

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

June 13, 2022

7:00 p.m.

Willard City Hall

224 W. Jackson

Mayor

Samuel Snider

Board Members

Corey Hendrickson-Mayor Pro-Tem

Sam Baird

Ryan Simmons

Larry Whitman

Landon Hall

Tyler Kelly

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
June 13, 2022
7:00 P.M.**

Posted June 9, 2022.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** June 13, 2022 at the Willard City Hall, 224 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. 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 May 23, 2022.
 - b. May/June 2022 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
 - d. Board Attendance Report.
- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for May/June 2022.**
 - 5. Discussion/Vote to appoint Derrick Estell to the Planning & Zoning Commission.**
 - 6. Conflict of Interest Ordinance. (1st Read) Discussion/Vote.**
 - 7. Ordinance accepting the Insurance Proposal by K&K Insurance for Parks Events. (1st & 2nd Read) Discussion/Vote.**
 - 8. Discussion/Vote accepting the agreement for Prosecutor Clerk Services by Reynolds & Gold Law Firm.**

9. **Resolution adopting the revised Personnel Policy Manual. Discussion/Vote.**
10. **Ordinance amending the 2022 Budget. (1st Read) Discussion/Vote.**
11. **Citizen Input.**
12. **New Business.**
13. **Unfinished Business.**
14. **Adjourn Meeting.**

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#

Consent Agenda:

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- a. Minutes from regular meeting May 23, 2022.
- b. May/June 2022 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Board Attendance Report.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
May 23, 2022
7:00 p.m.**

Staff present: City Administrator, Brad Gray; City Clerk, Jennifer Rowe; Police Officer, Brandon Bond; Parks Director, Jason Knight; and Finance Director, Carolyn Halverson.

City Attorney Ken Reynolds was not present.

Citizens in attendance: Scott Stewart and Kathy Stewart, Madison Moore (KPM CPA's), and Jeff Chronister (Ollis, Akers & Arney).

Call to Order.

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

Roll Call.

Alderman Kelly-present, Alderman Simmons-present, Alderman Hendrickson-present, Alderman Whitman-present, Alderman Baird-present, Alderman Hall-present and Mayor Snider-present.

Agenda Amendments/Agenda Approval.

City Administrator Brad Gray requested a change to the Ordinance for the Amended Budget and make it just a discussion. Motion was made by Alderman Kelly and seconded by Alderman Whitman to approve the agenda with changes. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Consent Agenda.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to approve the Consent Agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for April/May 2022.

Motion was made by Alderman Simmons and seconded by Alderman Kelly to approve the current Outstanding Invoices, draft and Check Paid Invoices for April/May 2022. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Citizen Input.

None.

Presentation of 2021 Audit by KPM CPA's.

Madison Moore of KPM CPA's gave the presentation on the 2021 Audit for the City of Willard.

Resolution approving application for ARPA Funding for the wastewater project for 94 Lift Station.

Discussion/Vote.

Mr. Gray informed the Board that this was an application to get grant funding to cover the upgrades to the 94 Lift Station and Force Main replacement. Motion was made by Alderman Whitman and seconded by Alderman Baird to approve the resolution for the application for ARPA Funding for the wastewater project for 94 Lift Station. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Resolution approving application for ARPA Funding for the water project. Discussion/Vote.

Mr. Gray informed the Board that this was the same Resolution as the wastewater application, however this one was for a water project. This would allow for the resurfacing of 3 water towers, generators at the wells, and contracts for water leak detection. Both this and the sewer grant would include alternate options as well. Motion was made by Alderman Simmons and seconded by Alderman Hall to approve the resolution for the application for ARPA Funding for the water project. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Ordinance accepting the contract with K&K for Insurance for Freedom Fest. (1st & 2nd Read) Discussion/Vote.

Parks Director Jason Knight introduced Jeff Chronister from Ollis, Akers and Arney. Mr. Chronister discussed the proposal from K&K. Discussion was made on the cost and what was covered. Mr. Chronister stated that they knew special events would not be covered and would have to be bid out each time. He informed the Board that this was why there were savings on the Insurance policy signed at the end of December for the City. Alderman Baird asked why that was not shared with the Board when the insurance policy was being voted on. Mr. Chronister stated that he was not sure, but it was fully known at that time.

Discussion was made on vendors insurance required during events. Mr. Chronister told the Board that most insurance companies will only bid the insurance 30 days out from an event. He was expecting a few other bids this coming Wednesday as that will be 30 days out. We had time to wait and see what those come back as, but they would only cover Freedom Fest. K&K has given a year policy to cover Freedom Fest, Veteran's Day and Trunk or Treat. The total cost is \$9,175. This includes the \$700 to cover all other special events that are not high risk like the main 3.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to table the discussion until the other bids could be brought next meeting. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Discussion on the proposed amended 2022 Budget.

Mr. Gray informed the Board that the packets were emailed out earlier today. He stated that Ms. Halverson had placed a breakdown of all changes at their seats tonight as well. Discussion was made on all of the changes, the proposed new building at B Lift Station, Recycle Center issues, grants and document storage.

New Business.

Alderman Baird discussed the Economic Development Work Study from the 16th. Discussion was made citizens attending and what all was talked about. Mr. Gray discussed the takeaways he got from the meeting.

Unfinished Business.

Alderman Baird stated that while he appreciated Mr. Gray and Mr. Knight taking the blame for the insurance mishap, he feels the City was not represented by Ollis, Akers and Arney.

Recess Open Session.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to Recess the Open Session. Motion carried with a vote of 5-1. Voting aye: Aldermen Simmons, Hendrickson, Whitman, Baird and Hall. Voting nay: Alderman Kelly.

Open Executive Session.

Motion was made by Alderman Simmons and seconded by Alderman Hall to Open the Executive Session at 8:56 p.m. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Close Executive Session.

Motion was made by Alderman Simmons and seconded by Alderman Hendrickson to Close the Executive Session at 9:53 p.m. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

Adjourn.

Motion was made by Alderman Hendrickson and seconded by Alderman Simmons to Adjourn. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Hendrickson, Whitman, Baird and Hall.

The meeting was adjourned at 9:53 p.m.

Jennifer Rowe, City Clerk

Samuel Snider, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #3B
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **May 2022/June 2022 Outstanding Invoices**
- **May 2022/ June 2022 Check Paid Invoices and Draft Paid Invoices**



Pending Expense Approval Report 1

By Vendor Name

Post Dates 5/25/2022 - 6/7/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ACE150 - AC ELECTRICAL SYSTEMS, INC.					
AC ELECTRICAL SYSTEMS, INC.	222582	06/07/2022	LS 94 TROUBLE SHOOT PUMPS WKND HOURS - S	20-700-55600	562.50
AC ELECTRICAL SYSTEMS, INC.	222590	06/07/2022	LS B CONTRACTED LABOR REPAIRS LIGHTING DAMAGE -	20-700-55600	218.75
AC ELECTRICAL SYSTEMS, INC.	222615	06/07/2022	LS D PASS SURGE ARRESTOR - S	20-700-55600	421.88
Vendor ACE150 - AC ELECTRICAL SYSTEMS, INC. Total:					1,203.13
Vendor: APC100 - ACE PIPE CLEANING					
ACE PIPE CLEANING	145120	06/07/2022	I & I CIPP POINT REPAIR 2021 SEWER REHAB-S	20-700-95100	6,800.00
Vendor APC100 - ACE PIPE CLEANING Total:					6,800.00
Vendor: APAC100 - APAC CENTRAL, INC					
APAC CENTRAL, INC	7001728733	06/07/2022	ASPHALT MIX FOR STREET REPAIRS- STS	10-300-51000	148.97
APAC CENTRAL, INC	7001734856	06/07/2022	ASPHALT MIX FOR STREET REPAIRS- STS	10-300-51000	544.64
APAC CENTRAL, INC	7001735879	06/07/2022	ASPHALT MIX FOR STREET REPAIRS- STS	10-300-51000	1,532.17
Vendor APAC100 - APAC CENTRAL, INC Total:					2,225.78
Vendor: APM100 - APPLE MARKET					
APPLE MARKET	2614	06/07/2022	OFFICE SUPP - PKS	30-800-50700	6.00
Vendor APM100 - APPLE MARKET Total:					6.00
Vendor: ADF150 - ARBOR DAY FOUNDATION					
ARBOR DAY FOUNDATION	2022-2023	06/01/2022	2022-2023 TREE CITY USA MEMBERSHIP DUES - PKS	30-800-50190	75.00
Vendor ADF150 - ARBOR DAY FOUNDATION Total:					75.00
Vendor: BMS150 - BRENNTAG MID-SOUTH, INC.					
BRENNTAG MID-SOUTH, INC.	BMS150060	06/07/2022	CHLORINE FOR WELLS - W	20-600-50300	2,262.69
BRENNTAG MID-SOUTH, INC.	BMS152703	06/07/2022	CHLORINE FOR WELLS - WATE	20-600-50300	342.12
Vendor BMS150 - BRENNTAG MID-SOUTH, INC. Total:					2,604.81
Vendor: CSC200 - CHRIS STRAW CONSULTING, LLC					
CHRIS STRAW CONSULTING, L	MAY312022	06/07/2022	LOT INSPECTIONS & REINSPECTIONS- P&D	10-400-56400	930.00
Vendor CSC200 - CHRIS STRAW CONSULTING, LLC Total:					930.00
Vendor: CNA110 - CNA SURETY					
CNA SURETY	07312022	06/07/2022	BOND INSURANCE - ALL DEPT	10-100-56000	745.00
CNA SURETY	07312022	06/07/2022	BOND INSURANCE - ALL DEPT	10-200-56000	52.50
CNA SURETY	07312022	06/07/2022	BOND INSURANCE - ALL DEPT	10-250-56000	350.00
CNA SURETY	07312022	06/07/2022	BOND INSURANCE - ALL DEPT	20-600-56000	131.25
CNA SURETY	07312022	06/07/2022	BOND INSURANCE - ALL DEPT	20-700-56000	131.25
CNA SURETY	07312022	06/07/2022	BOND INSURANCE - ALL DEPT	30-800-56000	245.00
Vendor CNA110 - CNA SURETY Total:					1,655.00
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	S22-4739	06/07/2022	BWI PORTABLE UNITS MILLER PARK - PKS	30-800-55850	220.00
COMMERCE CREDIT CARD SE	114-9311904-3356257	06/07/2022	AMZN 5GAL BUCKETS - PKS	30-800-50200	68.97
COMMERCE CREDIT CARD SE	114-9667471-96284246	06/07/2022	AMZN CAN OPENER CONCESS - PKS	30-800-50200	25.97
COMMERCE CREDIT CARD SE	1309900	06/07/2022	INYO POOLS PUMP MOTOR POOL - PKS	30-800-51000	306.98
COMMERCE CREDIT CARD SE	LO6740	06/07/2022	TAN-TAR-A RESORT T FORSHEE CONFERENCE LODGI	10-250-56910	473.20

Pending Expense Approval Report 1

Post Dates: 5/25/2022 - 6/7/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMMERCE CREDIT CARD SE	114-0816774-9068234	06/07/2022	AMZN-ALL PURPOSE CLEANERS - PKS	30-800-50550	19.99
COMMERCE CREDIT CARD SE	114-1312372-0613829	06/07/2022	AMZN CAMP SUPPLIES RUBBERBANDS - PKS	30-800-50177	17.39
COMMERCE CREDIT CARD SE	114-6092317-8648227	06/07/2022	AMZN CAMP ART SUPPLIES - PKS	30-800-50177	383.12
COMMERCE CREDIT CARD SE	114-7792492-3388229	06/07/2022	AMZN CAMP ART SUPPLIES - PKS	30-800-50177	7.11
COMMERCE CREDIT CARD SE	114-8692937-5752251	06/07/2022	AMZN DISH SOAP - PKS	30-800-50177	18.75
COMMERCE CREDIT CARD SE	114-0410911-9223457	06/07/2022	AMZN CAMP SPLY, NAME BADGES & CLR PLS HOLDR - P	30-800-50177	123.89
COMMERCE CREDIT CARD SE	32526277	06/07/2022	LINGO COMM LIFT STATION PHONE SERVICE - SEWER	20-700-61000	49.72
COMMERCE CREDIT CARD SE	603407	06/07/2022	EZ AUTO - REPAIR TIRE ON VEHICLE #4- LAW	10-200-71000	15.00
COMMERCE CREDIT CARD SE	114-2409345-2150626	06/07/2022	AMZN AQUATICSRESPIRATOR & CONCESS SUPPLIES - PKS	30-800-50140	78.34
COMMERCE CREDIT CARD SE	114-2409345-2150626	06/07/2022	AMZN AQUATICSRESPIRATOR & CONCESS SUPPLIES - PKS	30-800-50200	77.48
COMMERCE CREDIT CARD SE	0197020-IN	06/07/2022	CLRGRAPHIC PRINTING MESH SIGN POOL - PKS	30-800-50140	33.01
COMMERCE CREDIT CARD SE	114-4251576-4746636	06/07/2022	AMZN MOWER BLADES GRSHPR - PKS	30-800-71100	142.99
COMMERCE CREDIT CARD SE	133120	06/07/2022	HARBOR FREIGHT -TARP FOR FORCE MAIN - S	20-700-95100	99.99
COMMERCE CREDIT CARD SE	9859659437	06/07/2022	NACHO CHEESE & CHIPS- PKS	30-800-50200	312.96
COMMERCE CREDIT CARD SE	333720430	06/07/2022	GOTOMEETING VIDEO CONFENCING SOFTWARE - GEN	10-100-57400	19.80
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					2,494.66
Vendor: FER105 - FITNESS E.R.					
FITNESS E.R.	4783-1	06/07/2022	REPLACED TREADMILL DRIVE BELT - PKS	30-800-50400	111.42
Vendor FER105 - FITNESS E.R. Total:					111.42
Vendor: GLA200 - GLENN'S AUTOMOTIVE LLC					
GLENN'S AUTOMOTIVE LLC	15158	06/07/2022	2017 WPD #4- LIGHT, WIRING SYSTEM,- LAW	10-200-71000	1,063.15
Vendor GLA200 - GLENN'S AUTOMOTIVE LLC Total:					1,063.15
Vendor: GCM100 - GREENE COUNTY TREASURER					
GREENE COUNTY TREASURER	5242022	06/07/2022	PREMIER ONE MOBILE LICENSE 2022 - LAW	10-200-57400	825.00
Vendor GCM100 - GREENE COUNTY TREASURER Total:					825.00
Vendor: HAR160 - HARRY COOPER SUPPLY COMPANY					
HARRY COOPER SUPPLY COM	54682116.001	06/07/2022	STAINLESS STEEL PARTS & BALL VALVE -S	20-600-51000	1,042.07
HARRY COOPER SUPPLY COM	54682116.002	06/07/2022	STAINLESS STEEL PARTS & BALL VALVE -S	20-600-51000	123.69
Vendor HAR160 - HARRY COOPER SUPPLY COMPANY Total:					1,165.76
Vendor: HYP100 - HYPERCORE NETWORKS INC					
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	10-100-61050	272.15
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	10-200-61050	272.15
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	10-250-61050	194.25
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	10-300-61050	200.76
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	10-400-61050	194.25
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	20-600-61050	297.99
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	20-700-61050	297.99
HYPERCORE NETWORKS INC	06012212711495	06/07/2022	INTERNET SERVICE - ALL DEPT	30-800-61050	304.50
Vendor HYP100 - HYPERCORE NETWORKS INC Total:					2,034.04
Vendor: KPM100 - KPM CPAs AND ADVISORS					
KPM CPAs AND ADVISORS	54751	06/07/2022	AUDIT EXPENSE - ALL DEPTS	10-100-55400	327.40
KPM CPAs AND ADVISORS	54751	06/07/2022	AUDIT EXPENSE - ALL DEPTS	20-600-55400	807.00

Pending Expense Approval Report 1

Post Dates: 5/25/2022 - 6/7/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KPM CPAs AND ADVISORS	54751	06/07/2022	AUDIT EXPENSE - ALL DEPTS	20-700-55400	807.20
KPM CPAs AND ADVISORS	54751	06/07/2022	AUDIT EXPENSE - ALL DEPTS	30-800-55400	58.40
Vendor KPM100 - KPM CPAs AND ADVISORS Total:					2,000.00
Vendor: CHR101 - LORI CHRISTOPH					
LORI CHRISTOPH	0023484	06/07/2022	YOUTH SPORT BASEBALL REFUND - PKS	30-800-47300	50.00
Vendor CHR101 - LORI CHRISTOPH Total:					50.00
Vendor: MAS101 - MASSADA INC					
MASSADA INC	2021-1464	06/07/2022	PERFORMANCE BOND RELEASED - P&D	10-24100	1,000.00
Vendor MAS101 - MASSADA INC Total:					1,000.00
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-423439	06/07/2022	MOTOR OIL FOR TRACTOR- ST	10-300-71100	6.49
O'REILLY AUTOMOTIVE, INC	2367-424181	06/07/2022	GEAR LUBE FOR BATWING - PKS	30-800-71100	21.99
O'REILLY AUTOMOTIVE, INC	2367-426089	06/07/2022	FUEL FILTER FOR TRACTOR - STS	10-300-71100	31.48
O'REILLY AUTOMOTIVE, INC	2367-427121	06/07/2022	ANTIFREEZE (CHEVY) & KEYCHAIN - PKS	30-800-50130	4.69
O'REILLY AUTOMOTIVE, INC	2367-427121	06/07/2022	ANTIFREEZE (CHEVY) & KEYCHAIN - PKS	30-800-71000	22.98
O'REILLY AUTOMOTIVE, INC	2367-427335	06/07/2022	ANTIFREEZE FOR TRACTOR - STS	10-300-71100	50.96
O'REILLY AUTOMOTIVE, INC	2367-428341	06/07/2022	HEADLIGHT ADN SS SELF TAP CHEVY - PKS	30-800-71000	23.54
O'REILLY AUTOMOTIVE, INC	2367-428476	06/07/2022	MOWER V- BELT - PKS	30-800-71100	30.52
O'REILLY AUTOMOTIVE, INC	2367-428731	06/07/2022	RAIN-X FOR PATROL CAR # 2 - LAW	10-200-50130	6.99
O'REILLY AUTOMOTIVE, INC	2367-429994	06/07/2022	MOTOR OIL FOR TRACTOR- ST	10-300-71100	6.99
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					206.63
Vendor: OZA255 - OZARKS COCA COLA					
OZARKS COCA COLA	27106939	06/07/2022	COCACOLA CONCESS - PKS	30-800-50200	202.78
Vendor OZA255 - OZARKS COCA COLA Total:					202.78
Vendor: PAT103 - PAT HOOD					
PAT HOOD	4142022	06/07/2022	CROCHET CLASS LABOR & SUPPLIES - PKS	30-800-55600	97.12
Vendor PAT103 - PAT HOOD Total:					97.12
Vendor: PAW100 - PEARL AUTO WORKS					
PEARL AUTO WORKS	WILLARDPD	06/07/2022	FENDER & MOLDING REPAIR ON # 7 - LAW	10-200-71000	802.39
Vendor PAW100 - PEARL AUTO WORKS Total:					802.39
Vendor: POT250 - POTTER EQUIPMENT CO., INC.					
POTTER EQUIPMENT CO., INC.	PI73171	06/07/2022	HOSE, CLAMPS, FOR BACKHOE - S/W/STS	10-300-71100	6.02
POTTER EQUIPMENT CO., INC.	PI73171	06/07/2022	HOSE, CLAMPS, FOR BACKHOE - S/W/STS	20-600-71100	12.04
POTTER EQUIPMENT CO., INC.	PI73171	06/07/2022	HOSE, CLAMPS, FOR BACKHOE - S/W/STS	20-700-71100	12.04
Vendor POT250 - POTTER EQUIPMENT CO., INC. Total:					30.10
Vendor: RAL200 - RAY LYNCH					
RAY LYNCH	JUNE2022	06/07/2022	CELL PHONE REIMBURSEMENT - \$TS/W/S	10-300-61000	10.00
RAY LYNCH	JUNE2022	06/07/2022	CELL PHONE REIMBURSEMENT - \$TS/W/S	20-600-61000	20.00
RAY LYNCH	JUNE2022	06/07/2022	CELL PHONE REIMBURSEMENT - \$TS/W/S	20-700-61000	20.00
Vendor RAL200 - RAY LYNCH Total:					50.00

