd	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 50,200.00	\$ 53,200.00
EXPENSES			
SALARIES & RELATED:			
SALARY			
	Admin Distributions	\$ -	\$ -
	Court Clerk	\$ 33,927.09	\$ 28,125.00
	Deputy Court Clerk	\$ -	\$ -
	Court Baliff	\$ 1,620.00	\$ 1,620.00
	Court Baliff	\$ -	\$ -
	Salary Contengencies	\$ 1,000.00	\$ 1,000.00
10-250-90000	SUBTOTAL SALARIES	\$ 36,547.09	\$ 30,745.00
10-250-90500	Overtime	\$ 100.00	\$ 100.00
	TOTAL OT SALARIES	\$ 100.00	\$ 100.00
	TOTAL SALARIES	\$ 36,647.09	\$ 30,845.00
10-250-91500	Employee taxes	\$ 2,931.77	\$ 2,467.60
10-250-92000	Retirement	\$ 2,486.92	\$ 2,486.92
10-250-93000	Group Insurance	\$ 5,134.92	\$ 5,134.92
	TOTAL RELATED EXPENSE	\$ 10,553.61	\$ 10,089.44
TOTAL SALARIES & RELATED		\$ 47,200.70	\$ 40,934.44

COURT

COURT DEPARTMENT

		Original 2021	Amended 6/30/2021 2021
SERVICES & SUPPLIES			
10-250-50130	Supplies General	\$ 500.00	\$ 500.00
10-250-50500	Building Maintenance	\$ 100.50	\$ 100.50
10-250-50550	Custodial Supplies	\$ 100.00	\$ 100.00
10-250-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
10-250-50700	Office Expense	\$ 1,000.00	\$ 1,000.00
10-250-50750	Postage	\$ 500.00	\$ 500.00
10-250-51000	Repairs & Maintenance	\$ 100.00	\$ 100.00
10-250-52000	Supplies Small Tools	\$ 100.00	\$ 100.00
10-250-55200	Advertising Expense	\$ 100.00	\$ 100.00
10-250-55500	Bank/Credit Card Fees	\$ 300.00	\$ 300.00
10-250-55600	Contract Labor	\$ -	\$ -
10-250-55800	Dues & Subscriptions	\$ 100.00	\$ 100.00
10-250-55850	Equipment Rental	\$ 100.00	\$ 100.00
10-250-56000	Insurance	\$ 2,683.20	\$ 2,683.20
10-250-56200	Legal	\$ 100.00	\$ 100.00
10-250-56400	Professional (Judge)	\$ 17,000.00	\$ 17,000.00
10-250-56450	Contract Service/Security	\$ 100.00	\$ 100.00
10-250-56910	Travel Court	\$ 500.00	\$ 500.00
10-250-56960	Training & Education Court	\$ 500.00	\$ 500.00
10-250-57400	Equip/Software Contracts	\$ 1,060.00	\$ 1,280.00
10-250-61000	Telephone	\$ 1,700.00	\$ 1,700.00
10-250-61050	Internet Services	\$ 3,000.00	\$ 3,000.00
10-250-62000	Utilities - Electric	\$ 100.00	\$ 100.00
10-250-62100	Utilities - Gas	\$ -	\$ -
10-250-62300	Utilities - Other	\$ -	\$ -
10-250-70000	Vehicle Fuel	\$ -	\$ -
10-250-71000	Vehicle Repair & Maint	\$ -	\$ -
10-250-71100	Equipment Repair & Maint	\$ -	\$ -
10-250-75000	Vehicle Lease	\$ -	\$ -
10-250-80000	Court Automation	\$ 3,500.00	\$ 3,500.00
10-250-81000	CVC Fees	\$ 3,500.00	\$ 3,500.00
10-250-81100	POST Fund	\$ 500.00	\$ 500.00
10-250-82000	Sheriff's Retirement Fund	\$ 1,500.00	\$ 1,500.00
10-250-92500	Uniform Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 38,843.70	\$ 39,063.70
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-250-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
		\$ 500.00	\$ 500.00
		\$ 1,200.00	\$ 1,400.00
		\$ -	\$ -
		\$ -	\$ -
10-250-95500	SUBTOTAL EQUIP	\$ 1,700.00	\$ 1,900.00
TOTAL CAPITAL OUTLAY		\$ 1,700.00	\$ 1,900.00
TOTAL ANNUAL EXPENSES		\$ 87,744.40	\$ 81,898.14
NET REVENUES OVER EXPENSES		\$ (37,544.40)	\$ (28,698.14)

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STREETS

STREETS DEPARTMENT

		Original 2021	Amended 6/30/21 2021
REVENUES			
10-300-40800	Misc Income (Traffic Impact & Other Fees)	\$ 100.00	\$ 100.00
10-300-42000	GRANT-Federal Funds	\$ 100,000.00	\$ 340,000.00
10-300-45410	Tax Motor Vehicle	\$ 200,000.00	\$ 200,000.00
10-300-45450	Road & Bridge Tax	\$ 36,057.00	\$ 37,000.00
	SUBTOTAL REVENUES	\$ 336,157.00	\$ 577,100.00
10-300-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 336,157.00	\$ 577,100.00

EXPENSES

SALARIES & RELATED:

SALARY			
	Admin distributions	\$ 42,371.17	\$ 42,371.17
	Director Public Works 20%	\$ 8,443.85	\$ 8,500.00
	Operations Assistant 20%	\$ -	\$ -
	Maintenance Superintendent - Streets	\$ 43,403.70	\$ 43,403.70
	Maint Tech I Streets	\$ 27,214.92	\$ 27,214.92
	Maint Tech I Vacant	\$ -	\$ -
	Maint Tech I Vacant	\$ -	\$ -
	Mechanic 20%	\$ 7,128.93	\$ 7,128.93
	Salary Contingencies	\$ 18,632.50	\$ 18,632.50
10-300-90000	SUBTOTAL SALARIES	\$ 62,452.73	\$ 62,508.88
		\$ -	\$ -
10-300-90500	Overtime	\$ 2,000.00	\$ 2,000.00
	TOTAL OT SALARIES	\$ 2,000.00	\$ 2,000.00
	TOTAL SALARIES	\$ 64,452.73	\$ 64,508.88
10-300-91500	Payroll taxes	\$ 5,156.22	\$ 5,160.71
10-300-92000	Retirement	\$ 4,221.14	\$ 4,221.14
10-300-93000	Group Insurance	\$ 12,205.04	\$ 12,205.04
	SUBTOTAL RELATED EXPENSE	\$ 21,582.40	\$ 21,586.89
	TOTAL SALARIES & RELATED	\$ 86,035.13	\$ 86,095.77

STREETS

STREETS DEPARTMENT

			Original		Amended
			2021		6/30/21
					2021
SERVICES & SUPPLIES					
10-300-50130	Street R&M Supplles	\$	26,000.00	\$	26,000.00
10-300-50500	Building Maintenance	\$	2,000.00	\$	2,000.00
10-300-50550	Custodial Expense	\$	100.00	\$	100.00
10-300-50600	Miscellaneous Expense	\$	100.00	\$	100.00
10-300-50700	Office Supplles	\$	100.00	\$	100.00
10-300-50750	Postage	\$	50.00	\$	50.00
10-300-51000	Street R&M	\$	15,000.00	\$	15,000.00
10-300-52000	Supplles-Small Equip	\$	1,000.00	\$	1,000.00
10-300-55200	Advertising	\$	250.00	\$	250.00
10-300-55600	Contract Labor	\$	100.00	\$	100.00
10-300-55800	Dues & Subscriptions	\$	2,700.00	\$	2,700.00
10-300-55850	Equipment Rental	\$	3,000.00	\$	3,000.00
10-300-56000	Insurance	\$	12,158.25	\$	12,158.25
10-300-56200	Legal	\$	2,000.00	\$	2,000.00
10-300-56400	Professional (Engineering)	\$	1,100.00	\$	23,000.00
10-300-56500	Safety Program	\$	500.00	\$	500.00
10-300-56900	Travel Expense	\$	300.00	\$	300.00
10-300-56950	Training & Education	\$	100.00	\$	100.00
10-300-57200	Recycle Center	\$	-	\$	-
10-250-57400	Equip/Software Contracts	\$	-	\$	-
10-300-61000	Telephone	\$	1,750.00	\$	1,750.00
10-300-61050	Internet Services	\$	3,000.00	\$	3,000.00
10-300-61110	Street Lights	\$	60,000.00	\$	60,000.00
10-300-62000	Utilities-Electricity	\$	3,000.00	\$	3,000.00
10-300-62100	Utilities-Natural gas	\$	300.00	\$	300.00
10-300-62300	Utilities-Other	\$	-	\$	-
10-300-70000	Vehicles Fuel	\$	3,200.00	\$	3,200.00
10-300-70100	Equipment Fuel	\$	1,000.00	\$	1,000.00
10-300-71000	Vehicles Repair & Maint	\$	2,000.00	\$	2,000.00
10-300-71100	Equip Repair & Maint	\$	2,000.00	\$	2,000.00
10-300-75000	Vehicle Lease	\$	-	\$	-
10-300-92500	Uniforms	\$	450.00	\$	450.00
SUBTOTAL SERVICES & SUPPLIES		\$	143,258.25	\$	165,158.25

STREETS

STREETS DEPARTMENT

		Original 2021	Amended 6/30/21 2021
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 50,000.00	\$ 10,000.00
		\$ 100,000.00	\$ 350,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-300-95100	SUBTOTAL CAPITAL PROJECTS	\$ 150,000.00	\$ 360,000.00
CAPITAL EQUIPMENT			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-300-95500	SUBTOTAL EQUIP	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ 150,000.00	\$ 360,000.00
	TOTAL ANNUAL EXPENSES	\$ 379,293.38	\$ 611,254.02
	NET REVENUES OVER EXPENSES	\$ (43,136.38)	\$ (34,154.02)

14

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Original 2021	Amended 6/30/21 2021
REVENUES			
10-400-40930	Planning and Zoning	\$ 6,000.00	\$ 6,000.00
10-400-42000	Grant Revenues	\$ -	\$ -
	SUBTOTAL REVENUES	\$ 6,000.00	\$ 6,000.00
10-400-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 6,000.00	\$ 6,000.00
EXPENSES			
SALARIES & RELATED:			
SALARY			
	Admin Distribution	\$ 61,166.30	\$ 61,166.30
	Director P&D	\$ 59,548.33	\$ 59,548.33
	Building Inspector	\$ -	\$ -
	Planning Ass't	\$ 42,395.50	\$ 42,395.50
	Salary Contingencies	\$ 5,267.14	\$ 5,267.14
10-400-90000	SUBTOTAL SALARIES	\$ 46,044.67	\$ 46,044.67
	Overtime	\$ 200.00	\$ 200.00
	TOTAL OT SALARIES	\$ 200.00	\$ 200.00
	TOTAL SALARIES	\$ 46,244.67	\$ 46,244.67
10-400-91500	Payroll taxes	\$ 3,699.57	\$ 3,699.57
10-400-92000	Retirement	\$ 3,212.37	\$ 3,212.37
10-400-93000	Group Insurance	\$ 7,913.88	\$ 7,913.88
	SUBTOTAL RELATED EXPENSE	\$ 14,825.83	\$ 14,825.83
	TOTAL SALARIES & RELATED	\$ 61,070.50	\$ 61,070.50

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

	Original 2021	Amended 6/30/21 2021
SERVICES & SUPPLIES		
10-400-50130 Supplies	\$ 200.00	\$ 200.00
10-400-50600 Misc exp	\$ 100.00	\$ 100.00
10-400-50700 Office supplies	\$ 300.00	\$ 300.00
10-400-50750 Postage	\$ 100.00	\$ 100.00
10-400-51000 Repairs & Maint	\$ 100.00	\$ 100.00
10-400-52000 Supplies-Small Equipment	\$ 100.00	\$ 100.00
10-400-55200 Advertising	\$ 500.00	\$ 500.00
10-400-55800 Dues and Subscriptions	\$ 250.00	\$ 250.00
10-400-55850 Equipment Rental	\$ 100.00	\$ 100.00
10-400-56000 Insurance	\$ 4,284.74	\$ 4,284.74
10-400-56200 Legal	\$ 10,000.00	\$ 10,000.00
10-400-56400 Professional	\$ 30,000.00	\$ 30,000.00
10-400-56450 Contract Labor	\$ -	\$ -
10-400-56900 Travel Expense	\$ 250.00	\$ 250.00
10-400-56950 Training & Education	\$ 500.00	\$ 500.00
10-400-57400 Equipment /Software Contracts	\$ 3,400.00	\$ 3,400.00
10-400-61000 Telephone	\$ 2,200.00	\$ 2,200.00
10-400-61050 Internet Services	\$ 3,000.00	\$ 3,000.00
10-400-70000 Vehicle Fuel	\$ -	\$ -
10-400-71000 Vehicles Repair & Maint	\$ -	\$ -
10-400-75000 Vehicle Lease	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES	\$ 55,384.74	\$ 55,384.74
CAPITAL OUTLAY		
CAPITAL PROJECTS		
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
10-400-95100 SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT		
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
10-400-95500 SUBTOTAL EQUIP	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -
TOTAL ANNUAL EXPENSES	\$ 116,455.24	\$ 116,455.24
NET REVENUES OVER EXPENSES	\$ (110,455.24)	\$ (110,455.24)

16

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

		Original 2021	Amended 6/30/21 2021
<u>REVENUES</u>			
10-500-42000	Grant Revenues	\$ 8,200.00	\$ 8,200.00
	SUBTOTAL REVENUES	\$ 8,200.00	\$ 8,200.00
10-500-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 8,200.00	\$ 8,200.00
<u>EXPENSES</u>			
SALARIES & RELATED:			
SALARY			
10-500-42000	EM PERSONNEL	\$ -	\$ -
	SUBTOTAL SALARIES	\$ -	\$ -
10-500-90500	Overtime	\$ -	\$ -
	TOTAL OT SALARIES	\$ -	\$ -
	TOTAL SALARIES	\$ -	\$ -
10-500-91500	Payroll taxes	\$ -	\$ -
10-500-92000	Retirement	\$ -	\$ -
10-500-93000	Group Insurance	\$ -	\$ -
	SUBTOTAL RELATED EXPENSE	\$ -	\$ -
	TOTAL SALARIES & RELATED	\$ -	\$ -

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

		Original 2021	Amended 6/30/21 2021
SERVICES & SUPPLIES			
10-500-50700	Office Supplies	\$ -	\$ -
10-500-51000	Repairs & Maintenance	\$ 500.00	\$ 500.00
10-500-52000	Supplies - Small equipment	\$ 500.00	\$ 500.00
10-500-55600	Contract Labor	\$ 17,200.00	\$ 16,832.00
10-500-55800	Dues & Subscriptions	\$ -	\$ -
10-500-56000	Insurance	\$ -	\$ -
10-500-56200	Legal	\$ 100.00	\$ 100.00
10-500-56900	Travel Expense	\$ 600.00	\$ 600.00
10-500-56950	Training & Education	\$ 200.00	\$ 200.00
10-500-61000	Telephone	\$ -	\$ -
10-500-70000	Vehicle Expense-Fuel	\$ -	\$ -
10-500-71000	Vehicle Expense-Other	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 19,100.00	\$ 18,732.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-500-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-500-95500	SUBTOTAL EQUIP	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 19,100.00	\$ 18,732.00
NET REVENUES OVER EXPENSES		\$ (10,900.00)	\$ (10,532.00)

ENTERPRISE FUND - WATER

WATER DEPARTMENT

		Original 2021	Amended 6/30/21 2021
Beginning Fund Cash & Equivalents		\$ 2,400,296.80	\$ 2,723,893.86
REVENUES			
20-600-40700	Meter Installation	\$ 35,000.00	\$ 35,000.00
20-600-40800	Miscellaneous income	\$ 1,000.00	\$ 1,500.00
20-600-40850	Convenience Fee	\$ 11,000.00	\$ 11,000.00
20-600-40920	Penalty Incom	\$ 30,000.00	\$ 30,000.00
20-600-44200	Grant Revenue	\$ -	\$ -
20-600-43000	Interest Income	\$ 2,500.00	\$ 2,500.00
20-600-49500	COP Proceeds	\$ -	\$ -
20-600-48510	Water City Commercial	\$ 86,100.00	\$ 92,000.00
20-600-48515	Water Rural Commercial	\$ 5,775.00	\$ 7,000.00
20-600-48520	Water City Residential	\$ 571,750.00	\$ 620,000.00
20-600-48525	Water Rural Residential	\$ 372,750.00	\$ 372,750.00
TOTAL REVENUES		\$ 1,115,875.00	\$ 1,171,750.00
	Transfer from General Fund	\$ -	\$ -
	Transfer from Sewer	\$ -	\$ -
	Transfer from Reserves	\$ 294,500.00	\$ 738,500.00
20-600-46000	SUBTOTAL TRANSFERS	\$ 294,500.00	\$ 738,500.00
TOTAL - ANNUAL REVENUE		\$ 1,410,375.00	\$ 1,910,250.00