Pending Expense Approval Report 1

Post Dates: 5/25/2022 - 6/7/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: OHE100 - RAY O'HERRON CO INC					
RAY O'HERRON CO INC	3108844	06/07/2022	VEST ORDER FOR OFFICER BROWITT - LAW	10-200-52000	834.02
Vendor OHE100 - RAY O'HERRON CO INC Total:					834.02
Vendor: SAS150 - SASCO PAVEMENT COATINGS, INC.					
SASCO PAVEMENT COATINGS, 516		06/07/2022	TACK OIL - STS	10-300-51000	99.00
Vendor SAS150 - SASCO PAVEMENT COATINGS, INC. Total:					99.00
Vendor: SSE100 - SPRINGFIELD STAMP & ENGRAVING					
SPRINGFIELD STAMP & ENGR 624000		06/07/2022	NEW ALDERMEN NAME PLATE - GEN	10-100-50130	16.85
Vendor SSE100 - SPRINGFIELD STAMP & ENGRAVING Total:					16.85
Vendor: COC200 - SW MISSOURI ENGINEERING LLC					
SW MISSOURI ENGINEERING SW1422		06/07/2022	HOFFMAN HILLS MEETING DISCUSSION - P&D	10-400-56400	540.00
Vendor COC200 - SW MISSOURI ENGINEERING LLC Total:					540.00
Vendor: TEF100 - TERRY FORSHEE					
TERRY FORSHEE 62222		06/07/2022	MACA CONFERENCE MILEAGE & MEALS REIMBURSEMENT - CT	10-250-56910	164.51
Vendor TEF100 - TERRY FORSHEE Total:					164.51
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN JUNE2022		06/07/2022	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN JUNE2022		06/07/2022	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN JUNE2022		06/07/2022	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: UNI120 - UNITED RENTALS, INC					
UNITED RENTALS, INC 206607610.001		06/07/2022	ROLLER DOUBLE DRUM - STS	10-300-51000	287.55
Vendor UNI120 - UNITED RENTALS, INC Total:					287.55
Vendor: VSI100 - VSI&C					
VSI&C 1003		06/07/2022	I & I CCTV INSPECT SEWER MAIN- SEWER	20-700-95100	6,002.70
VSI&C 1002		06/07/2022	I & I CCTV INSPECT SEWER MAIN- SEWER	20-700-95100	5,720.00
Vendor VSI100 - VSI&C Total:					11,722.70
Vendor: WAL110 - WALMART CAPITAL ONE					
WALMART CAPITAL ONE 523262		06/07/2022	BATTERIES, MARKERS, EXPOS - PKS	30-800-50700	63.96
WALMART CAPITAL ONE 531368		06/07/2022	CANDY, BUNS, HOTDOGS, CONCESSIONS SUPPLIES - PKS	30-800-50200	698.10
Vendor WAL110 - WALMART CAPITAL ONE Total:					762.06
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC B203708		06/07/2022	MISC NUTS FOR MAINT - PKS	30-800-50130	4.80
WILLARD HOME CENTER LLC B203731		06/07/2022	PLASTIC PEGS TO HOLD SHELVES - LAW	10-200-50130	2.49
WILLARD HOME CENTER LLC D63749		06/07/2022	GASKET SEALANT, WIRE	20-700-50130	14.57
WILLARD HOME CENTER LLC B204595		06/07/2022	BRUSH, LUB, AIR VALVES - S CLAMP, COUPLING, WASHER	30-800-50130	56.15
WILLARD HOME CENTER LLC B204595		06/07/2022	HOSE, GLOVES ETC - PKS CLAMP, COUPLING, WASHER	30-800-50500	110.00
WILLARD HOME CENTER LLC B204595		06/07/2022	HOSE, GLOVES ETC - PKS CLAMP, COUPLING, WASHER	30-800-52000	113.91
WILLARD HOME CENTER LLC B205282		06/07/2022	HOSE, GLOVES ETC - PKS KEYS CUT & RING - PKS	30-800-50500	20.59
WILLARD HOME CENTER LLC B205118		06/07/2022	BIT SET, BLADE, COUPLER, TOOLS - PKS	30-800-50130	60.84

Pending Expense Approval Report 1

Post Dates: 5/25/2022 - 6/7/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WILLARD HOME CENTER LLC	D63811	06/07/2022	HOSES, BARREL BOLTS, MISC HRDWR, PIPE ETC & - PKS	30-800-50200	5.99
WILLARD HOME CENTER LLC	D63811	06/07/2022	HOSES, BARREL BOLTS, MISC HRDWR, PIPE ETC & - PKS	30-800-50500	204.49
WILLARD HOME CENTER LLC	D64143	06/07/2022	SOAPSTONE PENCIL & ROACH KILLER - PW	10-300-50130	1.80
WILLARD HOME CENTER LLC	D64143	06/07/2022	SOAPSTONE PENCIL & ROACH KILLER - PW	20-600-50130	3.59
WILLARD HOME CENTER LLC	D64143	06/07/2022	SOAPSTONE PENCIL & ROACH KILLER - PW	20-700-50130	9.59
WILLARD HOME CENTER LLC	B205914	06/07/2022	KEYS CUT - PKS	30-800-50500	9.95
WILLARD HOME CENTER LLC	D64272	06/07/2022	GRASS SEED, READY MIX. OIL & LINE FOR TRIMR - STS	10-300-51000	191.99
WILLARD HOME CENTER LLC	D64272	06/07/2022	GRASS SEED, READY MIX. OIL & LINE FOR TRIMR - STS	10-300-52000	49.98
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					860.73
Grand Total:					42,970.19

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	12,279.90
20 - WATER AND SEWER FUND	26,250.62
30 - PARKS FUND	4,439.67
Grand Total:	42,970.19

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	16.85
10-100-55400	AUDIT EXPENSE-GCG	327.40
10-100-56000	INSURANCE-GCG	745.00
10-100-57400	EQUIPMENT/SOFTWARE	19.80
10-100-61050	INTERNET-GCG	272.15
10-200-50130	SUPPLIES-LAW	9.48
10-200-52000	SUPPLIES SMALL EQUIP	834.02
10-200-56000	INSURANCE-LAW	52.50
10-200-57400	EQUIPMENT/SOFTWARE	825.00
10-200-61050	INTERNET-LAW	272.15
10-200-71000	VEHICLE REPAIR & MAIN	1,880.54
10-24100	DEVELOPERS ESCROW	1,000.00
10-250-56000	INSURANCE-COURT	350.00
10-250-56910	TRAVEL COURT	637.71
10-250-61050	INTERNET-COURT	194.25
10-300-50130	SUPPLIES-STREETS	1.80
10-300-51000	REPAIRS AND MAINTEN	2,804.32
10-300-52000	SUPPLIES SMALL EQUIP	49.98
10-300-61000	TELEPHONE-STREETS	20.00
10-300-61050	INTERNET-STREETS	200.76
10-300-71100	EQUIPMENT REPAIR &	101.94
10-400-56400	PROFESSIONAL-P&D	1,470.00
10-400-61050	INTERNET-P&D	194.25
20-600-50130	SUPPLIES-WATER	3.59
20-600-50300	LABORATORY SUPPLIES-	2,604.81
20-600-51000	REPAIRS AND MAINTEN	1,165.76
20-600-55400	AUDIT EXPENSE-WATER	807.00
20-600-56000	INSURANCE-WATER	131.25
20-600-61000	TELEPHONE WATER	40.00
20-600-61050	INTERNET-WATER	297.99
20-600-71100	EQUIPMENT REPAIR &	12.04
20-700-50130	SUPPLIES-SEWER	24.16
20-700-55400	AUDIT EXPENSE-SEWER	807.20
20-700-55600	CONTRACT LABOR-SEWE	1,203.13
20-700-56000	INSURANCE-SEWER	131.25
20-700-61000	TELEPHONE-SEWER	89.72
20-700-61050	INTERNET-SEWER	297.99
20-700-71100	EQUIPMENT REPAIR &	12.04
20-700-95100	CAPITAL ASSET EXP-SEW	18,622.69
30-800-47300	YOUTH SPORTS-PKS	50.00
30-800-50130	SUPPLIES GENERAL-PKS	126.48
30-800-50140	SUPPLIES-AQUATIC	111.35
30-800-50177	SUPPLIES-YOUTH CAMP	550.26
30-800-50190	TREE CITY USA-PKS	75.00
30-800-50200	CONCESSIONS-PKS	1,392.25
30-800-50400	FITNESS CENTER EXPENS	111.42
30-800-50500	BUILDING MAINTENANC	345.03
30-800-50550	CUSTODIAL SUPPLIES-PK	19.99
30-800-50700	OFFICE SUPPLIES-PKS	69.96
30-800-51000	REPAIRS AND MAINTEN	306.98

Account Summary

Account Number	Account Name	Expense Amount
30-800-52000	SUPPLIES SMALL EQUIP	113.91
30-800-55400	AUDIT EXPENSE-PKS	58.40
30-800-55600	CONTRACT LABOR-PKS	97.12
30-800-55850	EQUIPMENT RENTAL-PK	220.00
30-800-56000	INSURANCE-PKS	245.00
30-800-61050	INTERNET-PARKS	304.50
30-800-71000	VEHICLE REPAIR & MAIN	46.52
30-800-71100	EQUIPMENT REPAIR &	195.50
	Grand Total:	42,970.19

Project Account Summary

Project Account Key	Expense Amount
None	42,970.19
Grand Total:	42,970.19

Equipment Usage and Repairs

May 2022

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	5,780	6,901	1,121	\$0.00	\$0.00
2	2004 Chevy 1 Ton Dump	164,793	165,266	473	\$0.00	\$0.00
3	2003 Chevy 1 Ton Utility - Sewer	188,842	189,529	687	\$0.00	\$0.00
4	1998 Dodge 1/2 Ton FB	128,517	128,673	156	\$0.00	\$147.04
5	2001 Chevy 1500	4,699	5,582	883	\$0.00	\$0.00
6	2000 Chevy 3/4 Ton FB	154,648	154,648	-	\$0.00	\$0.00
7	1993 Ford 1 Ton Utility - Water	157,322	157,322	-	\$0.00	\$0.00
8	2017 Chevy Silverado	52,676	53,736	1,060	\$0.00	\$0.00
9	1998 Chevy S-10	157,259	157,259	-	\$0.00	\$0.00
10	Case Backhoe	4,081	4,104	23	\$405.60	\$858.00
11	60XT Case Skid Steer	1,569	1,683	114	\$0.00	\$137.20
12	JD Tractor	3,902	4,012	110	\$0.00	\$0.00
13	Kubota RTV 1100	976	976	-	\$0.00	\$0.00
	New battery salt spreader			-	\$0.00	\$131.20
	Misc.Expence			-	\$0.00	\$0.00
					\$405.60	\$1,273.44

Public Works Report

May 2022

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 103 utility locates for the month.
- We completed 89 Work orders for the month.
- We continue to do dirt work and cleanup from previous water leaks.
- Contractors removed the communications equipment from the top of our Meadows water tower.
- We were proactive with all the new development coming to Willard and ordered far ahead all the electronic components that we would need for our meter reading system. However due to global electronic shortages our suppliers are having trouble filling these orders. What this means is that we will be able to put in meters to meter water usage, but we will have to manually read these (no drive by radio reads possible) using up time and manpower. As soon as the electronics are available, we will retrofit the meters.

Sewer

- We have finished the water sealing around D lift station, it has been tested and is successfully keeping out storm runoff.
- We had a major sewer backup on the main between the school's bus barn and Canterbury, it appeared that the contractors working in this area had crushed the line. We dug it up and fixed it and provided cost estimates to the contractors. Everything was treated and all paperwork was filed with DNR.
- Contractors fixed a major I&I issue that we found in front of 304 Willey.
- We have a total of 6 leaking manholes that Ace will be here the first of the month to seal up.
- We have started servicing all our air relief valves on the force mains.
- We changed out an air relief valve that failed due to H₂S eating away the metal on the inside. We replaced it with one that is epoxy coated inside and out, this should do away with this problem. All future failures will be replaced with this kind of valve.
- The software issue that we were having with the flowmeter at B-042 is fixed and we changed out the battery on flowmeter R-020.
- We cleaned and jetted the sewer lines and VSIC inspected the sewer collection system that drains to our Meadows West lift station, we found numerous issues with the sewer mains and manholes in the area.

- We replaced a surge arrestor at our D lift station that was not letting the pumps run on line power or generator power.
- Our Meadows East lift station experienced an overflow due to a line faze failure on Liberty's end. All reporting has been done with DNR.
- We have had another fault at our 94-lift station, we think it may be due in some part to the probe, we have the parts and will also be cleaning the check valves checking for any kind of obstructions.
- The transformer at our B lift station took a direct hit from lightning and caught fire shutting down the pumps. Liberty got 2 trucks stuck trying to get access to the pole. We are now looking at building up the access with stone.
- During the recent rains/flooding we had multiple overflows with our sewer collection system. We had 4 trucks from Battlefield Septic on hand and fortunately our Regional lift station did not overflow.
- Due to the amount of I&I that we have fixed it seems that we are making noticeable progress on our flows.

Streets

- This has been a difficult month for road work due to the excessive amount of rainfall we have received. The asphalt plant has rarely been open, and we have had little dry material to work with.
- We continue patching and filling potholes at Mark, Main, Berry/Hill, New Melville, Bray, Langston, Dennis, and Grand Prairie.
- We serviced the backhoe, the john deer tractor and the fuel tank and pump motor at the lagoons.
- We continue working on the street sign list throughout the city.
- We trimmed limbs/brush at the wells and lift stations, plus sprayed weed killer.

Monthly Water Loss 2022

Current Month
5

Month	January	February	March	April	May	Annual Average	Annual
Amount of Gallons Pumped	21,911,100	22,516,000	22,084,900	22,045,500	23,471,600	22,405,820	112,029,100
Dollar Amount Sold	\$80,953.21	\$86,036.46	\$79,259.53	\$78,030.25	\$81,649.50	\$81,185.79	\$405,928.95
Gallons of Water Sold	14,942,000	16,832,000	14,377,000	13,898,000	15,239,000	15,057,600	75,288,000
Flushing	0	0	0	10,000	10,000	4,000	20,000
Leaks/Adjustments	25,000	130,000	150,000	0	0	61,000	305,000
City Usage (not billed)	9,000	30,000	30,000	17,000	16,000	20,400	102,000
Flre Dept	10,000	17,000	14,000	10,000	1,000	10,400	52,000
Tower Overflows	0	0	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	45,000	45,000	225,000
Total Gallons Accounted For	15,012,000	17,007,000	14,572,000	13,953,000	15,294,000	15,167,600	75,838,000
% Water Loss	31.49%	24.47%	34.02%	36.71%	34.84%	32.31%	
Amount of Water Lost	6,899,100	5,509,000	7,512,900	8,092,500	8,177,600	7,238,220	36,191,100
Willard North #1	2,834,700	2,919,400	2,643,600	2,903,000	3,296,500	2,919,440	14,597,200
Willard South #2	3,301,600	3,740,300	3,558,800	3,482,200	3,982,500	3,613,080	18,065,400
Meadows West #1	8,794,800	8,870,300	8,435,500	8,414,300	9,737,600	8,850,500	44,252,500
Meadows East #2	7,480,000	7,486,000	7,447,000	7,246,000	6,455,000	7,222,800	36,114,000
Correction per MRWA Willard Well 1&	-500,000	-500,000	0	0	0	-200,000	-1,000,000
Total Water Pumped	21,911,100	22,516,000	22,084,900	22,045,500	23,471,600	22,405,820	112,029,100

Customer Count

City Commercial Irrigation	15	15	17	17	17	16	
City Commercial 1 SPF	134	135	135	134	139	135	
City Commercial 3 Water only	18	18	18	17	18	18	169
City Residential Irrigation	3	3	2	3	3	3	
City Residential 1 SPF	2045	2056	2056	2062	2062	2,056	
City Residential 3 Water Only	71	71	72	72	73	72	2,131
Rural Irrigation	4	4	4	4	4	4	
Rural Residential 1 SPF	2	2	2	2	2	2	
Rural Residential 2 Lagoon	275	275	274	275	276	275	
Rural Residential 3 Water Only	884	884	883	883	885	884	1,165
Rural Commercial 2 Lagoon	3	3	3	3	3	3	
Rural Commercial 3 Water only	14	14	13	13	12	13	
Zero-Non Billed	9	9	9	9	9	9	25
Number of Total Customers	3477	3489	3488	3494	3503	3490	3490

Service Consumption

City Commercial Irrigation	47,000	-	13,000	9,000	90,000	31,800	
City Commercial 1 SPF	1,812,000	1,463,000	1,605,000	1,482,000	1,720,000	1,616,400	
City Commercial 3 Water only	93,000	106,000	83,000	165,000	202,000	129,800	1,778,000
City Residential Irrigation	13,000	15,000	1,000	-	1,000	6,000	
City Residential 1 SPF	7,260,000	8,653,000	7,334,000	7,130,000	7,800,000	7,635,400	
City Residential 3 Water Only	377,000	401,000	354,000	348,000	398,000	375,600	8,017,000
Rural Irrigation	1,000	-	-	-	1,000	400	
Rural Residential 1 SPF	5,000	6,000	4,000	4,000	5,000	4,800	
Rural Residential 2 Lagoon	933,000	1,062,000	862,000	882,000	919,000	931,600	
Rural Residential 3 Water Only	4,164,000	4,811,000	3,847,000	3,660,000	4,016,000	4,099,600	5,036,400
Rural Commercial 2 Lagoon	17,000	18,000	16,000	15,000	17,000	16,600	
Rural Commercial 3 Water only	201,000	250,000	214,000	176,000	47,000	177,600	194,200
Zero-Non Billed	19,000	47,000	44,000	27,000	23,000	32,000	32,000
Total Gallons of Consumption	14,942,000	16,832,000	14,377,000	13,898,000	15,239,000	15,057,600	15,057,600

Director's Report

Parks & Recreation – Director's Report –June 2022

Quote of the Month

"Ah, summer, what power you have to make us suffer and like it."