ENTERPRISE FUND - WATER

		Original 2021	6/30/21 2021
EXPENSES			
SALARIES & RELATED			
SALARIES			
	Admin distributions	\$ -	\$ -
	Director Public Works 40%	\$ 16,887.71	\$ 17,000.00
	Operations Assistant 40%	\$ -	\$ -
	Maint Tech Superintendent	\$ -	\$ -
	Maint Tech II	\$ 41,361.46	\$ 41,361.46
	Maint Tech I	\$ 27,214.92	\$ 27,214.92
	Maint Tech I	\$ 27,895.29	\$ 27,895.29
	Maint Tech II	\$ 35,665.86	\$ 35,665.86
	Mechanic 40%	\$ 14,257.86	\$ 14,257.86
	Utility Clerk	\$ -	\$ -
	Salary Contingencies	\$ 207,667.67	\$ 207,667.67
20-600-90000	SUBTOTAL SALARIES	\$ 370,950.77	\$ 371,063.06
20-600-90500	Overtime	\$ 3,000.00	\$ 3,000.00
	TOTAL OT SALARIES	\$ 3,000.00	\$ 3,000.00
	TOTAL SALARIES	\$ 373,950.77	\$ 374,063.06
20-600-91500	Employee taxes	\$ 29,916.06	\$ 29,925.04
20-600-92000	Retirement	\$ 26,479.51	\$ 26,479.51
20-600-92500	Pension	\$ 40,000.00	\$ 40,000.00
20-600-93000	Group Insurance	\$ 82,406.87	\$ 82,406.87
	TOTAL RELATED	\$ 178,802.44	\$ 178,811.42
TOTAL SALARIES & RELATED		\$ 552,753.21	\$ 552,874.48

20

ENTERPRISE FUND - WATER

		Original 2021	6/30/21 2021
SERVICES & SUPPLIES			
20-600-50130	Supplies	\$ 18,000.00	\$ 18,000.00
20-600-50200	Laboratory Fees	\$ 2,500.00	\$ 2,500.00
20-600-50300	Laboratory Supplies	\$ 12,000.00	\$ 12,000.00
20-600-50350	Permit Fees	\$ 3,000.00	\$ 3,000.00
20-600-50500	Building Maintenance	\$ 1,500.00	\$ 1,500.00
20-600-50550	Custodial Supplies	\$ 100.00	\$ 200.00
20-600-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
20-600-50700	Office Expense	\$ 2,300.00	\$ 2,300.00
20-600-50750	Postage	\$ 12,000.00	\$ 12,000.00
20-600-51000	Repairs & Maintenance	\$ 20,000.00	\$ 20,000.00
20-600-51100	Telemetry O&M	\$ -	\$ -
20-600-52000	Supplies - Small Equipment	\$ 1,000.00	\$ 1,000.00
20-600-52500	Meter Replacement	\$ 15,000.00	\$ 15,000.00
20-600-55200	Advertising	\$ 900.00	\$ 900.00
20-600-55400	Audit Expense	\$ 6,850.00	\$ 6,850.00
20-600-55500	Bank/Credit Card Fees	\$ 10,000.00	\$ 10,000.00
20-600-55600	Contract Labor	\$ 10,000.00	\$ 10,000.00
20-600-55800	Dues & Subscriptions	\$ 8,000.00	\$ 8,000.00
20-600-55850	Equipment Rental	\$ 2,200.00	\$ 2,200.00
20-600-56000	Insurance	\$ 24,378.50	\$ 24,378.50
20-600-56200	Legal	\$ 1,500.00	\$ 1,500.00
20-600-56400	Professional	\$ 107,000.00	\$ 109,000.00
20-600-56500	Safety Program	\$ 200.00	\$ 200.00
20-600-56900	Travel Expense	\$ 400.00	\$ 400.00
20-600-56950	Training & Education	\$ 1,000.00	\$ 1,000.00
20-600-57300	Rent	\$ 3,000.00	\$ 3,000.00
20-600-57400	Equipment/Software Contracts	\$ 17,000.00	\$ 17,000.00
20-600-61000	Telephone	\$ 3,500.00	\$ 3,500.00
20-600-61050	Internet Services	\$ 4,850.00	\$ 4,900.00
20-600-62000	Utilities - Electric	\$ 102,000.00	\$ 102,000.00
20-600-62100	Utilities - Gas	\$ 1,800.00	\$ 2,000.00
20-600-62300	Utilities - Other	\$ 1,200.00	\$ 1,200.00
20-600-70000	Vehicle Fuel	\$ 8,000.00	\$ 8,000.00
20-600-70100	Equipment Fuel	\$ 1,000.00	\$ 1,000.00
20-600-71000	Vehicle Repairs/Maint	\$ 2,000.00	\$ 2,000.00
20-600-71100	Equipment Repairs/Maint	\$ 1,500.00	\$ 1,500.00
20-600-75000	Vehicle Lease	\$ -	\$ 3,600.00
20-600-92500	Uniforms Expense	\$ 500.00	\$ 500.00
20-600-97100	Bad Debt Expense	\$ 2,000.00	\$ 2,000.00
20-600-97200	Depreciation Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 408,278.50	\$ 414,228.50

21

ENTERPRISE FUND - WATER

		Original 2021	6/30/21 2021
DEBT SERVICE			
20-600-96000	Debt service principle	\$ 77,500.00	\$ 77,500.00
20-600-96200	Debt service interest	\$ 21,575.00	\$ 21,575.00
20-600-96400	Fiscal Agent Fees	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE		\$ 100,575.00	\$ 100,575.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 1,000.00	\$ 1,000.00
		\$ 3,000.00	\$ 3,000.00
		\$ 1,000.00	\$ 1,000.00
		\$ 50,000.00	\$ 50,000.00
		\$ 20,000.00	\$ 20,000.00
		\$ 188,100.00	\$ -
20-600-95100	SUBTOTAL CAPITAL PROJECTS	\$ 263,100.00	\$ 75,000.00
CAPITAL EQUIPMENT			
		\$ 4,000.00	\$ 4,000.00
		\$ 6,000.00	\$ 1,400.00
		\$ 3,000.00	\$ 50,000.00
		\$ -	\$ -
		\$ -	\$ -
20-600-95500	SUBTOTAL EQUIP	\$ 13,000.00	\$ 55,400.00
TOTAL CAPITAL OUTLAY		\$ 276,100.00	\$ 130,400.00
TOTAL EXPENSES		\$ 1,337,706.71	\$ 1,198,077.98
20-600-97300	Transfer to Sewer	\$ 62,000.00	\$ 712,000.00
	TOTAL TRANSFERS	\$ 62,000.00	\$ 712,000.00
TOTAL ANNUAL EXPENSES		\$ 1,399,706.71	\$ 1,910,077.98
NET REVENUES OVER EXPENSES		\$ 10,668.29	\$ 172.02
Projected Ending Fund Reserves-Water		\$ 2,116,465.09	\$ 1,985,565.88

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

		Original 2021	Amended 6/30/21 2021
Beginning Fund Cash & Equivalents		\$ 431,188.98	\$ 690,865.39
 REVENUES			
20-700-40800	Miscellaneous Revenue	\$ 1,500.00	\$ 29,000.00
20-700-40850	Convenience Fee	\$ 11,000.00	\$ 11,000.00
20-700-40920	Penalty Revenue	\$ 30,000.00	\$ 30,000.00
20-700-40960	Trash Income	\$ 290,000.00	\$ 290,000.00
20-700-42000	Grants	\$ -	\$ -
20-700-42100	Hook UR Fees	\$ 50,000.00	\$ 50,000.00
20-700-43000	Interest	\$ 2,000.00	\$ 2,000.00
20-700-48800	Sewer Fees	\$ 1,463,250.00	\$ 1,463,250.00
20-700-49500	COP Proceeds	\$ -	\$ -
20-700-49550	COP Proceeds	\$ 50,000.00	\$ 50,000.00
TOTAL REVENUES		\$ 1,897,750.00	\$ 1,925,250.00
	Transfer from General Fund	\$ -	\$ -
	Transfer from Water	\$ 62,000.00	\$ 712,000.00
	Transfer from Reserves	\$ 225,000.00	\$ 524,500.00
20-700-46000	SUBTOTAL TRANSFERS	\$ 287,000.00	\$ 1,236,500.00
TOTAL - ANNUAL REVENUE		\$ 2,184,750.00	\$ 3,161,750.00