Russell Baker

Budget

Our budget appears to be tracking as projected. The early (late?) spring rainy season has dampened the pool attendance, but other numbers are about where expected. Summer Camp registration was strong in week one, before summer school started, but week two numbers were about half of what was expected. The addition of the bus has made drivers, counselors, and campers very pleased, as it is a major upgrade. The replacement of the sign at the Recreation Center is complete and is a huge improvement from the falling down and mismatched colored letters it replaced. Sport numbers are continuing to rise after COVID, and concessions sales from the aquatic center are helping to add to that line item.

Event/Program Planning & Recap

The BAM event is the 13th and is looking like it is going to be another strong event, with a beer garden provided by the National Guard, 150 riders, 25+ crew and staff, and food provided locally by Hog Tide BBQ. The Hive will be providing breakfast to the riders as they make their way on north to Lebanon. Freedom Fest is coming along nicely, with at current, 60 paid vendors, several food trucks, and more value in cash sponsorships than ever before. We are excited to have several great performers, a beer tent provided by Pizanos, many return and new vendors, and more. The Bonnie and Clyde Blitz triathlon will be returning to Willard in August, and we hope to roughly double the size of the event, from 75 to close to 150 participants.

Maintenance/Improvement

One of the most primed areas for improvement is the recycling center. In addition to adding a fence to the north side of the compound, it also needs to have security cameras installed. I think that we can get into these security cameras for about \$65 each, and I see the need for at least 3 to fully cover the area. The primary reason to add cameras to be able to evaluate when the majority of the dumping is occurring, and to be able to perhaps identify those responsible for leaving their trash at the facility as opposed to properly disposing of it. Cloud based storage would be ideal, but we face the additional challenge of internet. As of now, the facility is closed until June 27th to allow staff to clear the lot, and to provide staff with an opportunity to address some of the camera issues.

Staffing

Seasonal staffing numbers are strong. We have wrapped up training for CPR, First Aid, and AED training for the staff. At the first available opportunity, I would like to extend this training to the rest of the staff (full time) in the Parks Department, and would like to make this opportunity available to those in other departments in the City as well.



**Willard Police Department
May 2022 - Monthly Statistical Report**



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	4
Shannon Shipley, Major	1602-003	21
	Total	25

Squad #1	1604-044	Billie Deckard, Cpl.	31	Squad #2	1603-027	Steve Purdy, Sgt.	29
	1607-050	Caleb Steen, Officer	12		1609-051	Wayne Hansen, Officer	28
	1605-056	Mark Cole, Officer	74		1608-054	Stefan Collette, Officer	61
	1606-059	Nicholas Browitt, Officer	49		1610-061	Christian Smith, Officer	35
	Total		166		Total		153

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer	18	41.75
	1631-045	Cindy Garton, SRO		
	1630-024	Andrew Benjamin, SRO		
	1632-052	Mark Riggan, SRO		
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		8
	1645-047	Glenn Cozzens, Reserve		9.5
	1646-031	Andrew Hunt, Reserve		
	1643-048	Tim Wheeler, Reserve		
	1647-049	Brandon Bond, Reserve		2.5
	Total		18	
Total Incidents for the month...			362	

Incident Statistics

Felony	7	HBO (Handled by Officers)	151
Misdemeanor	7	Use of Force	0
Infraction	169	Dog at Large	5
Other (Services)	179	Neglect-0 /Abuse-0 / Bites-0	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	10,990	881	17	52		0
WPD-02 2021 Charger	6,701	2,502	33	76	84.48	239.93
WPD-04 2018 Explorer	96,213	1,569	18	87	1,078.15	1,155.64
WPD-05 2019 Charger	71,314	2,021	18	112		77.49
WPD-06 2020 Charger	68,038	2,053	20	103		249.09
WPD-07 2017 Explorer	20,188	175	10	18		0
WPD-08 2008 Harley	5,786	0	0	0		0

Monthly Vehicle Maintenance Details

WPD-01:	WPD-05:
WPD-02: oil change; glass cleaner	WPD-06:
WPD-04: lamp/light assembly; flat	WPD-07:

Misc. Dept. Info:

**Planning and Development Report
June 13, 2022**

Ongoing Projects/ Developments

ATM Commercial Subdivision Phase 3- The contractor continues to work on the final grading on the channel in between rains. They have installed the main sections on both box culverts and are waiting on materials to complete the installation.

Canterbury Place Subdivision- Work continues with the subdivision build out. Currently 19 homes are in various stages of completion.

West Ridge- We currently have eight (8) homes under construction.

Miller Rd. Project- Still waiting for the final payment from MODOT.

CMH Rehab Infill- Staff has completed the final inspection on the facility. There were some punch list items to be re-checked, the owner is waiting on materials to complete.

Stone Creek Phase 2 and 3- Work continues on the public improvements.

Hoffman Hills Subdivision- Staff has been notified that the contractor will start mid to late June.

Generations Village- We are waiting on a survey / lot combination application and accompanying documents for review and will be bringing it back to the P/Z and BOA for approval.

TR Fitness, 432 W. Jackson St.- Weather has not cooperated for much work to be completed yet ,but the contractor has started excavating for footings.

Commercial Infill/Remodel Projects – Cornelison State Farm Insurance- Staff is finishing the review of plans and processing the building permit.

Andrew Craighead – Planning and Zoning approved the building façade and site plan. We are waiting on stormwater information to be approved by the City and MODOT prior to issuance of the building permit.

Additional ongoing projects – Staff is currently tracking six-teen (16) Nuisance Complaints. 3- ACCUMULATION ,10- TALL GRASS 2-VEHICLES 1- DUST

Staff has received Dollar General and Church of Later Day Saints Pretreatment Surveys and happy to report all of the pretreatment surveys are complete, and all of the FOG Permits have been issued.

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

Assisted City Administrator with two (2) ARPA applications.

Staff will be attending a virtual meeting on 6-8-22 hosted by DNR that will outline the process, eligible projects, scoring criteria, etc. for the SRF funds that will be available through the State DNR.

Staff is assisting Public Works with ongoing I & I projects. Ace pipe has completed relining on six (6) manholes.

Nexius has decommissioned the cell tower equipment located at the Meadows water tower site.

KC Dive is scheduled to repair the Meadows water tower on June 28th.

Staff will be bringing a rezoning request to P/Z later this month and also back to the BOA the first meeting of July. Danco Investments has submitted a rezoning application on approximately eleven acres requesting it to be rezoned from R-1 to Ag zoning.

In addition to the ongoing projects and work, I've been relearning to issue permits and learn Abby's filing system in preparation for her last day on June 8th.

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

CITY CLERK: (Informational only) May 2022

- ~Issued 13 Business Licenses totaling \$ 325 (Fireworks and Contractors)
- ~Assisted other departments with grant paperwork and research.
- ~Completed all Agendas, packets, Proclamations, Resolutions, Ordinances and typed Minutes for BOA, BOADJ, P&Z, ECDTF, Traffic Committee and Tree Board.
- ~Updated website with new information.
- ~Maintained updated "streetlight outage" list and ensured Liberty was notified.
- ~Created bid proposals and advertisements and processed them.
- ~Ensured public notices were completed and sent to the paper.
- ~Completed Sunshine requests as received.
- ~Completed and Submitted SF424 and SFLL for COPS Hiring Grant. Began application and data research.
- ~Assisted Public Works by sending engineers the data file each week.
- ~Assisted with meeting information for SWMOCCFOA monthly training.

EMERGENCY MANAGEMENT: (Informational only) May 2022

- ~COVID-19 protocols have calmed down, most places back to normal.
- ~Monitored weather during severe events.
- ~Attended 2022-2024 TEPW at Greene County.
- ~Submitted subaward adjustment for Cybersecurity grant to close it out.
- ~Attended EMPG Webinar for 2022 EMPG Grant Funding.
- ~Attended CISA Webinar for Cybersecurity.
- ~Submitted Gary Sinise Foundation Grant for an Emergency Management vehicle.

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.

<u>I. COURT INFORMATION</u>		Municipality: WILLARD	Reporting Period: May 1, 2022 - May 31, 2022	
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: TERRY FORSHEE		E-mail Address:		
Municipal Judge: BAREFIELD				
<u>II. MONTHLY CASELOAD INFORMATION</u>		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		11	270	95
B. Cases (citations/informations) filed		4	64	4
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		2	31	9
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	1	0
6. dismissed by court		0	2	0
7. <i>nolle prosequi</i>		0	0	0
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		2	34	9
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		13	300	90
E. Trial de Novo and/or appeal applications filed		0	0	0
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>			<u>IV. PARKING TICKETS</u>	
1. # Issued during reporting period	24	1. # Issued during period		0
2. # Served/withdrawn during reporting period	33	<input type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	339			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: WILLARD	Reporting Period: May 1, 2022 - May 31, 2022
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<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 and witness fees.	
Fines - Excess Revenue	\$4,116.66	Court Automation	\$391.73
Clerk Fee - Excess Revenue	\$427.00	Judicial Facility Srchg CT31	\$530.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$14.37	Law Enf Arrest-Local	\$90.01
		Sheriff Retirement-CO/Muni	\$24.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Other Disbursements	\$1,035.74
Total Excess Revenue	\$4,558.03	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$8,751.92
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Bond Refunds	\$10.00
		Total Disbursements	\$8,761.92
Fines - Other	\$2,344.75		
Clerk Fee - Other	\$188.60		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$55.98		
Peace Officer Standards and Training (POST) Commission surcharge	\$55.96		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$399.01		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$6.35		
Law Enforcement Training (LET) Fund surcharge	\$107.50		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$3,158.15		

CITY OF WILLARD, MISSOURI

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



Agenda Item#

**Discussion/Vote to appoint Derrick Estell to the
Planning & Zoning Commission.**

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Derrick James Estell DATE OF APPLICATION: May 5th, 2022

ADDRESS: 114 Ridgeview Drive, Willard, Missouri 65781

PHONE NUMBER: (417) 861-8110

Do you live within the city limits of Willard? YES NO

If YES, how long have you been a resident of Willard? Less than 1 year

Please choose the areas of most interest:

Planning & Zoning Park Advisory Board Economic Development Task Force

Tree Board

Have you served in this capacity before? YES NO

If YES, please explain:

Planning & Zoning Commission staff for City of Springfield for 4 years representing City Traffic Engineer for Public Works Department.

Please describe why you would like to serve:

I am interested in the well-planned growth and (re)development of Willard. I take deep pride in the community and pledge to practice integrity, fair dealing, tolerance, and respect. My skills and knowledge as engineer shall be given without reservation for the public good.

Please describe any education or experience that would assist you in serving:

Miller High School (2013 - Valedictorian), Valparaiso University (2017 - BS, Civil Engineering), Professional Engineer (Current - Registered in State of Missouri - PE-2021028054), Bartlett & West - Senior Project Engineer

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature:  Derrick James Estell, P.E.

Date: May 5th, 2022

Thank you for your interest and desire to serve your community!

Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781

By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

CITY OF WILLARD, MISSOURI

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



Agenda Item#

**Conflict of Interest Ordinance. (1st Read)
Discussion/Vote.**

“CODE OF ETHICS”

AN ORDINANCE OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

WHEREAS: The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

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

Section 1: Conflicts of Interest

- a. All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- b. Any member of the governing body of a political subdivision who has a “substantial or private interest” in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity, or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

Section 2: Disclosure Reports: Each Elected Official, the Chief Administrative Officer, the Chief Purchasing Officer, and full-time general counsel shall disclose the following information by May 1, if any such transactions occurred during the previous calendar year:

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due

to the political subdivision, and other than transfers for no consideration to the political subdivision.

- b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
- c. The Chief Administrative Officer and the Chief Purchasing Officer also shall disclose by May 1 for the previous calendar year the following information:
 1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement.
 2. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
 3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 3: Filing of Reports:

- a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial statement in any calendar year;
 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Aldermen may supplement the financial interest statement to report additional interest acquired after December 31st of the covered year until the date of filing of the financial interest statement.
 2. Each person appointed to office shall file the statement within thirty days of such appointments or employment.

- b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 4: Filing of Ordinance: A certified copy of this ordinance adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 5: Effective Date: This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THE _____ DAY OF _____ 2022.

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:	YES	NO	ABSTAINED
_____ TYLER KELLY	_____	_____	_____
_____ RYAN SIMMONS	_____	_____	_____
_____ COREY HENDRICKSON	_____	_____	_____
_____ LARRY WHITMAN	_____	_____	_____
_____ SAM BAIRD	_____	_____	_____
_____ LANDON HALL	_____	_____	_____

2nd Read:

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

COREY HENDRICKSON

LARRY WHITMAN

SAM BAIRD

LANDON HALL

CITY OF WILLARD, MISSOURI

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



Agenda Item#

**Ordinance accepting the Insurance Proposal by K&K
Insurance for Parks Events. (1st & 2nd Read)
Discussion/Vote.**

\First Reading: 06/13/22

Second Reading: 06/13/22

Council Bill No.: 22-19

Ordinance No.: 220613

AN ORDINANCE

ACCEPTING THE AGREEMENT WITH K&K INSURANCE FOR INSURANCE FOR PARKS EVENTS, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard has determined the need for additional insurance to cover Freedom Fest, Veteran’s Day and Trunk or Treat; and

WHEREAS, the City of Willard has selected K&K, to provide said 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 K&K Insurance, 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.

Read two times and passed at meeting: _____.

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:	YES	NO	ABSTAINED
_____ TYLER KELLY	_____	_____	_____
_____ RYAN SIMMONS	_____	_____	_____
_____ COREY HENDRICKSON	_____	_____	_____
_____ LARRY WHITMAN	_____	_____	_____
_____ SAM BAIRD	_____	_____	_____

LANDON HALL

2ND READ:

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

COREY HENDRICKSON

LARRY WHITMAN

SAM BAIRD

LANDON HALL



OLLIS / AKERS / ARNEY
INSURANCE & BUSINESS ADVISORS

Proposal of Insurance
Prepared for:

City of Willard

PRESENTED BY:

Jeff Chronister

Special Events

Springfield Office
2274 E Sunshine St
Springfield, MO 65804
417-881-8333

Branson Office
201 Buccaneer Blvd
Branson, MO 65616
417-334-5115

Bolivar Office
108 N Main Ave
Bolivar, MO 65613
417-777-5664

Our Vision Statement

We are a results-driven team of highly trained professionals providing innovative solutions for our clients, employee owners and the communities we serve.

Our Mission Statement

Our employee owners build collaborative relationships to protect people, assets, and income.

Your business represents a considerable investment of time, effort and money. It warrants the service of a company that can provide a comprehensive analysis of all your insurance needs, offer insurance programs that are competitively priced and extend full protection to meet your specific needs.

At Ollis/Akers/Arney, our focus is not only to meet all or your insurance needs, but also to reduce your costs by promoting workplace wellness, safety and other progressive programs. It is an innovative approach, and it's working!

Our recommendations are based on a careful analysis of the risks unique to you and your company. To this end, we have prepared a sound, competitively priced, insurance proposal for your review.

We appreciate the opportunity to evaluate you and your company and provide this proposal to cover your insurance and asset management needs.

ADDITIONAL RESOURCES

Claims Management

We take an active role in the management of your claims. Our Service Team is committed to assuring you receive prompt and fair treatment for any claim involving coverage extended by our agency, to you or your company.

Safety Consulting

Ollis/Akers/Arney believes a well-defined safety program is essential for protecting the health of both the employee and the organization. Many workplace risks exist for every company, including property upkeep and placement, mechanical malfunctions and human error that may result in accidents causing serious injury. That is why we are committed to helping our clients achieve reductions in workplace accidents and implementing programs to comply with OSHA and EPA requirements.

Employee Benefits

Our Employee Benefits philosophy is based on three main functions: Market Conditions, Plan Design, and Health of the Group. This approach ultimately reduces Total Cost of Benefits (TCOB) and makes an account more attractive to the insurance marketplace. A strong knowledge of the local marketplace and industry trends and employee benefits management along with cutting-edge technology enable us to customize employee benefit programs that will meet your needs and objectives. Our benefits programs include any or all of the following:

Medical and Dental Insurance

Long and Short-Term Disability

Online Enrollment Tools/Employee Portal

Life Insurance

Teladoc

Well Card

Vision Insurance

Voluntary Worksite Benefits

Administrative/Compliance Services

Private Client Services

Ollis/Akers/Arney's Private Client Services program is designed to protect the valued possessions and earning power of business owners and high wage earners. Our Personal Risk Specialist will conduct a thorough analysis of your risk and goals to help you decide what program would be best for your situation. They will work to consolidate all of your personal insurance coverages into a formal program to reduce your overall exposure to risk. Our personal risk programs include any or all of the following:

- **Home & Auto Insurance**
- **Life Insurance**
- **Watercraft Insurance**
- **Umbrella**

Wellness Consulting

As a leader in Wellness program development and implementation in Southwest Missouri, Ollis/Akers/Arney is helping companies get to the heart of the matter. We focus on improving poor health and employee engagement. We have the experience, knowledge and resources necessary to help get employee participation to new levels for our clients.

Human Resource Consulting

Ollis/Akers/Arney knows how challenging it is for our business leaders to stay informed in all areas of Human Resources. To allow you to focus on your core business, we offer expertise, training, knowledge and resources necessary to maximize your return on human capital and minimize your risk as it relates to compliance.

Schedule of Events

Date(s) of event	Name of event	Description of event activities (rides, live performers, dancing, parades, fireworks, 5k, inflatables, etc)	Anticipated per day attendance	Alcohol (Y/N)	Exhibitors or Vendors (Y/N)	Carrier
5/6/2022	Middle School Prom	DJ, Dancing, Refreshments-@ Willard Rec Center	200	N	N	EMC
5/27/2022	School's Out Splash Bash	Pool Party, DJ	1000	N	N	EMC
6/4-5/2022	City Wide Yard Sale	Booths available for purchase at Willard Rec Center	50-250	N	Y	EMC
6/25/2022	Willard Freedom Fest	Live performers, Dancing, Fireworks, Parade, Animals, Lawn Games, Beer Garden	10,000+	Y	Y	K&K
8/5/2022	Back To School Bash	Middle School Dance- Dj, Refreshments	200	N	N	EMC
8/27/2022	Bonnie and Clyde Blitz Triathlon	Triathlon, Willard Aquatic Center, Jackson St. Park	150	N	N	EMC
9/TBA/2022	Doggie Dive	Animals, Food Truck	100	N	Y	EMC
9/10/2022	Sunflower Picking	Picking and Purchasing Sunflowers, Miller Park	200	N	Y	EMC
10/29/2022	Trunk or Treat	Inflatables	2000	N	Y	K&K
11/6/2022	Willard Veterans Day Event	Live performers, Dancing, Parade, Animals, Lawn Games, Beer Garden	800	Y	Y	K&K
12/10/2012	Christmas on the Frisco	Parade, Animals, Lighting of Trees	300	N	Y	EMC

**INSURANCE PROPOSAL FOR
City of Willard**



Prepared for:
OLLIS/AKERS/ARNEY

Policy Effective Periods:
Package # Q-164366: 5/15/2022 - 5/15/2023
Prepared on: 4/20/2022

Prepared by: AJ Stites, CIC - Underwriter

K&K Insurance Group, Inc.
Events & Attractions Division
P.O. Box 2338 Fort Wayne, IN 46801
Phone 800-553-8368
Fax 260-459-5624

The providing of insurance services and products requires that K&K Insurance Group, Inc. obtain and collect certain personal information. The information that K&K collects is shared only as necessary to provide the insurance services & products requested from K&K or as permitted and/or required by law. K&K's privacy policy is available on K&K's website and is provided to all of K&K's insurance customers. For questions, please contact K&K by mail addressed to: Chief Operating Officer, P.O. Box 2338, 1712 Magnavox Way, Fort Wayne, IN 46801-2338. CA Insurance License #0334819

**INSURANCE PROPOSAL FOR
City of Willard**

TERMS & CONDITIONS

1) Proposal expires 30 days from date on page 1 of this proposal or the expiration of your current policy, whichever is first.

"Please be advised that Counter and/or Starter checks without a coded check number, are not an acceptable form of payment. These should be replaced with an Official Bank Check, Cashier's Check or Money Order."

2) Acceptance of this proposal (ie: any request to bind insurance pursuant to the terms of this proposal) must be made in writing and must be received by K&K prior to the expiration of this proposal (please sign and return the premium summary "authorization to bind" page of this proposal to bind coverage).

3) Certificates of insurance will need to be collected by the insured from all contracted services; naming the insured as additional insured;

4) Coverage Minimum Premiums and/or Fully Earned Minimum Premiums - see individual coverage pages attached.

IMPORTANT NOTICE FOR MISSOURI POLICYHOLDERS

This quote excludes coverage for epidemics or pandemics like the Coronavirus (COVID-19) as declared by the Centers for Disease Control, the World Health Organization or any other entity with the authority to declare an epidemic or pandemic.

Account billing will be: Producer/Agency

Payment Terms: 100% Down

DUE PRIOR TO BINDING (PRECONDITIONS TO BINDING):

1) Must receive signed and dated Terrorism Selection form indicating the insured's choice to purchase or reject coverage.

2) Must receive signed and dated Premium Summary form.

3) Must receive signed and dated Market Fraud Warning form.

4) Must receive any additional contracts in place for the events.

DUE PRIOR TO FIRST EVENT (6/25/22):

1) Must receive Certificate of Insurance with Additional Insured status from the liquor vendor.

2) Must receive list of inflatables and rental agreement (could alter pricing and coverage terms for this exposure).

CONTINGENCIES:

1) All vendors must provide a Certificate of Insurance with Additional Insured status starting next policy term.

2) Coverage limited to events on file with the company. Additional events must be reported in order to be underwritten, charged for, and added to the policy.

**INSURANCE PROPOSAL FOR
City of Willard**

PREMIUM SUMMARY

(PREMIUM DOES NOT REFLECT OPTIONS OR CHANGES MADE TO ORIGINAL PROPOSAL)

Coverage	Premium	Bind
General Liability	\$8,437	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Check Coverage Pages as some premiums may be fully earned.

Total Premium without Terrorism \$8,437.00

Total Terrorism Premium 33.00

Total Premium with Terrorism Premium \$8,470.00

Admitted Taxes and Surcharges \$0.00

Workers Compensation Taxes \$0.00

Excess Taxes/Surcharges \$0.00

Total Premium with TRIA & Taxes/Fees \$8,470.00

PRODUCER/CLIENT AUTHORIZATION TO BIND COVERAGE

After careful review of your proposal dated 4/20/2022 , we have decided to accept your proposal and would like to bind the coverages indicated above with an effective date of 5/15/2022. In addition, I understand that K&K now sends policies via email.

_____ I agree to receive my policies at email address: _____

Signature

Date

I authorize K&K to send me future correspondence regarding insurance products and services: Yes No

This insurance proposal contains the premium for which you applied. Any additional types of insurance coverage desired, but not specifically quoted in the proposal, such as Property, Auto, Inland Marine and/or Excess Liability, etc. must be specifically requested by your K&K representative and a fully completed and signed application would need to be submitted to your K&K representative for evaluation. Actual coverages are detailed in the policy of insurance and are always subject to all terms, provisions, conditions, and exclusions as contained therein. You should not rely upon this generalization summary, but should consult the actual policy for a complete description and details regarding coverage.

FATCA Notice: Please go to AON.com/FATCA to obtain the appropriate W-9.

**INSURANCE PROPOSAL FOR
City of Willard**

LOCATIONS

Location Schedule

Quote : **Carrier :**

Location #	Address	City	State	Zip Code
001	Various	Willard	MO	65781

**INSURANCE PROPOSAL FOR
City of Willard**

COMMERCIAL GENERAL LIABILITY

Company: National Casualty Company-Admitted

Coverage	Per Policy	Limit
General Aggregate Limit		\$5,000,000
Products/Completed Ops. Aggregate		\$5,000,000
Personal & Advertising Injury		\$1,000,000
Each Occurrence		\$1,000,000
Damage To Premises Rented To You		\$300,000
Medical Expense		Excluded

General Liability - Additional Coverages:

Cyber Privacy & Client Identity Theft \$10,000 Per Person / \$100,000 Aggregate
 Excess Fireworks Liability
 CGL Broadening Coverage Endorsement (see summary attached)
 Crisis Response \$25,000 Each Occurrence / \$25,000 Aggregate Limit
 Contingent Liquor Liability \$1,000,000 Occurrence Limit / \$1,000,000 Aggregate Limit

Notable Exclusions:

Including but not limited to: Asbestos; Nuclear Energy Liability; War Liability; Pollution with Hostile Fire Exception; Employment Related Practices; Fungi or Bacteria (or state approved form); Silica or Silica-Related Dust; Fireworks (unless specifically endorsed); Lead (as approved in applicable states); Access or Disclosure of Confidential or Personal Information and Data Related Liability with Limited Bodily Injury Exception (as approved in applicable states); Racing or Stunting of Autos, Motorcycles, Snowmobiles, Watercraft or Powerboats; Mechanical Amusement Rides and/or Bungee Jumping Operations (unless specifically endorsed).

Activities Participants excluded for LLP coverage include the following: Arm Wrestling, Bobsled, Box Lacrosse, Boxing, Bungee Jumping, Cage-Fighting, Cliff Diving, Cricket, Cycling, Extreme Running Events (i.e.: Mud Runs, Warrior Runs, Urbanathon), Football, Hang Gliding, Horse Racing, Ice Hockey, Jai Alai, Luge, Kick Boxing, Motorsports, Mud Volleyball, Orienteering, Parachuting, Rafting, Rodeos, Roller Derby, Rugby, Scuba Diving, Skiing, Sky Diving, Surfing, Triathlon, Wind Surfing, Wrestling;

Epidemic or Pandemic Communicable Disease Limited Exclusion.

General Liability - Notes/Notable Forms/Terms & Conditions:

AI-Designated Persons or Organizations; AI-Lessors of Leased Equipment-Automatic When Required by Written Contract.

NOTE: Total premium is 90% earned as of the last day of the festival with the remainder earned at expiration.

Coverage Limited to: Willard Freedom Fest 6/25/22; Trunk or Treat 10/29/22; Veterans Day Event 11/5/22.

Deductible Per Occurrence : NONE

This coverage is not auditable

GENERAL LIABILITY PREMIUM Subtotal:

\$8,437

FULLY EARNED MINIMUM PREMIUM:

\$2,500

**INSURANCE PROPOSAL FOR
City of Willard**

EXHIBITORS OR VENDORS

Please note that K&K requests all professional and non-professional exhibitors/vendors have Commercial General Liability Insurance including Products Liability coverage. If an exhibitor/vendor provides a current Certificate of Insurance, they will not need to be listed as an additional insured on the policy. However, exhibitors/vendors that do not provide evidence of coverage can be listed "Additional Insureds" and submitted to K&K for approval ***prior to the event***.

NOTE: If not already a standard procedure, insurance requirements should be made a part of the contract signed between the Fair, Festival or Event Promoter and **all** exhibitors/vendors..

The per exhibitor/vendor cost for adding as an Additional Insured will be:

Exhibitors/Vendors: \$65 each

(Any vendor with more than one booth will be charged an additional \$ 33 for each additional booth.)

NOTE: Concessionaires/Exhibitors, which require K&K underwriting approval and additional premium prior to acceptance, are as follows:

Dunking Booths	Petting Zoo
Pony Rides	Game Booths

Not all exhibitors or vendors may qualify for this program. Below is a partial listing of ineligible exhibitors or vendors. All submissions are subject to underwriting:

Ear Piercing Booths	Tattoo Parlors (Permanent)
Haunted Houses	Inflatable Amusement Devices
Stroller or Wheel Chair Rentals	Exotic Animals
National Companies/Chain Stores	Metallic Balloons
Organ Grinders	Medical Tests
Medical Exams	Blood Tests
Liquor Stands	Mechanical Rides
Motorsports Activities	Fireworks and Weapons

Please complete the attached form to add vendors.

This insurance proposal contains the premium quotations for which you applied. Any additional types of insurance coverage desired, but not specifically quoted in the proposal, such as property, auto, inland marine and/or excess liability etc...must be specifically requested of your K&K representative and a fully completed and signed application would need to be submitted to your K&K representative for evaluation. Actual coverages are detailed in the policy of insurance and is always subject to all terms, provisions, conditions, and exclusions as contained therein. You should not rely upon this generalized summary, but should consult the actual policy for a complete description and details regarding coverage.

**INSURANCE PROPOSAL FOR
City of Willard**

GENERAL LIABILITY BROADENING ENDORSEMENT SUMMARY

Damage to Premises Rented to You - The limit has been increased to \$300,000 or the amount indicated on the Declaration Page. The damage to premises rented to you limit applies to all damage proximately caused by the same event whether such damage results from fire, lightning, explosion, smoke and leaks from sprinklers or any combination.

Newly Acquired or Formed Organizations – now have a 180 day reporting period.

Supplementary Payments - Limit for cost of bail bonds is increased to \$2,500 and the maximum daily payment for loss of earnings has been increased to \$500.

Non-Owned Watercraft - Expanded coverage for watercraft up to 58' in length.

Expected/Intended Injury - Exclusion no longer applies to bodily injury or property damage resulting from the use of reasonable force to protect persons or property.

Definition of Bodily Injury - Now includes mental anguish, mental injury, shock, fright, humiliation, emotional distress, or death resulting from bodily injury, sickness or disease.

Unintentional Errors or Omissions - Coverage is now provided for any unintentional error or omission with description of or failure to, completely describe any premises or operations intended to be covered by the coverage part will not invalidate or affect coverage for those premises or operations.

Waiver of Right of Recovery - We waive all rights of recovery when required by a written contract and executed prior to the date of the "occurrence".

Knowledge or Notice of Occurrence - Amended to read "Knowledge of occurrence, offense, claim or suit, by the agent, servant or employee of an insured shall not in itself constitute your knowledge unless one of your officers, managers or partners has received notice of the occurrence offense, claim or suit". Failure by an agent, servant or employee of an insured (other than an officer, manager, or partner) to notify us of an occurrence will not be constituted as failure to comply with this condition.

Personal and Advertising Injury Redefined - Amended to include any publication of material including, but not limited to oral, written, televised, videotaped or electronically transmitted publication or material that slanders or libels a person or organization's goods, products or services or violates a person's right of privacy. The definition is amended to provide consequential "bodily injury" arising out of malicious prosecution or abuse of process.

Emergency Real Estate Consultant Fee - Provides up to \$25,000 in any one policy year for any realtor's fee or real estate consultant's fee required by the Named Insured's need to relocate due to imminent danger of loss of life or harm to occupants of the Named Insured's premises scheduled on the Declarations.

Identity Theft Expense - Reimbursement up to \$25,000 to any present director or officer of the Named Insured for expenses incurred as the direct result of any Identity Theft occurring, discovered and reported during the policy period.

Key Individual Replacement Expenses - Expenses up to \$50,000 per policy year incurred by the Named Insured to replace the Chief Executive Officer or Executive Director if that officer or director suffers injury during the policy period which results in the loss of life during the policy period.

Lease Cancellation Moving Expenses - Expenses up to \$2,500 incurred when moving is made necessary by the cancellation of a lease at premises occupied by the Named Insured and described in the Declarations.

Temporary Meeting Space - Reimbursement of expenses up to \$25,000 in any one policy year from the rental of temporary meeting space required for meeting with parties who are not insured under this policy due to the temporary unavailability of the Named Insured's Primary office space caused by the failure of a climate control system, or leakage of a hot water heater during the policy period.

Terrorism Travel Reimbursement - Reimbursement of Emergency Travel Expenses up to \$25,000 in any one policy year incurred by a director or officer of the Named Insured due to the occurrence of a "Certified Act of Terrorism."

PREMIUM SUMMARY

Insured: City of Willard

Description of Coverage	Premium
EMC	705
K & K	8,470
Total Estimated Premium	\$9,175.00

EMC – Can add 8 events to the existing policy by endorsement (Direct Billed)

K&K – New policy. Agency Billed

Options & Conditions:

K&K Premium without contingent liquor liability \$7,660

Gateway (Freedom Fest only)

☉Quote with USLI \$1,785 General Liability and Liquor. Excludes Fireworks. Spectator only

K&K (Freedom Fest only) \$5,032

This includes coverage on the festival, parade, excess fireworks liability, 8 inflatables, and contingent liquor liability. Of that \$5,032:

- \$600 is for the excess fireworks liability
- \$792 is for the 8 inflatables
- \$405 is for the contingent liquor liability
- Rating on an attendance of 10,000 people. Then the parade is being charge based on an attendance of 5,000 people. The excess fireworks, contingent liquor, and inflatables all have a separate charge as well.
 - If we removed the Broadening coverage, inflatables, contingent liquor, and excess fireworks coverage we would be closer to around \$3,235 for just the Freedom Fest but that obviously leaves off some of the coverages we originally quoted.

Note: The premiums are an indication based on the information provided to us. If the information changes, the result will be an adjustment in the premium quoted.

MARKETING

- CSU – Challenges with fireworks, inflatables, water exposures, and alcohol.
- EMC – Challenges with inflatables & alcohol. Willing to add 8 events as noted above.
- Cap Specialty – no response
- Atain – Inflatables prohibited.
- MPR – Not a market for special events only.
- AMTrust – Fireworks excluded regardless of risk transfer.
- SIC – Pool exposures are prohibited.
- Mesa – No response.
- NICO – Inflatables & water exposures prohibited.
- K&K – quoted 3 events per the attached.
- Western World – Teen dance/Prom activities prohibited.
- RSUI – Inflatables prohibited regardless of risk transfer.
- Atlantic Casualty – Inflatables, animals, and fireworks all prohibited.
- USLI – Fireworks, water exposures, and inflatables all prohibited.
- Glass – Inflatables & water exposures prohibited
- Gateway - special event markets are not able to provide any type of coverage regarding fireworks as they would have a fireworks exclusion whether it is on a primary or excess basis.

Nearly all of these markets also require vendors to provide COI's naming City of Willard as Additional Insured; we will not be able to provide that requirement this year. Therefore, K&K is our only option as they are willing to be somewhat flexible this year per the items noted on the quote. Next year, this will be required with K&K as well.



PROTECTING TOMORROW...TODAY.

Payment Options Authorization

We have several payment options available for our clients on Agency Billing. Please review the options below and select the option that works best for you.

- Full Annual Payment by check
- Electronic Funds Transfer at no additional cost
- Credit Card - Fees for this option are 3% with a minimum fee of \$4.95
- Premium Finance

If you selected Electronic Funds Transfer or Credit Card, you will receive an email from our Accounting department with a link and instructions on how to make your payment.