ENTERPRISE FUND - SEWER

		Original 2021	6/30/21 2021
EXPENSES			
SALARIES & RELATED			
	Admin distributions	\$ -	\$ -
	Director Rublic Works 40%	\$ 16,887.71	\$ 17,000.00
	Operations Assistant 40%	\$ -	\$ -
	Superintendent Vacant	\$ 39,321.61	\$ 39,321.61
	Maint Tech I	\$ 34,795.96	\$ 34,795.96
	Maint Tech 1	\$ 27,214.92	\$ 27,214.92
	Malnt Tech 1	\$ -	\$ -
	Maint Tech 1	\$ -	\$ -
	Mechanic 40%	\$ 14,257.86	\$ 14,257.86
	Utility Clerk II	\$ -	\$ -
	Salary Contingency	\$ 207,302.31	\$ 207,302.31
20-700-90000	SUBTOTAL SALARIES	\$ 339,780.37	\$ 339,892.66
20-700-90500	Overtime	\$ 3,000.00	\$ 5,000.00
	TOTAL OT SALARIES	\$ 3,000.00	\$ 5,000.00
	TOTAL SALARIES	\$ 342,780.37	\$ 344,892.66
20-700-91500	Employee taxes	\$ 27,422.43	\$ 27,591.41
20-700-92000	Retirement	\$ 24,266.41	\$ 24,266.41
20-700-92500	Pension	\$ 40,000.00	\$ 40,000.00
20-700-93000	Group Insurance	\$ 75,740.77	\$ 75,740.77
	SUBTOTAL RELATED	\$ 167,429.61	\$ 167,598.59
	TOTAL SALARIES & RELATED	\$ 510,209.98	\$ 512,491.25

24

ENTERPRISE FUND - SEWER

		Original	6/30/21
		2021	2021
SERVICES & SUPPLIES			
20-700-50130	Supplies	\$ 8,000.00	\$ 50,000.00
20-700-50350	Permit Fees	4,000.00	4,000.00
20-700-50500	Building Maintenance	\$ 1,000.00	\$ 1,000.00
20-700-50550	Custodial Supplies	\$ 200.00	\$ 200.00
20-700-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
20-700-50700	Office Supplies	\$ 2,000.00	\$ 2,000.00
20-700-50750	Postage	\$ 12,000.00	\$ 12,000.00
20-700-51000	Repairs and Maintenance	\$ 20,100.00	\$ 80,000.00
20-700-51100	Telemetry O&M	\$ -	\$ -
20-700-52000	Supplies - Small Equip	\$ 1,500.00	\$ 2,500.00
20-700-55100	Hook up Expense	\$ 100.00	\$ 100.00
20-700-55200	Advertising	\$ 300.00	\$ 500.00
20-700-55400	Audit Expense	\$ 6,900.00	\$ 6,900.00
20-700-55500	Bank Fees/Credit Card	\$ 10,000.00	\$ 10,000.00
20-700-55600	Contract Labor	\$ 3,000.00	\$ 18,000.00
20-700-55800	Dues & Subscriptions	\$ 300.00	\$ 300.00
20-700-55850	Equipment Rental	\$ 2,010.00	\$ 2,010.00
20-700-56000	Insurance	\$ 36,114.20	\$ 36,114.20
20-700-56200	Legal	\$ 10,000.00	\$ 12,000.00
20-700-56400	Professional	\$ 110,000.00	\$ 150,000.00
20-700-56500	Safety Program	\$ 200.00	\$ 200.00
20-700-56600	Citizen Trash	\$ 270,000.00	\$ 270,000.00
20-700-56900	Travel Expense	\$ 500.00	\$ 500.00
20-700-56950	Training & Education	\$ 1,000.00	\$ 1,000.00
20-700-57200	Recycle Center	\$ 1,200.00	\$ 1,200.00
20-700-57300	Rent	\$ 3,000.00	\$ 3,000.00
20-700-57400	Equipment/Software Contracts	\$ 14,100.00	\$ 14,100.00
20-700-58000	Springfield Sewer Charges	\$ 608,440.00	\$ 608,440.00
20-700-61000	Telephone	\$ 4,000.00	\$ 4,000.00
20-700-61050	Internet Services	\$ 4,900.00	\$ 4,950.00
20-700-62000	Utilities - Electric	\$ 65,000.00	\$ 65,000.00
20-700-62100	Utilities - Gas	\$ 1,000.00	\$ 1,000.00
20-700-62300	Utilities - Other	\$ 1,200.00	\$ 1,200.00
20-700-70000	Vehicle Fuel	\$ 8,000.00	\$ 8,000.00
20-700-70100	Equipment Fuel	\$ 6,090.00	\$ 6,090.00
20-700-71000	Vehicle Repair & Maintenance	\$ 2,500.00	\$ 2,500.00
20-700-71100	Equipment Repairs/Maint	\$ 2,500.00	\$ 2,500.00
20-700-75000	Vehicle Lease	\$ -	\$ 3,600.00
20-700-92500	Uniform Expense	\$ 500.00	\$ 500.00
20-700-97100	Bad Debt Expense	\$ 1,500.00	\$ 1,500.00
20-700-97200	Depreciation Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 1,223,254.20	\$ 1,387,004.20

25

ENTERPRISE FUND - SEWER

		Original 2021	6/30/21 2021
Debt Service			
20-700-96000	Debt service principle	\$ 177,500.00	\$ 177,500.00
20-700-96200	Debt service interest	\$ 143,375.00	\$ 143,375.00
20-700-96400	Fiscal Agent Fees	\$ 2,000.00	\$ 2,250.00
	Total debt service	\$ 322,875.00	\$ 323,125.00
 CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 10,000.00	\$ 50,000.00
		\$ 20,000.00	\$ 20,000.00
		\$ 50,000.00	\$ 50,000.00
		\$ -	\$ 350,000.00
		\$ -	\$ 150,000.00
		\$ -	\$ 272,550.00
20-700-95100	SUBTOTAL CAPITAL PROJECTS	\$ 80,000.00	\$ 892,550.00
 CAPITAL EQUIPMENT			
		\$ 45,000.00	\$ 45,000.00
		\$ 3,000.00	\$ 1,400.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
20-700-95500	SUBTOTAL EQUIP	\$ 48,000.00	\$ 46,400.00
TOTAL CAPITAL OUTLAY		\$ 128,000.00	\$ 938,950.00
TOTAL EXPENSES		\$ 2,184,339.18	\$ 3,161,570.45
	Transfer to Water	\$ -	\$ -
TOTAL TRANSFERS		\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 2,184,339.18	\$ 3,161,570.45
NET REVENUES OVER EXPENSES		\$ 410.82	\$ 179.55
Projected Ending Fund Reserves-Sewer		\$ 206,599.80	\$ 166,544.94

26

PARKS AND RECREATION

PARKS & RECREATION

		Original 2021	Amended 6/30/21 2021
BEGINNING FUND BALANCE		\$ 19,789.95	\$ 86,432.09
REVENUES			
30-800-40000	Advertising	\$ 25,000.00	\$ 25,000.00
30-800-40400	Concessions	\$ 30,000.00	\$ 30,000.00
30-800-40600	Facility Income	\$ 45,000.00	\$ 45,000.00
30-800-40800	Miscellaneous Income	\$ 1,500.00	\$ 2,000.00
30-800-40850	Convenience Fees		\$ 2,000.00
30-800-40900	Park Fees	\$ 15,000.00	\$ 15,000.00
30-800-40950	Pool Income	\$ 75,000.00	\$ 75,000.00
30-800-41300	Franchise Fees	\$ 13,635.34	\$ 13,635.34
30-800-42000	Grant Revenue	\$ -	\$ -
30-800-43000	Interest Income	\$ 1,206.00	\$ 1,206.00
30-800-45300	Real Estate Tax	\$ 60,601.50	\$ 63,000.00
30-800-45400	Sales Tax Income	\$ 250,000.00	\$ 250,000.00
30-800-45500	Capital Improvement Tax	\$ 250,000.00	\$ 250,000.00
30-800-47000	Adult Programs	\$ 9,000.00	\$ 9,000.00
30-800-47100	Youth Programs	\$ 2,500.00	\$ 2,500.00
30-800-47200	Youth Camp	\$ 90,000.00	\$ 90,000.00
30-800-47300	Youth Sports	\$ 45,000.00	\$ 45,000.00
30-800-48000	Freedom Fest	\$ 3,500.00	\$ 3,500.00
30-800-48100	Event Income Other	\$ 10,000.00	\$ 10,000.00
30-800-48200	Shirt Sales	\$ 600.00	\$ 600.00
30-800-49000	Asset Sales	\$ -	\$ -
30-800-49500	COP Proceeds	\$ -	\$ -
30-800-49550	Cop Premium	\$ -	\$ -
	SUBTOTAL REVENUES	\$ 927,542.84	\$ 932,441.34
	Transfer from Reserves	\$ 5,000.00	\$ 55,000.00
	Transfer In General	\$ 220,000.00	\$ 150,000.00
30-800-46000	SUBTOTAL TRANSFERS	\$ 225,000.00	\$ 205,000.00
TOTAL - ANNUAL REVENUE		\$ 1,152,542.84	\$ 1,137,441.34

PARKS AND RECREATION

		Original 2021	6/30/21 2021
EXPENSES			
SALARIES & RELATED			
SALARIES			
	Admin Distributions	\$ 91,758.82	\$ 91,758.82
	Director	\$ 46,602.18	\$ 48,961.41
	Asst Director	\$ -	\$ -
	Markt & Program Coord.	\$ 33,927.09	\$ 33,927.09
	Fac Camp Coord	\$ 33,099.60	\$ 33,099.60
	Aquatic & Flt Spvr	\$ -	\$ -
	Sports/ Concessions Spec	\$ -	\$ -
	Lands/Grounds Foreman	\$ 38,385.38	\$ 10,000.00
	Bldg Grnd Maint Spvr	\$ 32,330.74	\$ 32,330.74
	Lands/Grounds Team Lead	\$ 27,895.29	\$ 27,895.29
	Grounds Tech I	\$ 26,297.36	\$ 25,996.15
	Fac Maint Tech	\$ 25,331.98	\$ 25,331.98
	Contingent salaries	\$ 5,267.14	\$ 5,267.14
30-800-90000	SUBTOTAL SALARIES	\$ 177,377.95	\$ 151,050.59
30-800-90500	Overtime	\$ 500.00	\$ 500.00
30-800-91000	Seasonal Employees	\$ 280,000.00	\$ 280,000.00
	SUBTOTAL OVERTIME & S	\$ 280,500.00	\$ 280,500.00
	TOTAL SALARIES	\$ 457,877.95	\$ 431,550.59
30-800-91500	Employee taxes	\$ 36,630.24	\$ 34,524.05
30-800-92000	Retirement	\$ 12,558.33	\$ 12,558.33
30-800-93000	Group INS	\$ 39,532.93	\$ 39,532.93
	Related Expense	\$ 88,721.50	\$ 86,615.32
	TOTAL SALARIES & RELATED	\$ 546,599.46	\$ 518,165.91

28

PARKS AND RECREATION

		Original 2021	6/30/21 2021
SERVICES & SUPPLIES			
30-800-50000	Chemicals	\$ 10,000.00	\$ 10,000.00
30-800-50110	Supplies Grounds	\$ 400.00	\$ 400.00
30-800-50130	Supplies General	\$ 1,500.00	\$ 1,500.00
30-800-50140	Supplies Aquatic	\$ 7,000.00	\$ 7,000.00
30-800-50150	Supplies Sports Shirts	\$ 10,000.00	\$ 10,000.00
30-800-50170	Supplies Special Activity	\$ 5,500.00	\$ 5,500.00
30-800-50175	Supplies Youth Program	\$ 1,000.00	\$ 1,000.00
30-800-50177	Supplies Youth Camp	\$ 9,000.00	\$ 9,000.00
30-800-50180	Supplies Sports	\$ 9,000.00	\$ 9,000.00
30-800-50190	Tree City	\$ 8,500.00	\$ 8,500.00
30-800-50200	Concession Costs	\$ 14,000.00	\$ 14,000.00
30-800-50210	Turf Maintenance	\$ 4,500.00	\$ 4,500.00
30-800-50450	Freedom Fest	\$ 15,000.00	\$ 18,000.00
30-800-50500	Building Maint.	\$ 7,500.00	\$ 7,500.00
30-800-50550	Custodial Expense	\$ 4,500.00	\$ 4,500.00
30-800-50600	Miscellaneous	\$ 100.00	\$ 100.00
30-800-50700	Office Expense	\$ 1,000.00	\$ 1,000.00
30-800-50750	Postage	\$ 100.00	\$ 100.00
30-800-51000	Repairs & Maintenance	\$ 2,020.00	\$ 4,000.00
30-800-52000	Supplies-Small Equip	\$ 4,700.00	\$ 4,700.00
30-800-55200	Advertising	\$ 2,300.00	\$ 2,300.00
30-800-55400	Audit Expense	\$ 500.00	\$ 500.00
30-800-55500	Bank/Credit Card Fees	\$ 100.00	\$ 2,000.00
30-800-55600	Contract Labor	\$ 1,000.00	\$ 1,000.00
30-800-55800	Dues & Subscriptions	\$ 2,500.00	\$ 2,500.00
30-800-55850	Equipment Rental	\$ 2,000.00	\$ 2,000.00
30-800-56000	Insurance	\$ 34,898.37	\$ 34,898.37
30-800-56200	Legal Expense	\$ 1,000.00	\$ 1,000.00
30-800-56400	Professional	\$ 5,000.00	\$ 5,000.00
30-800-56450	Contract Services / Securit	\$ 603.00	\$ 603.00
30-800-56500	Safety Program	\$ 1,500.00	\$ 1,500.00
30-800-56900	Travel Expense	\$ 2,000.00	\$ 2,000.00
30-800-56950	Training & Education	\$ 3,500.00	\$ 3,500.00
30-800-57400	Equip & Software Cont	\$ 11,000.00	\$ 11,000.00
30-800-61000	Telephone	\$ 3,200.00	\$ 3,200.00
30-800-61050	Internet Services	\$ 4,600.00	\$ 4,600.00
30-800-62000	Utilities - Electricity	\$ 48,000.00	\$ 48,000.00
30-800-62100	Utilities - Natural Gas	\$ 5,000.00	\$ 5,000.00
30-800-62300	Utilities - Other	\$ 3,600.00	\$ 3,600.00
30-800-7000	Vehicles Fuel	\$ 5,000.00	\$ 5,000.00
30-800-70100	Equipment Fuel	\$ 4,000.00	\$ 4,000.00
30-800-71000	Vehicles R & M	\$ 2,000.00	\$ 2,000.00
30-800-71100	Equipment R&M	\$ 5,000.00	\$ 5,000.00
30-800-75000	Vehicle Lease	\$ -	\$ 8,750.00
30-800-92500	Uniforms	\$ 500.00	\$ 500.00
30-800-96500	COP Insurance Costs	\$ -	\$ -
30-800-92503	Bad Debt Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 264,121.37	\$ 279,751.37

PARKS AND RECREATION

		Original 2021	6/30/21 2021
DEBT SERVICE			
30-800-96000	Principal Expense	\$ 200,000.00	\$ 200,000.00
30-800-96200	Interest Expense	\$ 95,000.00	\$ 95,000.00
30-800-96400	Fiscal Agent Fees	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE		\$ 296,500.00	\$ 296,500.00
PARKS CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 5,000.00	\$ 5,000.00
		\$ 12,000.00	\$ 12,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
30-800-95100	SUBTOTAL CAPITAL PROJ	\$ 17,000.00	\$ 17,000.00
CAPITAL EQUIPMENT			
		\$ 17,000.00	\$ 19,200.00
		\$ 8,000.00	\$ 2,500.00
		\$ -	\$ 850.00
		\$ -	\$ -
		\$ -	\$ -
30-800-95500	SUBTOTAL EQUIP	\$ 25,000.00	\$ 22,550.00
TOTAL CAPITAL OUTLAY		\$ 42,000.00	\$ 39,550.00
TOTAL ANNUAL EXPENSES		\$ 1,149,220.83	\$ 1,133,967.28
 REVENUES OVER EXPENSES		 \$ 3,322.01	 \$ 3,474.06
 Projected Ending Fund Reserves		 \$ 18,111.97	 \$ 34,906.15

Budget Capital Improvement and Equipment

Amended 6/30/21

2021

General Fund

Capital Assets

Roof Repairs	\$	5,000.00
Solar Project - Place hold	\$	-
Animal Control - Place hold	\$	-
	\$	-

Total Capital Improvements \$ 5,000.00

Capital Assets Equipment

Meraki Network Firewall Up	\$	4,640.00
Laptop (1)	\$	1,400.00
Backup Server	\$	3,680.00
Security Cameras	\$	500.00

Total Capital Improvements \$ 10,220.00

2021

Public Safety (Law)