Please provide the e-mail address that you would like this correspondence to go to:

By signing below, you agree to the payment method selected above for the full term of your policy(ies). We appreciate your business and the trust you place in us to provide sound risk and business advice!

Signature

Date

Name (Printed)

Applies to policies: _____

BINDING REQUIREMENTS

Items needed to Bind:

1.	K&K Completed/Signed Premium Summary form
2.	K&K Completed/Signed TRIA form
3.	K&K Signed Market Fraud Warning form (attached)
4.	Any additional contracts in place for the events
5.	K&K Prior to the first event, we will need: <ul style="list-style-type: none">• COI with AI status from the Liquor Vendor.• List of inflatables and the rental agreement (Could alter pricing and terms)

E-Delivery Consent

By checking the "I Agree To Electronic Delivery" box below, you are providing consent to Ollis/Akers/Arney ("Agency") to provide documents to you, and all accounts associated with the e-mail address(es) below, electronically on behalf of Agency. All documents sent by Agency to you are subject to this Consent Form, including but not limited to, any and all disclosures, declarations, contracts, policy forms, certificates, and/or documents, information, requests, applications, communications, and/or notices required by federal law, except when applicable law requires notice by another means. You agree that electronic delivery of documents is sufficient to meet all reporting and/or notice requirements, except when applicable law requires notice by another means. You are not required to receive documents electronically. If you do not agree to this Consent Form, please check the "I Do Not Agree To Electronic Delivery" box below, and Agency will provide documents in accordance with applicable law.

Your agreement to accept documents electronically means that once Agency delivers a document to you, and if required, you check to accept the document, the terms contained in the document apply to you. Additionally, it means that the Agency may not mail you copies of documents that are provided electronically. You must print or otherwise retain a copy of this consent form for your records.

Electronic delivery of documents

The receipt of documents electronically has security and privacy risks. E-mail and online security and privacy cannot be guaranteed, and e-mails can be intercepted without your permission. If you agree to this Consent Form, you acknowledge and agree to accept these and other risks of receiving documents electronically.

When Agency delivers a document electronically, it will do so by making the document available to you through an online customer portal, where documents are placed for you to view, or by sending the document by e-mail. You should check your e-mail periodically to ensure timely receipt of any document delivered electronically. You agree to access the portal within 10 days of receiving notification that a document has been posted. A document will be considered delivered to you when: (1) the e-mailed document leaves Agency's system (if e-mailed); or (2) the document is posted on the portal. To be clear, a document is not considered delivered based on when you review the document.

Delivery and receipt of documents in paper form

You have the option to request that Agency provide you with paper copies of the documents Agency provides to you electronically. If you wish to obtain a paper copy of a document, you may send an e-mail request to ollisadmin@ollisaa.com or a request in writing to your Account Manager. You will not be charged for paper copies of a document. Moreover, even if you consent to receive documents electronically, Agency may choose, in its sole discretion, to send paper copies of documents to you even though the documents were made or could have been made available to you electronically. Such delivery will be provided to you at the most current mailing address on file.

Right to withdraw consent and procedures for withdrawal

You may withdraw your consent to receive documents electronically, at any time and without charge, by sending an e-mail request to ollisadmin@ollisaa.com or a request in writing to your Account Manager. Withdrawal of your consent shall not affect the legal effectiveness, validity, and/or enforceability of documents provided or made available to you electronically prior to implementation of your withdrawal of consent. Your withdrawal of consent shall be effective within ten (10) days after receipt by Agency of your withdrawal request. Thereafter, such delivery will be provided to you at the most current mailing address on file.

Technical Requirements

To use this online process, you will need to use one of the following supported browsers: Internet Explorer 11, Microsoft Edge, or the most recent version of Firefox, Google Chrome, Safari, or iOS. You must also have access to a printer and/or the ability to download information in order to keep copies of the electronic agreements and disclosures for your records.

I Agree To Electronic Delivery

I Do Not Agree To Electronic Delivery

Signature: _____

Date: _____

Authorized Email Address(es): _____

AGREEMENT AND ACCEPTANCE

The undersigned insured acknowledges that they have read and understood the Insurance Proposal as presented by the OLLIS/AKERS/ARNEY and authorizes them to bind coverage.

Effective Date: 1/1/2022

PROPOSED COVERAGE HAS BEEN MODIFIED/REJECTED AS OUTLINED:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Named Insured: City of Willard Title: _____

Signature: _____ Date: _____

PRIVACY NOTICE AND DISCLOSURE

The privacy of the personal information we collect from customers and potential customers is very important to OLLIS/AKERS/ARNEY. You have received this notice in accordance with federal and state laws. This notice is to provide you with our understanding of types of non-public personal information about you that we may collect, how we use it and how we protect that information.

I. Information we collect:

We collect non-public personal information about you from the following sources:

1. Information we receive from you on applications for insurance or from other insurance forms you complete.
2. Information we receive from the companies we represent which provide insurance policies to you.
3. Information from consumer reporting agencies.
4. Information about your transactions with us, the companies we represent.
5. Information from other sources, such as employers or government agencies.
6. Information from visits from/to our website.

The type of information we collect is related to the insurance you request from us and may include your name, address, social security number, driver's license number, ownership of property, marital status, health information, and other information required to get insurance coverages for you.

II. Information we may disclose:

We may disclose the following types of information to entities that with whom we provide marketing services on our behalf and/or with whom we have joint marketing agreements. Types of information i.e., name, address, social security number, driver's license number, property, or the types of information listed in paragraph I above.

III. Information we share with third parties:

We may disclose certain information to entities with which we have marketing services agreements or to other institutions with which we have joint marketing agreements. Such information may include the information referenced above under section II and I.

We may share certain non-public personal information about you with non-affiliated third parties for purposes not exempted by federal or state law and regulation. You have the right to instruct us not to share your non-public personal information with these non-affiliated third parties. If you wish to instruct us not to share your non-public personal information with non-affiliated third parties, you may opt-out of those disclosures and instruct us not to make any disclosures not expressly permitted by federal and state law and implementing regulations. You may send your request for opting out to: Ollis/Akers/Arney, 2274 E Sunshine, Springfield, MO 65804 or call 1-417-881-8333.

IV. Our procedures to protect your private information:

We restrict access to non-public personal information to those employees, agents, representatives or parties who need to know the information in order to provide the insurance products requested by our customers.

We have policies and procedures that give direction to our employees, and to agents and representatives acting on our behalf, regarding how to protect and use non-public personal information. In addition, we maintain physical, electronic and procedural safeguards to protect non-public personal information.

OLLIS/AKERS/ARNEY

Trusted Advisors Since 1885

Ed. 7/01

COVERAGE DEFINITIONS

The following information is general in nature and not intended to be a complete summary of policy coverages. Each insurance company's coverages' may be different. For complete coverage details and important exclusions, please read your policy.

COMMERCIAL PROPERTY

Buildings

Building coverage provides protection for permanent structures listed in the policy. Completed additions, permanently installed fixtures, machinery and equipment, outdoor fixtures, owned personal property used to service, repair or maintain the building and additions under construction or repair are all included in this definition.

Replacement Cost Valuation

This loss valuation method pays for the cost to repair or replace damaged items with like kind and quality without deduction for depreciation. This is important since you could face a substantial loss if you must replace property at today's prices but receive only the depreciated value of the property that was destroyed.

Functional Replacement Cost Valuation

Functional Replacement cost insurance pays the dollar amount needed to buy property that will serve the same purpose as the original property.

Agreed Value Valuation

This coverage is used to remove the coinsurance requirement for covered property. With it, your company agrees that the amount of coverage purchased is adequate, and any coinsurance requirements are waived if the limit of insurance equals the agreed value.

Actual Cash Value Valuation

The cost to replace the premises or items at the time of loss, minus depreciation, due to the fact that the property has been used for a period of time.

Blanket Coverage

This coverage allows for a single limit of insurance to apply to two or more property items at one location or to two or more kinds of property at several locations, instead of a specific amount apply to a specific subject of insurance. It allows you to shift property values with no impairment of recovery as long as the total amount of insurance carried complies with the coinsurance requirement stated in the policy.

Deductible

A policy may include a deductible in its provisions. This limit is the amount that will be deducted from any payment made to you because of a covered loss.

Business Personal Property

This coverage protects personal property owned by your firm and used in your operations. Furniture and fixtures, equipment and machinery, raw stock, and finished goods all fall within this category. Personal property of others while located in your covered building or within 100 feet of the premises is insured. Contents located off premises are not covered and must be insured by alternate methods.

Inflation Guard

This coverage is used to automatically increase the limits of insurance on covered property by a predetermined percentage at regular intervals. Its purpose is to eliminate the risk that inflation will lead to coinsurance penalties and underinsurance.

Cause of Loss Form Provided: Special Causes of Loss

This coverage will protect covered property against direct loss arising from any cause not specifically excluded. The advantage of this form is that the insurance company must prove that a loss is specifically excluded in order to deny coverage under the policy.

Coinsurance Clause: An agreement in a policy wherein the insured agrees to insure a stated percentage of the value at risk, in return for which a reduction in rate is granted. It is used on both property and time element policies.

WHAT DOES CO-INSURANCE MEAN?

A policy may contain a co-insurance provision requiring that the limits of insurance be a minimum percentage (usually 80%) of the insurable value of your property. If the limits of your policy are less than what is required by this provision, then any claim payment made to you may be reduced by the same percentage as the deficiency.

EXAMPLE

Property Value	=	\$	100,000
Insurance Required	=	\$	80,000
Insurance Carried	=	\$	60,000
Amount of Loss	=	\$	10,000

Since the amount of insurance carried is 25% less than the amount required (\$80,000 as shown above), then any loss paid to you by the insurance carrier would be reduced by 25%. Below is an example of how the amount paid would be calculated.

CO-INSURANCE CALCULATION

$$\frac{\text{Insurance Carried } (\$60,000)}{\text{Insurance Required } (\$80,000)} = .750 \text{ (percentage of the loss to be paid)}$$

Amount of Loss = (\$10,000) X .750 (the percentage paid) = \$7,500.

Based on the above example, you would be paid **\$7,500 minus any deductible** that applies.

****Notify your agent immediately when you have a substantial increase in the value of your building or contents in order to avoid any possible co-insurance penalties.**

BUSINESS INCOME:

Business Income: Provides insurance for loss of net profits and continuing expenses (including necessary payroll) due to suspension or interruption of business due to a loss from an insured peril.

Earnings Insurance: A form of business interruption coverage which provides a monthly limitation.

Extra Expense: This coverage pays for the additional costs of keeping a business in operation after a loss, either at the insured location or at a substitute location.

Rental Value Insurance: Rent insurance protects building owners against the loss of income where rentals have been interrupted or rental value impaired by occurrence of any of the hazards insured against. This is Business Interruption insurance for the landlord, assuring continuous income while the building is untenable.

INLAND MARINE CONDITIONS AND EXCLUSIONS

New Acquisitions or Changes in Equipment must be reported within 30 days. Failure to do so will result in an unpaid claim if loss occurs.

Special Limitations or Exclusions under Inland Marine include:

- Contents of mobile equipment are not covered unless specifically stated.
- Rented equipment is not automatically covered. Coverage is available upon request.
- Rental reimbursement is not automatically covered. Coverage is available upon request.

CRIME

Employee Theft

This insuring agreement applies to employee theft losses involving money, securities, and other property. It covers the unlawful taking of covered insured property by employees. Coverage applies regardless of the number of employees involved in the loss. This is an important point, since the limit of insurance applies to each act, and not to each employee. This is the only coverage that applies to dishonest acts of employees. Coverage is provided using either a standard ISO form or a Surety & Fidelity Association of America form.

Forgery or Alteration

This is the insuring agreement that applies when someone other than an owner or employee forges a signature on a check or other negotiable instrument to obtain funds belonging to the insured. Coverage does not apply to forgery or alteration of checks done by the named insured or any employee, manager, director, trustee or representative. I.e.: checks a third party may steal from the mail or your office.

Inside The Premises – Theft of Money and Securities

This insuring agreement covers theft of money and securities from within the insured's premises or from within a banking premises. It also covers damage to the interior of the premises and to the exterior of the building caused by an attempted or actual theft. Lastly, it covers damage to locked safes, vaults, cash registers, cash boxes and cash drawers inside the premises caused by an attempted or actual theft.

Inside The Premises – Robbery or Safe Burglary of Other Property

This coverage applies to property not classified as money and securities. However, coverage applies only if a watchperson is present and on duty and is robbed inside the premises or if the premises is burglarized. In addition, coverage applies for any property damage to the exterior and interior of the premises resulting from attempted or actual robbery or burglary. This is very limited coverage and should not be used when a special causes of loss property form applies to the property because doing so would duplicate the coverage.

Outside The Premises

This insuring agreement covers theft, disappearance and destruction of money and securities when outside the premises and in the custody of a messenger or an armored car company. It also covers robbery of a messenger or other property when outside the premises and in the custody of either a messenger or an armored car company.

Computer Fraud

This coverage applies to money, securities and other property fraudulently transferred from the insured premises or banking premises to a location other than the insured premises or the banking premises. Coverage is worldwide.

Funds Transfer Fraud

This is the insuring agreement that provides coverage for loss of funds resulting directly from fraudulent instruction to a financial institution to transfer, pay or deliver funds from the insured's transfer account. The fraudulent instruction must be from someone other than an employee of the insured. Almost any business is susceptible to a third-party gaining access to transfer money. The third party assumes the insured's identity to make the transfer. It can be through computer hacking or other methods of transfer. Imagine a third party using the micro-coding at the bottom of your check to make telephone purchases.

Money Orders & Counterfeit Money

This coverage will pay when the insured accepts bad U.S. issued money orders or counterfeit money in exchange for merchandise, money or services. The coverage territory is limited to the United States, its territories and possessions, and Canada.

AUTOMOBILE

This policy can provide a combination of liability protection and physical damage coverage for loss due to damage to vehicles owned, maintained, or used by you. Additional coverages such as medical payments and uninsured motorist protection can be purchased to "customize" the policy to fit your business.

Automobile Liability: This coverage is used to protect against claims alleged for bodily injury and property damage arising from the ownership, maintenance or use of any covered auto.

Collision: This coverage is used to insure against loss or damage to a covered vehicle resulting from collision or upset.

Combined Single Limit: Combined single limit coverage specifies that regardless of the number of covered autos, insureds or claims occurring in any one accident, the most that you can recover is the limit of liability shown on the policy's declaration page. This includes damage associated with bodily injury, property damage and pollution costs or expenses.

Comprehensive: This coverage is used to insure against loss or damage to a covered vehicle resulting from loss other than collision or upset.

Drive Other Car: This endorsement is used to protect employees or other specified individuals when they borrow or rent cars for personal use, and do not have the protection of a Personal Auto policy.

Hired Auto Liability: This coverage is used to protect against claims arising out of the use of vehicles leased, hired, rented or borrowed by you, or your employees, while in the course of business.

Medical Payments: This coverage is used to pay for medical expenses incurred by a covered person injured while driving or riding in your automobile. It provides coverage, regardless of fault, for all reasonable medical costs incurred for up to one year from the date of the accident. It does not cover injury to employees.

Non-Owned Auto Liability: This coverage is used to provide liability protection for autos used in your business that are not owned, leased, hired, rented or borrowed. This includes autos of employees and subcontractors that are used on your behalf.

Uninsured/Underinsured Motorist

Uninsured and Underinsured Motorist coverage protects you and your passengers against bodily injury expenses if you are hit by another driver who has no automobile liability insurance or has less than the minimum limits required by your state.

Comprehensive Perils Coverage

This coverage insures against damage to a covered vehicle resulting from loss, excluding collision or upset.

Collision Coverage

This coverage insures against loss or damage to a covered vehicle resulting from collision or upset.

GENERAL LIABILITY

This coverage protects your business from claims arising from alleged bodily injury, personal injury, or property damage liability. It includes protection for services you render or products you sell. Coverage payments can include judgments, attorney fees, court costs, or other related expenses.

Advertising Injury:

- A. Oral or written publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products, or services.
- B. Oral or written publication of material that violates a person's right of privacy.
- C. Misappropriation of advertising ideas or style of doing business.
- D. Infringement of copyright, title, or slogan.

Blanket Contractual: Coverage is provided for Bodily Injury and Property Damage arising out of liability assumed under written or oral contracts.

Broad Form Property Damage: This form excludes property damage to property owned, occupied or rented by the insured but covers property damage to property in the care, custody and control of the insured with the exception of property upon which the operation is being performed.

Claims Made: This coverage will provide protection for only those claims reported or first made during the policy period or during any previous policy period that is stated in the Prior Acts or Retroactive Date option of your policy. This option allows you to keep coverage in force under consecutive Claims-Made policies.

Employees as Additional Insureds: Coverage is extended to all employees as additional insureds.

Fire Legal Liability: Fire damage to structures while rented or leased to the named insured.

General Liability: Provides in a single contract insurance needed to cover liability for injuries or property damage sustained by members of the public. It covers accidents occurring on your premises or away from your premises as a result of business operations. It automatically covers certain hazards which do not now exist, but which may develop during the life of the policy.

Host Liquor Liability: Coverage is provided for the insured serving alcoholic beverages at functions incidental to the insured's business provided he is not in liquor, or related, business.

Incidental Medical Malpractice: Coverage is provided for rendering - or failure to render - medical care to others.

Independent Contractors: Independent Contractor's Liability Insurance provides for payment on behalf of the insured of all sums which the insured shall become legally obligated to pay damages because of Bodily Injury or Property Damage caused by an occurrence and arising out of (1) operations performed for the named insured by independent contractors or (2) acts or omissions of the named insured in connection with his general supervision of such operations (other than (a) maintenance and repairs at premises owned by or rented to the named insured and (b) structural alterations at such premises which do not involve changing the size of or moving buildings or other structures).

Limited Worldwide Liability: Covers liability arising out of the activities of the named insured and his employees while temporarily outside the United States, its' territories or possessions or Canada, provided the original suit for damages is brought within the United States, its' territories or possessions or Canada.

Medical Payments: Pays for medical expenses for bodily injury caused by accident on your premises or because of your operations regardless of fault. Payments not to exceed applicable limit of insurance.