Capital Assets

Roof for Police Station	\$	18,000.00
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ 18,000.00

Capital Assets Equipment

Vehicle/W Equipment	\$	32,500.00
Equipment	\$	3,000.00
Laptop 2	\$	2,760.00
ASA Firewall renewal	\$	1,000.00
NAS File Server replaceme	\$	1,600.00

Total Capital Improvements \$ 40,860.00

2021

Court

Capital Assets

	\$	-
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ -

Capital Assets Equipment

Security Cameras	\$	500.00
Laptop - 1	\$	1,400.00
	\$	-
	\$	-

Total Capital Improvements \$ 1,900.00

2021

Streets

Capital Assets

Streets Paving	\$	10,000.00
Miller Road Completion	\$	350,000.00
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ 360,000.00

Capital Assets Equipment

	\$	-
	\$	-
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ -

2021

Planning & Development

Capital Assets

	\$	-
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ -

Capital Assets Equipment

	\$	-
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ -

**Budget Capital Improvement and Equipment
2021**

Amended 6/30/21

Emergency Management

Capital Assets

\$ -
\$ -
\$ -
\$ -

Total Capital Improvements \$ -

Capital Assets Equipment

\$ -
\$ -
\$ -

Total Capital Improvements \$ -

2021

Water

Capital Assets

Water Line Improvements \$ 1,000.00
WMP Farm Road 93 Water Main 8 inch \$ 3,000.00
Misc - TBD \$ 1,000.00
Relocate Controls in Meadows well 2 \$ 50,000.00
5 Yr Water Loss Project \$ 20,000.00

Total Capital Improvements \$ 75,000.00

Capital Assets Equipment

Carbide Chain Saw \$ 4,000.00
Computer (1) \$ 1,400.00
Itron \$ 50,000.00
\$ -
\$ -

Total Capital Improvements \$ 55,400.00

2021

Sewer

Capital Assets

I&I \$ 50,000.00
Sewer Improvements/Meadows/Design/Eas \$ 20,000.00
Flow Meters \$ 50,000.00
Easements Settlement \$ 350,000.00
Sewer Improvements \$ 150,000.00
Force Main Breaks \$ 272,550.00
Total Capital Improvements \$ 892,550.00

Capital Assets Equipment

Equipment \$ 45,000.00
Computer \$ 1,400.00
\$ -
\$ -

Total Capital Improvements \$ 46,400.00

2021

Parks

Capital Assets

Improvements \$ 5,000.00
Pool Parking Lot Sealed and Stripped \$ 12,000.00
\$ -
\$ -
\$ -

Total Capital Improvements \$ 17,000.00

Capital Assets Equipment

2 Mowers \$ 19,200.00
Golf Cart \$ 2,500.00
Playgournd Solar Project \$ 850.00
\$ -

Total Capital Improvements \$ 22,550.00

32

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item# 7/11

Ordinance accepting the contract with MoDOT for Recognition signs. (1st & 2nd Read) Discussion/Vote.

First Reading: 07/12/21

Second Reading: 07/12/21

Council Bill No.: 21- 21

Ordinance No.: 210712

AN ORDINANCE

ACCEPTING THE AGREEMENT WITH THE MISSOURI DEPARTMENT OF TRANSPORTATION (MoDOT) FOR RECOGNITION SIGNS FOR VOLLEYBALL AND BASEBALL, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS, ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard would like to recognize the Willard Baseball and Willard Volleyball teams on their State Championships; and

WHEREAS, the City of Willard has agreed to enter into an Agreement with the Missouri Department of Transportation for services as itemized in detail in Exhibit "A" as attached hereto.

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to accept the agreement with the Missouri Department of Transportation to provide the services described in Exhibit "A".

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Mayor

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE _____ DAY OF _____ 2021.

MEMBERS OF THE BOARD OF ALDERMEN: YES NO ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

First Reading: 07/12/21

Second Reading: 07/12/21

Council Bill No.: 21-21

Ordinance No.: 210712

SAM BAIRD

LONDON HALL

2nd READ

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

Willard Clerk

From: Planning and Development
Sent: Wednesday, July 7, 2021 11:36 AM
To: Willard Clerk
Subject: FW: Accomplishment Sign : URGENT Please respond ASAP.
Attachments: Willard.pdf

Importance: High

Please include in the packet -thanks RB

From: Eric Turner <eric.turner@mdot.mn.gov>
Sent: Tuesday, July 6, 2021 2:46 PM
To: Planning and Development <development@cityofwillard.org>
Subject: RE: Accomplishment Sign : URGENT Please respond ASAP.
Importance: High

Randy,

Attached is the diagram for the purposed accomplishment plaques.

I just found out that there is a change to our policy and no new accomplishment plaques will be allowed after this changed goes into effect. **Due to this change in policy any agreement for the signs will need to be completed and paid for no later than August 1st 2021.** That gives us a very limited window of opportunity to get these signs under contract and paid. The changed in policy is due to a change in Federal requirements. Again after August 1st 2021 no new Accomplishment Plaques will be allowed on State Highways Right of Way.

I will start drawing up the contracts immediately.

The cost for the contact will be \$4,080 total. For the three locations show below. At both locations on US 160 and for Rt AB just south of Rt EE. This amount will be due by August 1st 2021.

[Authorized Person Name] Samuel Snider
 [Authorized Person Title] Mayor
 [Applicant Agency] City of Willard
 [Street Address and P.O. Box, if any] 224 W Jackson, P.O. Box 187
 [City], [State] [Zip Code] Willard, MO 65781
 Telefax No.: [Give Number] _____

Let me know if you have any questions.

I apologize for the change in policy. I will do everything I can to get this done before the August 1st deadline.

Let me know if there are any questions.

Thanks,

ERIC TURNER

Senior Traffic Studies Specialist

Missouri Department of Transportation

Southwest District
 3025 East Kearney, Springfield, MO 65803

[Redacted]

[Redacted]

[Redacted]@modot.mo.gov

w: www.modot.org/sw

From: Planning and Development [Redacted]
Sent: Wednesday, June 23, 2021 1:37 PM
To: Eric Turner <[Redacted]>
Subject: RE: Accomplishment Sign

Eric, I resent the information to you did you receive it? Thanks RB

From: Eric Turner <[Redacted]>
Sent: Wednesday, March 31, 2021 8:25 AM
To: Planning and Development <[Redacted]>
Cc: Micheal R. Bock <[Redacted]>; Mark Mais <[Redacted]>
Subject: RE: Accomplishment Sign

Randy,

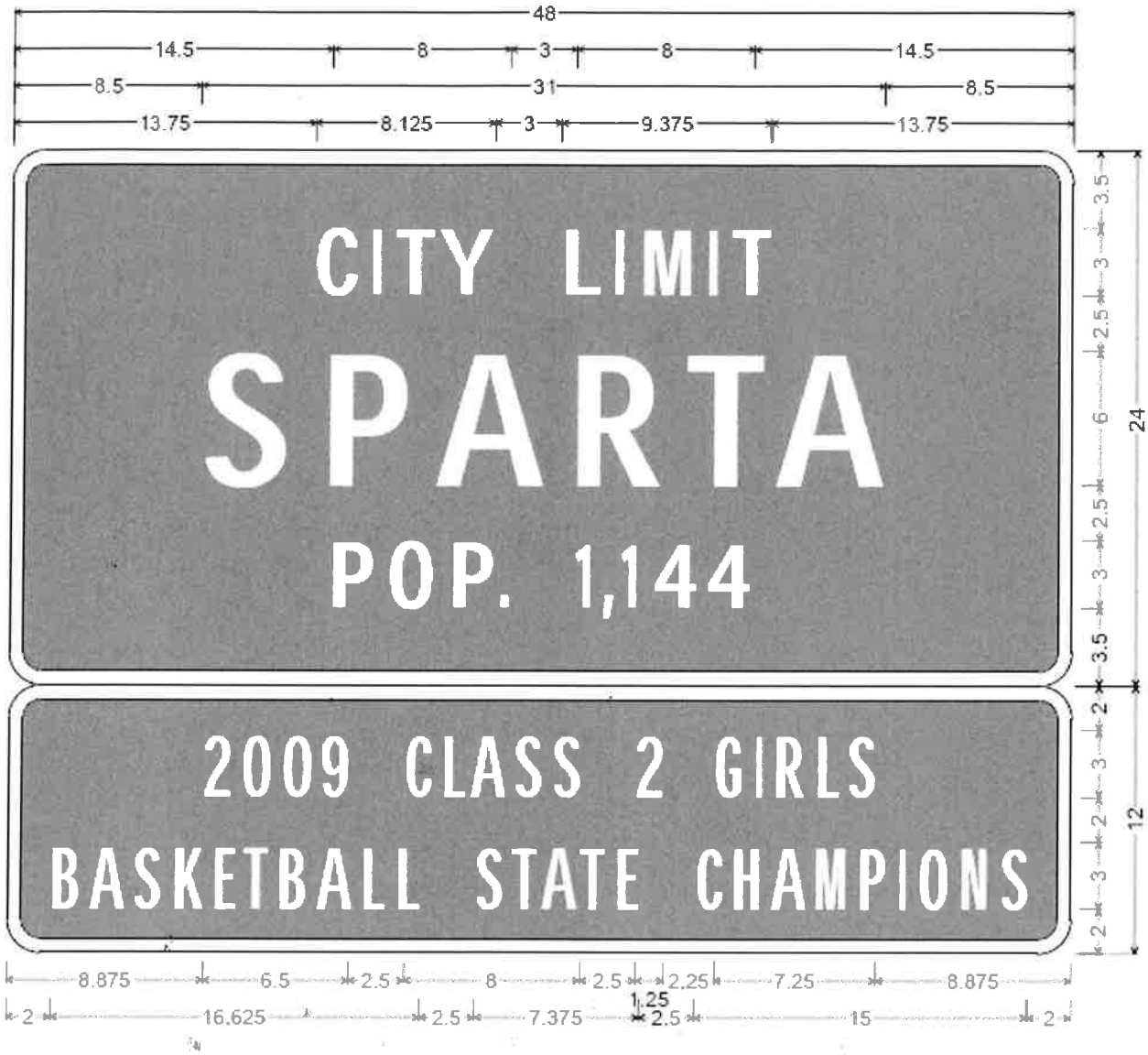
You contacted MoDOT asking about plaques to recognize sport championships/accomplishments.