Non-Owned Watercraft (under 26 feet in length): Extends coverage to cover boats used by but not owned by the named insured, nor used to carry persons for a charge.

Occurrence Form: This form provides coverage for claims arising out of an accident which results in bodily injury or property damage neither expected nor intended. The form covers such claims that occur during the policy period regardless of when the claim is mad against you. Definitions

Personal Injury:

- A. False arrest, detention, or imprisonment.
- B. Malicious prosecution.
- C. Wrongful entry into or eviction of a person from a room, dwelling or premises that the person occupies.
- D. Oral or written publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products, or services.
- E. Oral or written publication of material that violates a person's right of privacy.

Products and Completed Operations: Products and Completed Operations includes all bodily injury and property damage occurring away from premises you own or rent and arising out of 'your product' or 'your work' except products that are still in your possession and work that has not yet been completed or abandoned.

WORKERS' COMPENSATION

State law requires that every employer provide Workers' Compensation insurance for their employees. This insurance provides coverage for accidents or disease arising from employment as prescribed by these state laws. Benefits may include lost wages, medical expenses, and permanent disfigurement/disability payments.

Monopolistic States/Stop Gap

This endorsement is used to provide Employers Liability coverage for operations that are conducted in monopolistic fund states. It is needed because Workers' Compensation policies written by monopolistic state funds do not provide Employers' Liability coverage.

Bodily Injury by Accident Limit

This is the maximum amount your insurer will pay under Coverage B, Employers' Liability, for all claims arising out of any one accident, regardless of the number of claims that may arise out of the accident.

Bodily Injury by Disease - Each Employee

This is the maximum amount your insurer will pay for damages due to bodily injury by disease to any one employee.

Bodily Injury by Disease - Policy Limit

This is the maximum amount your insurer will pay, in aggregate, for employee bodily injury by disease claims during the policy period regardless of the number of employees who make such claims.

UMBRELLA

This policy provides protection against large, catastrophic, liability claims. The policy acts as excess coverage over your primary liability policy(ies). The coverage limit applies in addition to limit(s) provided by underlying coverage.

Excess Policy

This form provides higher limits of coverage for those hazards covered by your primary policy(ies). No coverage exists if not covered in your underlying policy(ies).

Self-insured Retention (SIR)

This value represents the amount of damages and/or legal costs that you must assume (retain) before coverage under this policy becomes payable.

CITY OF WILLARD, MISSOURI

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



Agenda Item#

**Discussion/Vote accepting the agreement for
Prosecutor Clerk Services by Reynolds & Gold Law
Firm.**



REYNOLDS AND GOLD
ATTORNEYS AT LAW

Kenneth P. Reynolds
ken@reynoldsandgoldlaw.com

Jon M. Gold
jon@reynoldsandgoldlaw.com

Haley G. Ethridge
haley@reynoldsandgoldlaw.com

June 6, 2022

Brad Gray
City Administrator for the City of Willard
224 W. Jackson St.
Willard, MO 65781

Via Email: ca@cityofwillard.org

Re: Proposal to provide Municipal Prosecutor Assistance

Dear Brad:

Our law firm would propose to take over the work associated with the Municipal Prosecutor Assistant position. This would include all the work that Abby is now performing, including all data input to the state for the municipal violations as well as keeping all files updated. We feel a flat rate of \$1,900.00 per month would work best for the firm as well as the city. This would be a yearly agreement with either party having the right to terminate the agreement with a thirty (30) days' notice.

Our paralegals, Nicki and Jennifer, have been briefed by municipal court employees as to what is required and Abby has all the files in boxes and forms on a USB drive to be picked up. If you decide to move forward with this proposal, our paralegals will pick up the boxes of files and USB drive from Abby.

Please call me if you have any questions.

Sincerely,



Kenneth P. Reynolds

KPR/nl



CITY OF WILLARD, MISSOURI

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



Agenda Item#

Resolution adopting the revised Personnel Policy Manual. Discussion/Vote.

City of Willard, Missouri

Resolution Number 22-03

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 13th day of June , 2022 by the Governing Body consisting of seven members .

Samuel Snider, Mayor

Attest:

Jennifer Rowe, City Clerk



City of Willard

EMPLOYEE POLICY MANUAL

Adopted 6/13/2022
date

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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, 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 20% above the entry level step.

b. Initial appointment into a rate above 20% 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

6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Veteran's Day
9. Thanksgiving Day + Friday following
10. Christmas Eve – Close at noon
11. Christmas Day - December 25
12. 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.

An employee will receive three (3) personal paid days off per calendar year. Prior to being used, these personal holidays must be approved by their Department Head. Personal 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)~~ twenty (20) working days or ~~120~~ 160 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 120-160 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)

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. Sick leave will not accrue during an unpaid leave of absence. 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~~ will have the option of requesting a payout of accrued sick leave hours one (1) time per quarter on a specified date, provided they maintain 24 hours at the time of payout. A maximum of ~~eighty (80)~~ forty (40) hours may be converted to a ~~fifty (50)~~ one-hundred (100) percent payout each quarter. (Example: 10 hours requested equal a \$ 10 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 Emergency Medical Leave Program

The Emergency Medical 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 "B."

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 a leave of absence with pay (with approval from the City Administrator) of reasonable duration, not to exceed five (5) working days, in the event of the death of an employee's spouse, significant other, child, stepchild, parent or step-parent. Three (3) working days of absence with pay will be allowed in the event of the death of an employee's father-in-law, mother-in-law, sister, brother, stepbrother, stepsister, brother-in-law, sister-in-law, grandparents, grandchildren, step-grandchildren, uncle, aunt 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~~ sixty (~~120~~ 160) 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~~ 160 hours. No hours will be earned over ~~120~~ 160 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.
- Employees should not post provocative pictures or comments and should use discretion as a representative of the City.
- 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. EMERGENCY MEDICAL 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. EMERGENCY MEDICAL CARE LEAVE

The City provides for the option of an Emergency Medical 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 Emergency Medical 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 Emergency Medical 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 Emergency Medical 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 Emergency Medical 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.

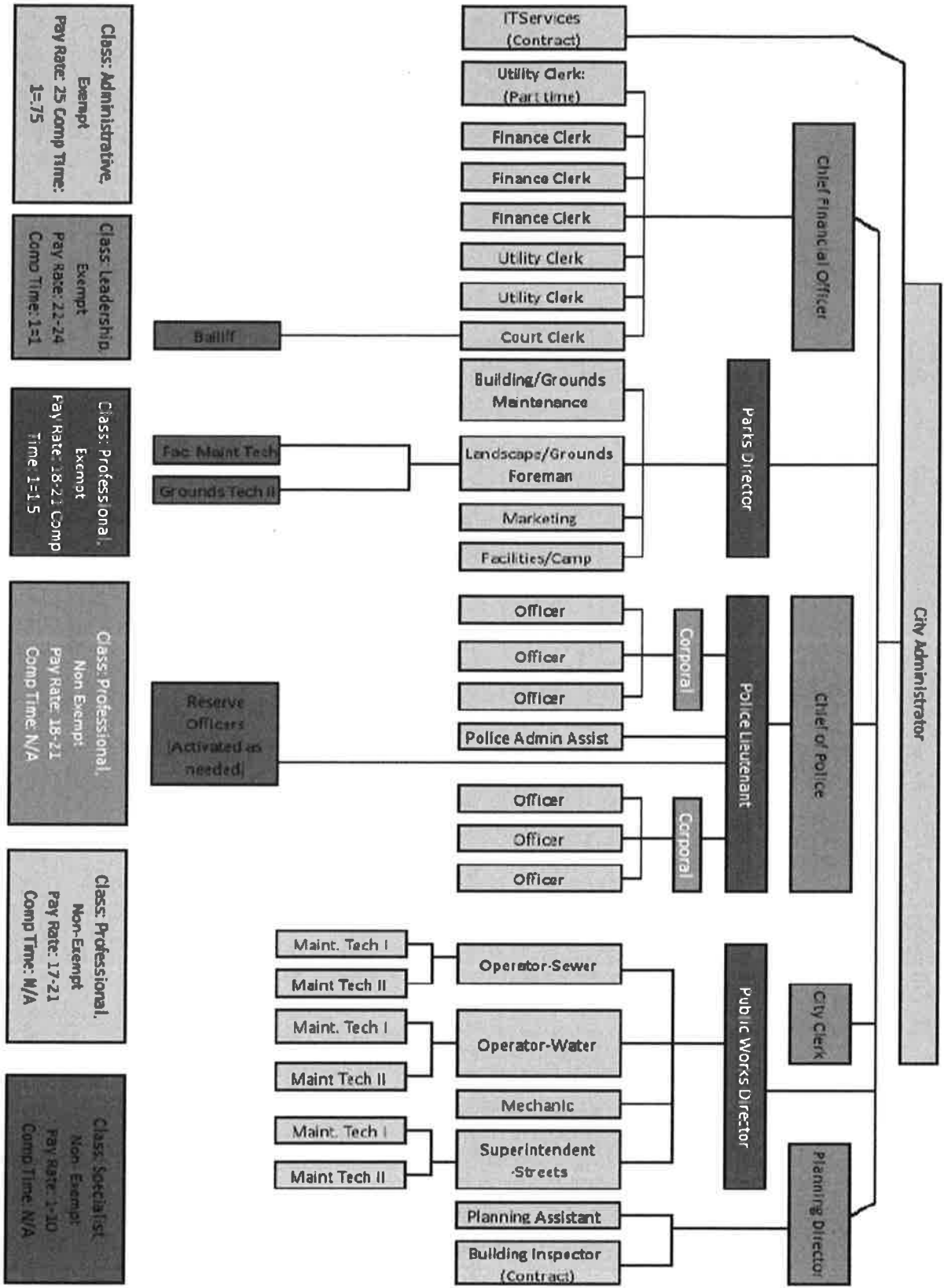
I understand the above policy and pledge not to disclose confidential information.

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: 1-20
 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#

**Ordinance amending the 2022 Budget. (1st Read)
Discussion/Vote.**

AN ORDINANCE

AN ORDINANCE TO AMEND THE 2022 BUDGET.

WHEREAS, the City of Willard has deemed it necessary to provide amendments to the 2022 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 2022 Budget Amendments are attached to this Ordinance and shall be incorporated herein by reference as if fully set forth herein.

SECTION 2: That these 2022 Budget Amendments are adopted as a part of the 2022 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 _____, 2022.

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

COREY HENRICKSON

LARRY WHITMAN

SAM BAIRD

FIRST READING: 06/13/22

SECOND READING: _____

BILL NO. 22-20

ORDINANCE NO. 220613A

LONDON HALL

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

YES NO ABSTAINED

TYLER KELLY

RYAN SIMMONS

COREY HENDRICKSON

LARRY WHITMAN

SAM BAIRD

LONDON HALL

City of Willard



BUDGET ***2022***

Date

June 27, 2022

**Year to Date 2022
Amended 6/30/22**

	2022 Original Revenues	Transfers	Total Revenues and Transfers	2022 Original Expenses	Transfers	Total Expense and Transfers	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration	\$ 1,735,412.50	\$ 81,053.19	\$ 1,816,465.69	\$ 245,195.51	\$ 330,000.00	\$ 575,195.51	\$ 1,241,270.18
Law and Public Safety	\$ 125,898.00	-	\$ 125,898.00	\$ 1,036,583.98	-	\$ 1,036,583.98	\$ (910,685.98)
Court	\$ 72,250.50	-	\$ 72,250.50	\$ 112,230.54	-	\$ 112,230.54	\$ (39,980.04)
Streets	\$ 335,631.07	-	\$ 335,631.07	\$ 430,980.63	-	\$ 430,980.63	\$ (95,349.56)
P/D	\$ 10,000.00	-	\$ 10,000.00	\$ 193,220.60	-	\$ 193,220.60	\$ (183,220.60)
EM	\$ 8,416.00	-	\$ 8,416.00	\$ 20,450.00	-	\$ 20,450.00	\$ (12,034.00)
Sub-Total	\$ 2,287,608.07	\$ 81,053.19	\$ 2,368,661.26	\$ 2,038,661.26	\$ 330,000.00	\$ 2,368,661.26	\$ 0.00
Park Fund							
	\$ 1,017,149.19	\$ 400,000.00	\$ 1,417,149.19	\$ 1,416,790.44	-	\$ 1,416,790.44	\$ 358.76
Sub-Total	\$ 1,017,149.19	\$ 400,000.00	\$ 1,417,149.19	\$ 1,416,790.44	\$ -	\$ 1,416,790.44	\$ 358.76
Water Fund							
	\$ 1,229,679.65	\$ 1,042,100.00	\$ 2,271,779.65	\$ 1,686,710.88	\$ 585,000.00	\$ 2,271,710.88	\$ 68.77
Sub-Total	\$ 2,333,499.29	\$ 639,000.00	\$ 2,972,499.29	\$ 2,971,675.55	\$ -	\$ 2,971,675.55	\$ 823.74
Sewer Fund							
	\$ 3,563,178.94	\$ 1,681,100.00	\$ 5,244,278.94	\$ 4,658,386.44	\$ 585,000.00	\$ 5,243,386.44	\$ 892.50
Sub-Total	\$ 6,867,936.20	\$ 2,162,153.19	\$ 9,030,089.39	\$ 8,113,838.14	\$ 915,000.00	\$ 9,028,838.14	\$ 1,251.26

Funds	Total Funds Available As of Jan 1, 2022	Annual 30% Reserve Recommended	Amount Above/Below Recommended 30 Percent	Cash Operating Average Per Month	Current Percentage	Total Funds Available As of December 31, 2022
General Fund	\$ 3,500,917.18	\$ 611,598.38	\$ 2,808,265.61	\$ 197,388.44	167.75%	\$ 3,419,863.99
Water & Sewer Fund	\$ 3,330,538.85	\$ 1,397,515.93	\$ 837,815.42	\$ 436,948.87	47.99%	\$ 2,235,331.35
Park Fund	\$ 176,647.91	\$ 425,037.13	\$ (318,030.46)	\$ 118,065.87	7.55%	\$ 107,006.67
Totals	\$ 7,008,103.94	\$ 2,434,151.44	\$ 3,328,050.57	\$ 752,403.18		\$ 5,762,202.01

GENERAL FUND

GENERAL FUND BUDGET -

		Actual		Amended
		2021	2022	6/30/2022
				2022
Beginning Fund Cash & Equivalents		\$ 2,397,812.33	\$ 3,488,688.21	\$ 3,500,917.18
 REVENUES				
10-100-40800	Miscellaneous Income	\$ 1,927.13	\$ 2,000.00	\$ 6,500.00
10-100-40850	Convenience Fee	\$ 1,043.22	\$ 3,000.00	\$ 2,000.00
10-100-40980	Veterans Memorial	\$ 360.00	\$ 240.00	\$ 240.00
10-100-41000	Franchise Cable TV	\$ 17,224.80	\$ 18,090.00	\$ 18,090.00
10-100-41100	Franchise Electric	\$ 272,647.74	\$ 276,375.00	\$ 276,375.00
10-100-41200	Franchise Gas	\$ 52,998.39	\$ 52,260.00	\$ 52,260.00
10-100-41300	Franchise Mobile Phone	\$ 96,731.57	\$ 96,480.00	\$ 96,480.00
10-100-42000	Grants	\$ -	\$ 568,228.17	\$ 7,920.00
10-100-43000	Interest Income	\$ 1,839.35	\$ 1,500.00	\$ 3,000.00
10-100-44100	Merchant License	\$ 7,525.00	\$ 5,527.50	\$ 5,527.50
10-100-44110	Building Permits	\$ 56,727.05	\$ 45,000.00	\$ 45,000.00
10-100-45300	Real Estate Tax	\$ 218,491.76	\$ 215,070.00	\$ 215,070.00
10-100-45400	Sales and Use Tax	\$ 764,050.95	\$ 703,500.00	\$ 703,500.00
10-100-45500	Sales Capital Improvements	\$ 306,525.14	\$ 291,450.00	\$ 291,450.00
10-100-49000	Capital Asset Sales	\$ -	\$ -	\$ 12,000.00
	SUBTOTAL REVENUES	\$ 1,798,092.10	\$ 2,278,720.67	\$ 1,735,412.50
10-100-46000	Transfer in Reserves	\$ -	\$ 10,692.06	\$ 81,053.19
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	\$ -	\$ 10,692.06	\$ 81,053.19
TOTAL - ANNUAL REVENUE		\$ 1,798,092.10	\$ 2,289,412.73	\$ 1,816,465.69

GENERAL FUND

		Actual		6/30/2022
		2021	2022	2022
EXPENSES				
SALARIES & RELATED				
SALARIES				
	Administrative Distribution	\$	\$ 320,849.68	\$ 320,849.68
	City Administrator	\$	\$ 83,840.35	\$ 85,936.36
	City Clerk	\$	\$ 51,409.48	\$ 52,300.00
	Director of Finance	\$	\$ 61,037.04	\$ 62,500.00
	Finance Operations Director	\$	\$ 43,500.00	\$ 44,100.00
	Finance Clerk AP/Deputy Clerk	\$	\$ 38,385.38	\$ 33,927.09
	Finance Clerk HR	\$	\$ 37,449.15	\$ 37,449.15
	Utility Clerk Supervisor	\$	\$ 33,927.09	\$ 34,775.26
	Utility Clerk/AR Clerk	\$	\$ 33,099.60	\$ 33,927.09
	Utility Clerk 24 hours	\$	\$ -	\$ -
	Interns (2) Part-time	\$	\$ 11,150.00	\$ 11,150.00
	Salary Contengencies	\$	\$ 4,000.00	\$ 20,000.00
10-100-90000	SUBTOTAL SALARIES	\$ 64,131.03	\$ 76,948.42	\$ 95,215.27
10-100-91000	Stipends Elected Officials	\$ 5,399.94	\$ 5,400.00	\$ 5,400.00
10-100-90500	Overtime	\$ 125.07	\$ 600.00	\$ 600.00
	SUBTOTAL OT & ELECTED OFFICIALS	\$ 5,525.01	\$ 6,000.00	\$ 6,000.00
	TOTAL SALARIES	\$ 69,656.04	\$ 82,948.42	\$ 101,215.27
10-100-91500	Payroll Taxes	\$ 6,667.29	\$ 6,635.87	\$ 8,097.22
10-100-92000	Retirement	\$ 4,398.31	\$ 5,050.00	\$ 5,050.00
10-100-93000	Group Insurance	\$ 12,886.62	\$ 15,967.51	\$ 15,967.51
	TOTAL RELATED EXPENSE	\$ 23,952.22	\$ 27,653.39	\$ 29,114.73
TOTAL SALARIES & RELATED		\$ 93,608.26	\$ 110,601.80	\$ 130,330.01

GENERAL FUND

		Actual		6/30/2022
		2021	2022	2022
SERVICES & SUPPLIES				
10-100-50130	Supplies-Other	\$ 737.04	\$ 2,000.00	\$ 2,000.00
10-100-50310	Veterans Memorial Expense	\$ 335.67	\$ 350.00	\$ 350.00
10-100-50500	Building Maintenance	\$ 316.45	\$ 300.00	\$ 300.00
10-100-50550	Custodial Supplies	\$ 516.28	\$ 600.00	\$ 600.00
10-100-50600	Miscellaneous Expense	\$ 127.34	\$ 200.00	\$ 200.00
10-100-50700	Office Supplies	\$ 6,176.58	\$ 7,537.50	\$ 7,537.50
10-100-50750	Postage	\$ 1,351.23	\$ 1,500.00	\$ 1,500.00
10-100-51000	Repairs & Maintenance	\$ 60.02	\$ 100.50	\$ 100.50
10-100-52000	Supplies-Small Equipment	\$ 199.98	\$ 1,000.00	\$ 1,000.00
10-100-55200	Advertising Expense	\$ 726.69	\$ 800.00	\$ 800.00
10-100-55400	Audit Expense	\$ 3,550.00	\$ 3,600.00	\$ 3,600.00
10-100-55500	Bank/Credit Card Fees	\$ 502.39	\$ 500.00	\$ 500.00
10-100-55600	Contract Labor	\$ 53.45	\$ 1,300.00	\$ 1,300.00
10-100-55800	Dues & Subscriptions	\$ 2,444.15	\$ 3,000.00	\$ 3,200.00
10-100-55850	Equipment Rental/Lease	\$ 435.57	\$ 475.00	\$ 475.00
10-100-55900	Election Expense	\$ 4,916.00	\$ 4,000.00	\$ 6,300.00
10-100-56000	Insurance	\$ 4,645.77	\$ 5,000.00	\$ 5,600.00
10-100-56200	Legal Expense	\$ 10,290.35	\$ 12,960.00	\$ 12,960.00
10-100-56400	Professional Fees	\$ 4,458.21	\$ 5,000.00	\$ 5,000.00
10-100-56450	Contract Services/Security	\$ 396.00	\$ 400.00	\$ 400.00
10-100-56500	Safety Program	\$ 94.75	\$ 100.00	\$ 100.00
10-100-56890	Travel Expense-Elected Officials	\$ -	\$ 500.00	\$ 500.00
10-100-56900	Travel Expense-Gen	\$ 669.80	\$ 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	\$ 255.00	\$ 500.00	\$ 500.00
10-100-56960	Training & Education-Fin	\$ -	\$ 1,000.00	\$ 1,000.00
10-100-57300	Rent	\$ -	\$ -	\$ 600.00
10-100-57400	Equip/Software Maintenance Contracts	\$ 8,460.13	\$ 10,600.00	\$ 11,300.00
10-100-61000	Telephone	\$ 3,233.18	\$ 1,650.00	\$ 2,000.00
10-100-61050	Internet Services	\$ 4,454.44	\$ 6,210.00	\$ 7,400.00
10-100-62000	Utilities- Electric	\$ 4,691.24	\$ 7,035.00	\$ 7,035.00
10-100-62100	Utilities- Gas	\$ 1,356.16	\$ 1,507.50	\$ 1,507.50
10-100-62300	Utilities-Other	\$ 679.68	\$ 700.00	\$ 700.00
10-100-70000	Vehicle Fuel	\$ -	\$ 200.00	\$ 200.00
10-100-71000	Vehicle Repairs & Maintenance	\$ -	\$ 100.00	\$ 100.00
10-100-75000	Vehicle Lease	\$ 496.41	\$ 3,365.00	\$ 700.00
SUBTOTAL SERVICES & SUPPLIES		\$ 66,629.96	\$ 86,590.50	\$ 89,865.50

GENERAL FUND

		Actual		6/30/2022
		2021	2022	2022
CAPITAL OUTLAY				
	CAPITAL PROJECTS			
		\$ -	\$ -	\$ -
		\$ -	\$ 5,000.00	\$ 5,000.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-100-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ 5,000.00	\$ 5,000.00
	CAPITAL EQUIPMENT			
		\$ -	\$ 15,000.00	\$ 13,000.00
		\$ 4,637.52	\$ 5,000.00	\$ 2,000.00
		\$ 1,377.23	\$ 500.00	\$ 5,000.00
		\$ 3,678.50	\$ 500.00	\$ -
		\$ -	\$ 5,000.00	\$ -
		\$ -	\$ -	\$ -
10-100-95500	SUBTOTAL EQUIP	\$ 9,693.25	\$ 26,000.00	\$ 20,000.00
TOTAL CAPITAL OUTLAY		\$ 9,693.25	\$ 31,000.00	\$ 25,000.00
TOTAL EXPENSES		\$ 169,931.47	\$ 228,192.30	\$ 245,195.51
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	\$ -	\$ 647,228.00	\$ -
10-100-97380	Transfer to Parks	\$ 75,000.00	\$ 305,000.00	\$ 330,000.00
	TOTAL TRANSFERS	\$ 75,000.00	\$ 952,228.00	\$ 330,000.00
	TOTAL ANNUAL EXPENSES	\$ 244,931.47	\$ 1,180,420.30	\$ 575,195.51
	LAW-STREETS-PD-EM PROFIT/LOSS	\$ (1,108,992.43)	\$ (1,108,992.43)	\$ (1,241,270.18)
	GENERAL PROFIT/LOSS	\$ 1,553,160.63	\$ 1,108,992.43	\$ 1,241,270.18
	NET REVENUES OVER EXPENSES	\$ 444,168.20	\$ (0.00)	\$ -
	Projected Ending Fund Reserves-Gen	\$ 3,500,917.18	\$ 3,477,996.15	\$ 3,419,863.99

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Actual		Amended
		2021	2022	6/30/2022
				2022
REVENUES				
10-200-40800	Miscellaneous Income	\$ -	\$ 200.00	\$ 200.00
10-200-42000	Grant revenues	\$ 74,184.35	\$ 10,000.00	\$ 26,000.00
10-200-44520	Law Income Other	\$ 8,081.68	\$ 1,500.00	\$ 1,500.00
10-200-45100	Law Enf. Sales Tax	\$ 100,441.49	\$ 98,098.00	\$ 98,098.00
10-200-45600	LET State Acct.	\$ -	\$ 100.00	\$ 100.00
	SUBTOTAL REVENUES	\$ 182,707.52	\$ 109,898.00	\$ 125,898.00
10-200-46000	Transfers In - Gen Fnd	\$ -	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 182,707.52	\$ 109,898.00	\$ 125,898.00

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Actual 2021	2022	Amended 6/30/2022 2022
EXPENSES				
SALARIES & RELATED:				
	SALARY			
	Admin Distributions	\$ -	\$ -	\$ -
	Chief of Police	\$ -	\$ 69,057.80	\$ 69,057.80
	Major	\$ -	\$ 58,199.73	\$ 58,199.73
	Corporal FTO	\$ -	\$ 44,409.45	\$ 44,409.45
	Sergeant/Investigator	\$ -	\$ 49,019.72	\$ 49,019.72
	Patrol Officers (17-4 2021) (17-10 2022)	\$ -	\$ -	\$ -
	Patrol Officers (17-3 2021)(17-9 2022)	\$ -	\$ -	\$ 42,319.88
	Patrol Officers ((17-2 2021)(17-8 2022)	\$ -	\$ 173,408.31	\$ 133,000.00
	Patrol Officers(17-1 2021) (17-7 2022)	\$ -	\$ 120,842.03	\$ 120,842.03
	Administrative Assistant Police	\$ -	\$ 31,504.67	\$ 31,504.67
	Office Ass't P/T (2)	\$ -	\$ 1,350.00	\$ 1,350.00
	Reserves SRO	\$ -	\$ 15,248.00	\$ 15,248.00
	Salary Contingencies	\$ -	\$ 15,073.66	\$ 42,000.00
10-200-90000	SUBTOTAL SALARIES POLICE	\$ 429,791.12	\$ 578,113.37	\$ 606,951.28
10-200-90500	Overtime	\$ 1,850.57	\$ 3,000.00	\$ 3,000.00
	TOTAL OT SALARIES	\$ 1,850.57	\$ 3,000.00	\$ 3,000.00
TOTAL SALARIES		\$ 431,641.69	\$ 581,113.37	\$ 609,951.28
10-200-91500	Employee taxes	\$ 30,497.63	\$ 46,489.07	\$ 48,796.10
10-200-92000	Retirement	\$ 26,351.16	\$ 36,128.98	\$ 36,128.98
10-200-93000	Group Insurance	\$ 66,155.95	\$ 84,253.75	\$ 84,253.75
	SUBTOTAL RELATED EXPENSE	\$ 123,004.74	\$ 166,871.80	\$ 169,178.84
TOTAL SALARIES & RELATED		\$ 554,646.43	\$ 747,985.18	\$ 779,130.12

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Actual		Amended
		2021	2022	6/30/2022
				2022
SERVICES & SUPPLIES				
10-200-50130	Supplies General	\$ 1,647.22	\$ 2,500.00	\$ 2,500.00
10-200-50300	DARE Program	\$ 1,699.20	\$ 1,700.00	\$ 1,700.00
10-200-50500	Building Maintenance	\$ 514.53	\$ 1,000.00	\$ 1,000.00
10-200-50550	Custodial Supplies	\$ 484.29	\$ 700.00	\$ 700.00
10-200-50600	Miscellaneous Expense	\$ -	\$ 200.00	\$ 200.00
10-200-50700	Office Expense	\$ 1,349.89	\$ 1,200.00	\$ 1,200.00
10-20050750	Postage	\$ 186.07	\$ 250.00	\$ 250.00
10-200-51000	Repairs & Maintenance	\$ 368.35	\$ 500.00	\$ 500.00
10-200-52000	Supplies Small Tools (Ammo)	\$ 7,418.12	\$ 5,500.00	\$ 5,500.00
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	\$ 158.89	\$ 2,500.00	\$ 2,500.00
10-200-55800	Dues & Subscriptions	\$ 410.00	\$ 550.00	\$ 550.00
10-200-55850	Equipment Rental	\$ 872.92	\$ 1,470.00	\$ 1,000.00
10-200-56000	Insurance	\$ 37,329.18	\$ 38,595.32	\$ 38,595.32
10-200-56200	Legal	\$ 682.50	\$ 1,000.00	\$ 1,000.00
10-200-56400	Professional	\$ 18,961.57	\$ 38,000.00	\$ 68,000.00
10-200-56450	Contract Service/Security	\$ -	\$ 100.00	\$ 100.00
10-200-56500	Safety Program	\$ 143.70	\$ 250.00	\$ 325.00
10-200-56900	Travel Law	\$ 248.43	\$ 1,000.00	\$ 1,000.00
10-200-56950	Training & Education Law	\$ 13,341.96	\$ 2,500.00	\$ 2,500.00
10-200-57400	Equip/Software Contracts	\$ 9,757.76	\$ 11,800.00	\$ 13,000.00
10-200-61000	Telephone	\$ 5,344.46	\$ 4,550.00	\$ 3,200.00
10-200-61050	Internet Services	\$ 4,454.45	\$ 6,210.00	\$ 6,900.00
10-200-62000	Utilities - Electric	\$ 3,717.06	\$ 5,025.00	\$ 5,025.00
10-200-62100	Utilities - Gas	\$ 2,392.99	\$ 2,815.00	\$ 2,815.00
10-200-62300	Utilities - Other	\$ 456.96	\$ 500.00	\$ 500.00
10-200-70000	Vehicle Fuel	\$ 18,152.29	\$ 18,090.00	\$ 18,090.00
10-200-71000	Vehicle Repair & Maint	\$ 6,275.07	\$ 10,000.00	\$ 10,000.00
10-200-71100	Equipment Repair & Maint	\$ 535.98	\$ 500.00	\$ 500.00
10-200-75000	Vehicle Lease	\$ 3,952.44	\$ 6,500.00	\$ 6,500.00
10-200-92500	Uniform Expense	\$ 4,262.32	\$ 8,000.00	\$ 8,000.00
SUBTOTAL SERVICES & SUPPLIES		\$ 145,118.60	\$ 173,755.32	\$ 203,900.32

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Actual 2021	2022	Amended 6/30/2022 2022
CAPITAL OUTLAY				
CAPITAL PROJECTS				
		\$ 17,146.00	\$ 5,000.00	\$ 5,000.00
		\$ -	\$ 1,000.00	\$ 1,000.00
		\$ -	\$ -	\$ 2,000.00
		\$ -	\$ -	\$ -
10-200-95100	SUBTOTAL CAPITAL PROJECTS	\$ 17,146.00	\$ 6,000.00	\$ 8,000.00
CAPITAL EQUIPMENT				
		\$ 31,651.00	\$ 34,125.00	\$ 33,233.55
		\$ 1,674.00	\$ 12,320.00	\$ 12,320.00
		\$ 2,754.46	\$ -	\$ -
		\$ 1,260.00	\$ -	\$ -
		\$ 1,514.26	\$ -	\$ -
10-200-95500	SUBTOTAL EQUIP	\$ 7,713.72	\$ 46,445.00	\$ 45,553.55
TOTAL CAPITAL OUTLAY		\$ 24,859.72	\$ 52,445.00	\$ 53,553.55
TOTAL ANNUAL EXPENSES		\$ 724,624.75	\$ 974,185.49	\$ 1,036,583.98
NET REVENUES OVER EXPENSES		\$ (541,917.23)	\$ (864,287.49)	\$ (910,685.98)

COURT

COURT DEPARTMENT

		Actual			Amended	
		2021	2022			6/30/2022
				2022		
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	\$ 51,283.29	\$ 50,250.00	\$		\$ 62,000.00
10-250-44510	Other Fines	\$ 8,884.50	\$ 10,050.00	\$		\$ 10,050.00
10-250-44520	Court income Other	\$ 2.00	\$ 100.50	\$		\$ 100.50
	SUBTOTAL REVENUES	\$ 60,169.79	\$ 60,500.50	\$		\$ 72,250.50
10-250-46000	Transfers In - Gen Fnd	\$ -		\$		\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$		\$ -
TOTAL - ANNUAL REVENUE		\$ 60,169.79	\$ 60,500.50	\$		\$ 72,250.50
EXPENSES						
SALARIES & RELATED:						
SALARY						
	Admin Distributions	\$ -		\$		\$ -
	Court Clerk	\$ -		\$		\$ -
	Deputy Court Clerk	\$ -		\$		\$ 15,000.00
	Court Baliff	\$ 1,620.00	\$ 1,620.00	\$		\$ 1,650.00
	Court Baliff	\$ 1,620.00	\$ 1,620.00	\$		\$ 1,650.00
	Salary Contengencies	\$ 34,656.41	\$ 34,656.41	\$		\$ 37,000.00
10-250-90000	SUBTOTAL SALARIES	\$ 31,078.06	\$ 37,896.41	\$		\$ 55,300.00
10-250-90500	Overtime	\$ 24.47	\$ 100.00	\$		\$ 100.00
	TOTAL OT SALARIES	\$ 24.47	\$ 100.00	\$		\$ 100.00
	TOTAL SALARIES	\$ 31,102.53	\$ 37,996.41	\$		\$ 55,400.00
10-250-91500	Employee taxes	\$ 2,328.61	\$ 3,039.71	\$		\$ 4,432.00
10-250-92000	Retirement	\$ 2,023.07	\$ 2,502.46	\$		\$ 2,502.46
10-250-93000	Group Insurance	\$ 6,285.58	\$ 11,470.46	\$		\$ 11,470.46
	TOTAL RELATED EXPENSE	\$ 10,637.26	\$ 17,012.64	\$		\$ 18,404.93
TOTAL SALARIES & RELATED		\$ 41,739.79	\$ 55,009.05	\$		\$ 73,804.93

COURT

COURT DEPARTMENT

		Actual		Amended
		2021	2022	6/30/2022
				2022
SERVICES & SUPPLIES				
10-250-50130	Supplies General	\$ 95.39	\$ 200.00	\$ 200.00
10-250-50500	Building Maintenance	\$ 3.00	\$ 100.00	\$ 100.00
10-250-50550	Custodial Supplies	\$ 29.12	\$ 100.00	\$ 100.00
10-250-50600	Miscellaneous Expense	\$ -	\$ 100.00	\$ 100.00
10-250-50700	Office Expense	\$ 546.85	\$ 1,000.00	\$ 1,000.00
10-250-50750	Postage	\$ 355.23	\$ 500.00	\$ 500.00
10-250-51000	Repairs & Maintenance	\$ 60.02	\$ 100.50	\$ 100.50
10-250-52000	Supplies Small Tools	\$ 108.59	\$ 150.00	\$ 150.00
10-250-55200	Advertising Expense	\$ -	\$ 100.50	\$ 100.50
10-250-55500	Bank/Credit Card Fees	\$ 334.91	\$ 300.00	\$ 400.00
10-250-55600	Contract Labor	\$ -	\$ -	\$ -
10-250-55800	Dues & Subscriptions	\$ 60.00	\$ 100.00	\$ 180.00
10-250-55850	Equipment Rental	\$ 72.66	\$ 100.00	\$ 100.00
10-250-56000	Insurance	\$ 2,683.20	\$ 2,696.62	\$ 2,696.62
10-250-56200	Legal	\$ 70.00	\$ 100.00	\$ 100.00
10-250-56400	Professional (Judge)	\$ 12,420.52	\$ 15,000.00	\$ 17,250.00
10-250-56450	Contract Service/Security	\$ -	\$ 100.00	\$ 100.00
10-250-56910	Travel Court	\$ 474.37	\$ 500.00	\$ 1,000.00
10-250-56960	Training & Education Court	\$ 219.60	\$ 500.00	\$ 500.00
10-250-57400	Equip/Software Contracts	\$ 1,211.43	\$ 1,286.40	\$ 1,500.00
10-250-61000	Telephone	\$ 1,534.01	\$ 760.00	\$ 760.00
10-250-61050	Internet Services	\$ 3,179.38	\$ 5,635.00	\$ 3,550.00
10-250-62000	Utilities - Electric	\$ -	\$ 100.50	\$ 100.50
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	\$ -	\$ 500.00	\$ 100.00
10-250-75000	Vehicle Lease	\$ -	\$ -	\$ -
10-250-80000	Court Automation	\$ 3,003.25	\$ 3,517.50	\$ 3,517.50
10-250-81000	CVC Fees	\$ 3,059.02	\$ 3,517.50	\$ 3,517.50
10-250-81100	POST Fund	\$ 430.02	\$ 502.50	\$ 502.50
10-250-82000	Sheriff's Retirement Fund	\$ 861.00	\$ 1,200.00	\$ 200.00
10-250-92500	Uniform Expense	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 30,811.57	\$ 38,767.02	\$ 38,425.62
CAPITAL OUTLAY				
CAPITAL PROJECTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-250-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT				
		\$ -	\$ 500.00	\$ -
		\$ 1,377.23	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-250-95500	SUBTOTAL EQUIP	\$ 1,377.23	\$ 500.00	\$ -
TOTAL CAPITAL OUTLAY		\$ 1,377.23	\$ 500.00	\$ -
TOTAL ANNUAL EXPENSES		\$ 73,928.59	\$ 94,276.07	\$ 112,230.54
NET REVENUES OVER EXPENSES		\$ (13,758.80)	\$ (33,775.57)	\$ (39,980.04)