Accomplishment Plaques are covered by MoDOT's TR-15 Standard Contract. (This contract must be signed by both MoDOT and the City for the signs to be installed) MoDOT requires a onetime payment for signs by an outside party (could be the school, booster club, city or other benefactor) and then MoDOT purchases, installs and maintains (including replacement if damaged or stolen) the signs for a period of 10 years. Here are the signs costs.

Sign	Size (width x height)	Price
City Accomplishment Plaques		
Conventional Roads	Varies	\$520 per ft. tall

Freeways/Expressways	Varies	\$1,000 per ft. tall
----------------------	--------	----------------------

The plaques can go on any of the city limits signs as determined by the applicant. Each plaque is normally 1ft tall you can have up to three plaques per location. Below is an example from Sparta.



What I need to get the signs designed by Jeff City is the exact wording desired by the applicant and the locations where you want the plaques. See the example wording above. Once everyone agrees on the design of the signs. The City will electronically sign the TR-15 contract using docUsign. I will then have MoDOT's Commission electronically sign as well. A copy of that contract will be returned to the City. MoDOT will issue an invoice for the signs to the applicant. Once full payment is received the signs will be ordered and installed by MoDOT. Normally it takes about 6 to 8 weeks once the signs are ordered for them to be manufactured, delivered and installed. The whole process normally take 3 to 4 months.

ERIC TURNER
Senior Traffic Studies Specialist

Missouri Department of Transportation
Southwest District
3025 East Kearney, Springfield, MO 65803

[REDACTED]
[REDACTED]
[REDACTED]
w: www.modot.org/sw

From: Mark Mais <[REDACTED]>
Sent: Wednesday, March 31, 2021 8:18 AM
To: develop.cityofwillard.org <[REDACTED]>
Cc: Eric Turner <[REDACTED]>; Micheal R. Bock <[REDACTED]>
Subject: Accomplishment Sign

Randy,

The sign that the Willard School District wants to install would fall under what MoDOT calls an accomplishment sign [EPG 903.9.12](#). We would need to approve of the verbiage on the sign and enter into an agreement [EPG 903.15.3](#) with the City on cost and maintenance responsibility.

[REDACTED] is our traffic studies specialist for Greene County. He can walk you through the process.

Mark Mais
District Utilities Engineer

MoDOT – Southwest District
3025 East Kearney, Springfield, MO 65803
[REDACTED]
[REDACTED]
[REDACTED]

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item# 812

Discussion/Vote to accept bids for Manhole Replacement.



RANGE FARM LLC
9601 N. DOWELL LN
WILLARD, MO 65781
417-742-2437

Estimate

Date	Estimate #
6/24/2021	1454

Name / Address
CITY OF WILLARD MO

			Project
Description	Qty	Cost	Total
REMOVE AND REPLACE 3 MANHOLES PER SITE VISIT PRICING SUBJECT TO CHANGES DUE VARIABLE SUPPLY COSTS. ESTIMATE DOES NOT INCLUDE REMOVAL OF ANY HAZARDOUS MATERIALS OR ROCK EXCAVATION.		18,500.00 0.00	18,500.00 0.00
Thank you for the opportunity to submit this estimate.		Total	\$18,500.00

Customer Signature _____



2021-2023 EVALUATION AND REHABILITATION TOOLBOX
FOR WASTEWATER COLLECTION SYSTEM
CITY OF JOPLIN, MISSOURI

ENGINEER'S ESTIMATE = \$2,540,000

Ace Pipe Cleaning, Inc.
Kansas City, MO

Visu-Sewer of Missouri, LLC
E. St. Louis, IL

SEWER LINE CLEANING AND CCTV INSPECTION				
Item No.	Item Description	Unit	Unit Price	Unit Price
1.00	Mobilization for Sewer Line Cleaning and Inspection (Each Work Order)	LS	\$1,000.00	\$2,625.00
Light Cleaning (Up to 3 Cleaning Passes)				
1.01	6" to 10" Diameter Light Cleaning	LF	\$1.00	\$0.84
1.02	12" to 16" Diameter Light Cleaning	LF	\$1.00	\$0.84
1.03	18" to 21" Diameter Light Cleaning	LF	\$1.25	\$0.84
1.04	24" to 27" Diameter Light Cleaning	LF	\$2.00	\$1.30
1.05	30" to 32" Diameter Light Cleaning	LF	\$3.00	\$1.76
1.06	36" to 38" Diameter Light Cleaning	LF	\$3.50	\$1.76
1.07	42" to 48" Diameter Light Cleaning	LF	\$4.50	\$2.67
1.08	54" to 60" Diameter Light Cleaning	LF	\$4.75	\$3.59
Heavy Cleaning (4 to 10 Cleaning Passes)				
1.09	6" to 10" Diameter Heavy Cleaning	LF	\$1.10	\$2.05
1.10	12" to 16" Diameter Heavy Cleaning	LF	\$1.80	\$2.45
1.11	18" to 21" Diameter Heavy Cleaning	LF	\$5.00	\$5.85
1.12	24" to 27" Diameter Heavy Cleaning	LF	\$12.00	\$5.85
1.13	30" to 32" Diameter Heavy Cleaning	LF	\$13.00	\$10.50
1.14	36" to 38" Diameter Heavy Cleaning	LF	\$14.00	\$10.50
1.15	42" to 48" Diameter Heavy Cleaning	LF	\$16.00	\$15.00
1.16	54" to 60" Diameter Heavy Cleaning	LF	\$18.00	\$20.60
CCTV Inspection (PACP Compliant)				
1.17	6" to 10" Diameter CCTV Inspection	LF	\$1.25	\$1.00
1.18	12" to 16" Diameter CCTV Inspection	LF	\$1.25	\$1.00
1.19	18" to 21" Diameter CCTV Inspection	LF	\$1.25	\$1.00
1.20	24" to 27" Diameter CCTV Inspection	LF	\$1.25	\$1.00
1.21	30" to 32" Diameter CCTV Inspection	LF	\$2.00	\$1.00
1.22	36" to 38" Diameter CCTV Inspection	LF	\$2.00	\$1.00
1.23	42" to 48" Diameter CCTV Inspection	LF	\$2.00	\$1.00
1.24	54" to 60" Diameter CCTV Inspection	LF	\$2.00	\$1.00

LATERAL SEWER LINE CLEANING AND CCTV INSPECTION				
Item No.	Item Description	Unit	Unit Price	Unit Price
2.00	Mobilization for Lateral Sewer Line Cleaning and Inspection (Each Work Order)	LS	\$1,000.00	\$2,625.00
2.01	Lateral Inspection Setup Per Manhole to Manhole Segment	EA	\$200.00	\$50.00
2.02	4" to 6" Diameter Lateral Sewer Line Light Cleaning	LF	\$3.00	\$65.00
2.03	4" to 6" Diameter Lateral Sewer Line Heavy Cleaning	LF	\$85.00	\$105.00
2.04	4" to 6" Diameter Lateral Sewer Line CCTV Inspection	LF	\$3.00	\$65.00
2.05	Locate for Cleanout, via Lateral Launch Mainline Camera	EA	\$200.00	\$920.00

PRESSURE TESTING AND GROUTING OF SEWER LINE JOINTS

Item No.	Item Description	Unit		
14.00	Mobilization for Sewer Joint Testing and Grouting (Each Work Order)	LS	\$750.00	\$2,625.00
14.01	Testing of 8" Diameter Pipe Joints	EA	\$50.00	\$52.00
14.02	Testing of 10" Diameter Pipe Joints	EA	\$50.00	\$56.00
14.03	Testing of 12" Diameter Pipe Joints	EA	\$50.00	\$61.25
14.04	Grouting of 8" Diameter Pipe Joints	EA	\$30.00	\$5.00
14.05	Grouting of 10" Diameter Pipe Joints	EA	\$30.00	\$5.00
14.06	Grouting of 12" Diameter Pipe Joints	EA	\$30.00	\$5.00
14.07	Testing Lateral Connections on an 8" Diameter Sewer Main	EA	\$425.00	\$580.00
14.08	Testing Lateral Connections on a 10" Diameter Sewer Main	EA	\$425.00	\$580.00
14.09	Testing Lateral Connections on a 12" Diameter Sewer Main	EA	\$425.00	\$580.00
14.10	Grouting Lateral Connections on an 8" Diameter Sewer Main	EA	\$100.00	\$10.00
14.11	Grouting Lateral Connections on a 10" Diameter Sewer Main	EA	\$100.00	\$10.00
14.12	Grouting Lateral Connections on a 12" Diameter Sewer Main	EA	\$100.00	\$10.00
14.13	Testing of Small Diameter Sewer Lines Connected to Manholes	EA	\$425.00	\$575.00
14.14	Grouting of Small Diameter Sewer Lines Connected to Manholes	EA	\$100.00	\$25.00
14.15	Injectable Urethane Grout	GAL	\$12.00	\$185.00
14.16	Injectable Acrylamide Grout	GAL	\$12.00	\$12.00

MANHOLE FRAME AND COVER REPLACEMENT

Item No.	Item Description	Unit		
15.00	Mobilization for MH Frame and Cover Replacement (Each Work Order) X 1	LS	\$675.00	\$1,650.00
15.01	Frame and Cover Under Arterial Street (Material)	EA	\$410.00	\$905.00
15.02	Frame and Cover Not Under Arterial Street (Material)	EA	\$340.00	\$305.00
15.03	Under Turf (Installation) X 1	EA	\$775.00	\$880.00
15.04	Under Alleyway (Installation)	EA	\$875.00	\$1,100.00
15.05	Under Pavement (Installation) X 2	EA	\$2,075.00	\$2,200.00

CEMENTITIOUS & EPOXY MANHOLE RENOVATION AND PIPE END SEALS

Item No.	Item Description	Unit		
16.00	Mobilization for Cementitious & Epoxy MH Renovation (Each Work Order)	LS	\$3,000.00	\$3,260.00
16.01	Cementitious (Type 1 Portland Cement) Lining	SF	\$13.00	\$22.00
16.02	Cementitious H ₂ S Resistant (Fused Aluminate Clinker) Lining	SF	\$14.50	\$28.00
16.03	Cementitious Lining with Antimicrobial Additive	SF	\$16.00	\$23.20
16.04	Epoxy Lining	SF	\$19.00	\$45.00
16.05	Cementitious & Epoxy Lining	SF	\$33.00	\$55.60
CIPP End Seals				
16.06	Mobilization for CIPP End Seals (Each Work Order)	LS	\$2,000.00	\$5,100.00
16.07	8" Diameter CIPP End Seal	EA	\$600.00	\$600.00
16.08	10" Diameter CIPP End Seal	EA	\$650.00	\$700.00
16.09	12" Diameter CIPP End Seal	EA	\$700.00	\$800.00
16.10	15" Diameter CIPP End Seal	EA	\$750.00	\$900.00
16.11	18" Diameter CIPP End Seal	EA	\$900.00	\$1,000.00

Total on this pg.

\$ 5600.00

\$ 6,930.00

over →

22.56	6" Dia. Sewer Lateral, 0'-6' Deep Under Pavement	LF	\$116.00	\$125.00
22.57	6" Dia. Sewer Lateral, 6'-12' Deep Under Pavement	LF	\$119.00	\$132.00
22.58	6" Dia. Sewer Lateral, 12'-18' Deep Under Pavement	LF	\$145.00	\$176.00

Service Lateral Line Cleanout

22.59	Cleanout, 0'-6' Deep Under Turf	EA	\$1,300.00	\$1,650.00
22.60	Cleanout, 6'-12' Deep Under Turf	EA	\$1,550.00	\$1,925.00
22.61	Cleanout, 0'-6' Deep Under Crushed Stone	EA	\$1,800.00	\$2,200.00
22.62	Cleanout, 6'-12' Deep Under Crushed Stone	EA	\$2,600.00	\$2,475.00
22.63	Cleanout, 0'-6' Deep Under Pavement	EA	\$2,800.00	\$3,300.00
22.64	Cleanout, 6'-12' Deep Under Pavement	EA	\$4,000.00	\$3,850.00

INSTALLATION OF NEW MANHOLES

Item No.	Item Description	Unit		
23.00	Mobilization for Installation of New Manholes (Each Work Order)	LS	\$675.00	\$2,200.00

Lamphole

23.01	8" Dia. Lamphole, Up to 6' Deep	EA	\$3,150.00	\$2,200.00
23.02	10" Dia. Lamphole, Up to 6' Deep	EA	\$3,350.00	\$2,475.00

4-Foot Diameter

23.03	4' Dia. Manhole Under Turf, Up to 8' Deep	EA	\$4,400.00	\$5,500.00
23.04	4' Dia. Manhole Under Alleyway, Up to 8' Deep	EA	\$5,000.00	\$5,775.00
23.05	4' Dia. Manhole Under Pavement, Up to 8' Deep	EA	\$6,000.00	\$7,150.00
23.06	4' Dia. Manhole Extra Depth, > 8' Deep	FT	\$195.00	\$550.00

5-Foot Diameter

23.07	5' Dia. Manhole Under Turf, Up to 8' Deep	EA	\$6,000.00	\$7,150.00
23.08	5' Dia. Manhole Under Alleyway, Up to 8' Deep	EA	\$6,500.00	\$7,425.00
23.09	5' Dia. Manhole Under Pavement, Up to 8' Deep	EA	\$7,500.00	\$8,800.00
23.10	5' Dia. Manhole Extra Depth, > 8' Deep	FT	\$300.00	\$825.00

6-Foot Diameter

23.11	6' Dia. Manhole Under Turf, Up to 8' Deep	EA	\$7,000.00	\$8,250.00
23.12	6' Dia. Manhole Under Alleyway, Up to 8' Deep	EA	\$7,600.00	\$8,525.00
23.13	6' Dia. Manhole Under Pavement, Up to 8' Deep	EA	\$8,600.00	\$9,900.00
23.14	6' Dia. Manhole Extra Depth, > 8' Deep	FT	\$525.00	\$1,100.00

MISCELLANEOUS OPEN CUT SERVICES AND ITEMS

Hourly Rates (A minimum 4-hour charge shall be applied to all hourly services to account for mobilization)

Item No.	Item Description	Unit		
24.00	Laborer	HR	\$84.00	\$110.00
24.01	Backhoe and Operator	HR	\$131.00	\$220.00
24.02	12,000 Lb Excavator and Operator	HR	\$145.00	\$220.00
24.03	18,000 Lb Excavator and Operator	HR	\$165.00	\$250.00
24.04	40,000 Lb Excavator and Operator	HR	\$210.00	\$275.00
24.05	>40,000 Lb Excavator and Operator	HR	\$260.00	\$305.00
24.06	Standard Dump Truck and Driver	HR	\$105.00	\$140.00
24.07	End Dump Truck and Driver	HR	\$142.00	\$165.00

Miscellaneous Items

24.08	Sewer Line Trench Plug	EA	\$1,200.00	\$2,200.00
24.09	Additional Crushed Stone Backfill	TON	\$17.00	\$44.00

Total BID #23,275.00 #28,840.00
 Page 11 of 18