STREETS

STREETS DEPARTMENT

		Actual		Amended	
		2021	2022	6/30/22	2022
REVENUES					
10-300-40800	Misc Income (Traffic Impact & Other	\$ -	\$ 100.00	\$	100.00
10-300-42000	GRANT-Federal Funds	\$ 37,157.03	\$ -	\$	82,423.07
10-300-45410	Tax Motor Vehicle	\$ 226,748.51	\$ 200,200.00	\$	215,000.00
10-300-45450	Road & Bridge Tax	\$ 37,056.88	\$ 37,370.00	\$	38,108.00
	SUBTOTAL REVENUES	\$ 300,962.42	\$ 237,670.00	\$	335,631.07
10-300-46000	Transfer in from General	\$ -	\$ -	\$	-
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$	-
TOTAL - ANNUAL REVENUE		\$ 300,962.42	\$ 237,670.00	\$	335,631.07
EXPENSES					
SALARIES & RELATED:					
SALARY					
	Admin distributions	\$ -	\$ 40,192.08	\$	40,192.08
	Director Public Works 20%	\$ 8,500.00	\$ 9,792.28	\$	10,545.00
	Assistant Public Works Dir. 20%	\$ 2,000.00	\$ 7,850.30	\$	7,850.30
	Public Works Asset Supervisor - Strer	\$ -	\$ 33,906.90	\$	35,623.44
	Maint Tech I Streets	\$ -	\$ 33,079.91	\$	33,079.91
	Maint Tech I	\$ -	\$ -	\$	-
	Maint Tech I	\$ -	\$ -	\$	-
	Mechanic 20%	\$ 7,200.00	\$ 7,485.38	\$	7,485.38
	Salary Contingencies	\$ 5,267.14	\$ 18,726.16	\$	21,300.00
10-300-90000	SUBTOTAL SALARIES	\$ 49,410.78	\$ 70,648.84	\$	75,691.93
		\$ -	\$ -	\$	-
10-300-90500	Overtime	\$ 1,101.38	\$ 2,000.00	\$	2,000.00
	TOTAL OT SALARIES	\$ 1,101.38	\$ 2,000.00	\$	2,000.00
TOTAL SALARIES		\$ 50,512.16	\$ 72,648.84	\$	77,691.93
10-300-91500	Payroll taxes	\$ 3,798.26	\$ 5,811.91	\$	6,215.35
10-300-92000	Retirement	\$ 3,407.66	\$ 5,230.72	\$	5,230.72
10-300-93000	Group Insurance	\$ 13,538.72	\$ 8,817.77	\$	8,817.77
	SUBTOTAL RELATED EXPENSE	\$ 20,744.64	\$ 19,860.40	\$	20,263.84
TOTAL SALARIES & RELATED		\$ 71,256.80	\$ 92,509.23	\$	97,955.78

STREETS

STREETS DEPARTMENT

		Actual		Amended
		2021	2022	6/30/22
				2022
SERVICES & SUPPLIES				
10-300-50130	Street R&M Supples	\$ 19,451.75	\$ 26,000.00	\$ 26,000.00
10-300-50500	Building Maintenance	\$ 19.16	\$ 2,000.00	\$ 2,000.00
10-300-50550	Custodial Expense	\$ 51.69	\$ 100.00	\$ 100.00
10-300-50600	Miscellaneous Expense	\$ -	\$ 100.00	\$ 100.00
10-300-50700	Office Supplies	\$ 36.07	\$ 100.00	\$ 100.00
10-300-50750	Postage	\$ 2.27	\$ 50.00	\$ 50.00
10-300-51000	Street R&M	\$ 14,145.23	\$ 15,000.00	\$ 15,000.00
10-300-52000	Supplies-Small Equip	\$ 692.42	\$ 2,000.00	\$ 2,000.00
10-300-55200	Advertising	\$ 552.14	\$ 500.00	\$ 500.00
10-300-55600	Contract Labor	\$ -	\$ 100.50	\$ 3,000.00
10-300-55800	Dues & Subscriptions	\$ 2,647.04	\$ 2,700.00	\$ 3,000.00
10-300-55850	Equipment Rental	\$ -	\$ 3,000.00	\$ 3,000.00
10-300-56000	Insurance	\$ 11,818.19	\$ 12,219.04	\$ 12,219.04
10-300-56200	Legal	\$ 235.20	\$ 1,000.00	\$ 1,000.00
10-300-56400	Professional (Engineering)	\$ 21,979.15	\$ 10,000.00	\$ 10,000.00
10-300-56500	Safety Program	\$ -	\$ 500.00	\$ 500.00
10-300-56900	Travel Expense	\$ 228.64	\$ 300.00	\$ 300.00
10-300-56950	Training & Education	\$ -	\$ 100.00	\$ 100.00
10-300-57200	Recycle Center	\$ -	\$ -	\$ -
10-250-57400	Equip/Software Contracts	\$ -	\$ 300.00	\$ 500.00
10-300-61000	Telephone	\$ 2,050.28	\$ 1,050.00	\$ 1,200.00
10-300-61050	Internet Services	\$ 3,285.96	\$ 4,500.00	\$ 3,800.00
10-300-61110	Street Lights	\$ 58,727.87	\$ 60,000.00	\$ 60,000.00
10-300-62000	Utilities-Electricity	\$ 2,508.96	\$ 3,015.00	\$ 3,015.00
10-300-62100	Utilities-Natural gas	\$ -	\$ 300.00	\$ 300.00
10-300-62300	Utilities-Other	\$ -	\$ -	\$ -
10-300-70000	Vehicles Fuel	\$ 2,996.57	\$ 3,200.00	\$ 3,200.00
10-300-70100	Equipment Fuel	\$ 1,056.19	\$ 1,000.00	\$ 1,000.00
10-300-71000	Vehicles Repair & Maint	\$ 705.41	\$ 1,000.00	\$ 1,000.00
10-300-71100	Equip Repair & Maint	\$ 2,763.00	\$ 2,000.00	\$ 3,000.00
10-300-75000	Vehicle Lease	\$ 622.12	\$ 10,000.00	\$ 5,000.00
10-300-92500	Uniforms	\$ -	\$ 450.00	\$ 450.00
SUBTOTAL SERVICES & SUPPLIES		\$ 146,575.31	\$ 162,584.54	\$ 161,434.04

STREETS

STREETS DEPARTMENT

		Actual		Amended
		2021	2022	6/30/22
				2022
CAPITAL OUTLAY				
	CAPITAL PROJECTS			
		\$ -	\$ 60,000.00	\$ 60,000.00
		\$ 242,505.68	\$ 5,000.00	\$ 5,000.00
		\$ -	\$ 2,000.00	\$ 100,000.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-300-95100	SUBTOTAL CAPITAL PROJECTS	\$ 325,854.16	\$ 67,000.00	\$ 165,000.00
	CAPITAL EQUIPMENT			
		\$ 6,010.00	\$ -	\$ 6,100.00
		\$ -	\$ -	\$ 490.81
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-300-95500	SUBTOTAL EQUIP	\$ -	\$ -	\$ 6,590.81
	TOTAL CAPITAL OUTLAY	\$ 325,854.16	\$ 67,000.00	\$ 171,590.81
	TOTAL ANNUAL EXPENSES	\$ 543,686.27	\$ 322,093.77	\$ 430,980.63
	NET REVENUES OVER EXPENSES	\$ (242,723.85)	\$ (84,423.77)	\$ (95,349.56)

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Actual		Amended
		2021	2022	6/30/22 2022
REVENUES				
10-400-40930	Planning and Zoning	\$ 11,598.23	\$ 10,000.00	\$ 10,000.00
10-400-42000	Grant Revenues	\$ -	\$ -	\$ -
	SUBTOTAL REVENUES	\$ 11,598.23	\$ 10,000.00	\$ 10,000.00
10-400-46000	Transfer in from General	\$ -	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 11,598.23	\$ 10,000.00	\$ 10,000.00
EXPENSES				
SALARIES & RELATED:				
SALARY				
	Admin Distribution	\$ 63,595.50	\$ 63,595.50	\$ 63,595.50
	Director P&D	\$ 62,562.96	\$ 63,350.00	\$ 63,350.00
	Economic Dev. Director	\$ -	\$ 30,000.00	\$ 30,000.00
	Planning Ass't	\$ 43,429.54	\$ 43,980.00	\$ 43,980.00
	Salary Contingincies	\$ 5,403.24	\$ 9,600.00	\$ 9,600.00
10-400-90000	SUBTOTAL SALARIES	\$ 44,014.27	\$ 47,800.24	\$ 83,334.50
	Overtime	\$ 14.33	\$ 200.00	\$ 200.00
	TOTAL OT SALARIES	\$ 14.33	\$ 200.00	\$ 200.00
	TOTAL SALARIES	\$ 44,028.60	\$ 48,000.24	\$ 83,534.50
10-400-91500	Payroll taxes	\$ 3,319.20	\$ 3,840.02	\$ 6,682.76
10-400-92000	Retirement	\$ 3,107.31	\$ 3,292.68	\$ 3,292.68
10-400-93000	Group Insurance	\$ 8,010.04	\$ 8,724.00	\$ 8,724.00
	SUBTOTAL RELATED EXP	\$ 14,436.55	\$ 15,856.70	\$ 18,699.44
	TOTAL SALARIES & RELATED	\$ 58,465.15	\$ 63,856.93	\$ 102,233.94

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Actual 2021	2022	Amended 6/30/22 2022
SERVICES & SUPPLIES				
10-400-50130	Supplies	\$ 67.55	\$ 200.00	\$ 200.00
10-400-50550	Custodial Supplies	\$ -	\$ -	\$ 100.00
10-400-50600	Misc exp	\$ -	\$ 100.00	\$ 100.00
10-400-50700	Office supplies	\$ 211.73	\$ 300.00	\$ 300.00
10-400-50750	Postage	\$ 172.48	\$ 100.00	\$ 200.00
10-400-51000	Repairs & Maint	\$ 60.03	\$ 100.00	\$ 100.00
10-400-52000	Supplies-Small Equipmen	\$ -	\$ 100.00	\$ 100.00
10-400-55200	Advertising	\$ 405.36	\$ 500.00	\$ 500.00
10-400-55800	Dues and Subscriptions	\$ 185.00	\$ 250.00	\$ 6,250.00
10-400-55850	Equipment Rental	\$ 32.50	\$ 100.50	\$ 100.50
10-400-56000	Insurance	\$ 4,164.90	\$ 4,306.16	\$ 4,306.16
10-400-56200	Legal	\$ 9,345.92	\$ 10,000.00	\$ 10,000.00
10-400-56400	Professional	\$ 33,079.16	\$ 33,000.00	\$ 57,000.00
10-400-56450	Contract Labor	\$ -	\$ -	\$ -
10-400-56900	Travel Expense	\$ -	\$ 250.00	\$ 250.00
10-400-56950	Training & Education	\$ 50.00	\$ 500.00	\$ 500.00
10-400-57400	Equipment /Software Coi	\$ 3,633.10	\$ 3,800.00	\$ 4,100.00
10-400-61000	Telephone	\$ 2,096.51	\$ 1,480.00	\$ 1,480.00
10-400-61050	Internet Services	\$ 3,179.37	\$ 4,462.00	\$ 3,800.00
10-400-70000	Vehicle Fuel	\$ -	\$ -	\$ -
10-400-71000	Vehicles Repair & Maint	\$ -	\$ -	\$ -
10-400-75000	Vehicle Lease	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 56,683.61	\$ 59,548.66	\$ 89,386.66
CAPITAL OUTLAY				
CAPITAL PROJECTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-400-95100	SUBTOTAL CAPITAL PRO.	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT				
		\$ -	\$ 1,200.00	\$ 1,600.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-400-95500	SUBTOTAL EQUIP	\$ -	\$ 1,200.00	\$ 1,600.00
TOTAL CAPITAL OUTLAY		\$ -	\$ 1,200.00	\$ 1,600.00
TOTAL ANNUAL EXPENSES		\$ 115,148.76	\$ 124,605.60	\$ 193,220.60
NET REVENUES OVER EXPENSES		\$ (103,550.53)	\$ (114,605.60)	\$ (183,220.60)

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

		Actual 2021	2022	Amended 6/30/22 2022
REVENUES				
10-500-42000	Grant Revenues	\$ 8,416.00	\$ 8,200.00	\$ 8,416.00
	SUBTOTAL REVENUES	\$ 8,416.00	\$ 8,200.00	\$ 8,416.00
10-500-46000	Transfer in from General	\$ -	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 8,416.00	\$ 8,200.00	\$ 8,416.00
EXPENSES				
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

		Actual 2021	2022	Amended 6/30/22 2022
SERVICES & SUPPLIES				
10-500-50700	Office Supplies	\$ -	\$ -	\$ 350.00
10-500-51000	Repairs & Maintenance	\$ 23.75	\$ 200.00	\$ 200.00
10-500-52000	Supplies - Small equipment	\$ -	\$ 200.00	\$ 200.00
10-500-55600	Contract Labor	\$ 16,832.00	\$ 19,100.00	\$ 19,100.00
10-500-55800	Dues & Subscriptions	\$ -	\$ -	\$ -
10-500-56000	Insurance	\$ -	\$ -	\$ -
10-500-56200	Legal	\$ -	\$ 100.00	\$ 100.00
10-500-56900	Travel Expense	\$ 268.32	\$ 300.00	\$ 300.00
10-500-56950	Training & Education	\$ 125.00	\$ 200.00	\$ 200.00
10-500-61000	Telephone	\$ -	\$ -	\$ -
10-500-70000	Vehicle Expense-Fuel	\$ -	\$ -	\$ -
10-500-71000	Vehicle Expense-Other	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 17,249.07	\$ 20,100.00	\$ 20,450.00
CAPITAL OUTLAY				
CAPITAL PROJECTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-500-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
10-500-95500	SUBTOTAL EQUIP	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ -	\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 17,249.07	\$ 20,100.00	\$ 20,450.00
NET REVENUES OVER EXPENSES		\$ (8,833.07)	\$ (11,900.00)	\$ (12,034.00)

ENTERPRISE FUND - WATER

WATER DEPARTMENT

		Actual		Amended
		2021	2022	6/30/22
		2022	2022	2022
Beginning Fund Cash & Equivalents		\$ 2,723,893.86	\$ 2,723,893.86	\$ 3,165,279.23
REVENUES				
20-600-40700	Meter Installation	\$ 49,505.00	\$ 45,000.00	\$ 45,000.00
20-600-40800	Miscellaneous Income	\$ 7,030.27	\$ 1,500.00	\$ 1,500.00
20-600-40850	Convenience Fee	\$ 16,805.87	\$ 15,000.00	\$ 15,000.00
20-600-40920	Penalty Income	\$ 35,138.96	\$ 32,000.00	\$ 32,000.00
20-600-44200	Grant Revenue	\$ -	\$ -	\$ 8,000.00
20-600-43000	Interest Income	\$ 873.69	\$ 1,000.00	\$ 1,000.00
20-600-49500	COP Proceeds	\$ -	\$ -	\$ -
20-600-48510	Water City Commercial	\$ 93,341.21	\$ 97,469.40	\$ 97,469.40
20-600-48515	Water Rural Commercial	\$ 7,352.42	\$ 7,350.00	\$ 7,350.00
20-600-48520	Water City Residential	\$ 532,137.63	\$ 630,600.00	\$ 630,600.00
20-600-48525	Water Rural Residential	\$ 360,774.71	\$ 391,760.25	\$ 391,760.25
TOTAL REVENUES		\$ 1,102,959.76	\$ 1,221,679.65	\$ 1,229,679.65
	Transfer from General Fund	\$ -	\$ -	\$ -
	Transfer from Sewer	\$ -	\$ -	\$ -
	Transfer from Reserves	\$ 373,000.00	\$ 1,470,000.00	\$ 1,042,100.00
20-600-46000	SUBTOTAL TRANSFERS	\$ 373,000.00	\$ 1,470,000.00	\$ 1,042,100.00
TOTAL - ANNUAL REVENUE		\$ 1,475,959.76	\$ 2,691,679.65	\$ 2,271,779.65

ENTERPRISE FUND - WATER

		Actual		6/30/22
		2021	2022	2022
EXPENSES				
SALARIES & RELATED				
SALARIES				
	Admin distributlons	\$	\$	\$
	Director Public Works 40%	\$	19,584.57	\$ 22,290.00
	Asslstant Public Works Dir. 40%	\$	15,700.59	\$ 15,700.59
	PW Water Director			\$
	Maint Tech Superintendent		41,312.27	\$ 41,312.27
	Maint Tech II	\$	44,488.79	\$ 44,488.79
	Maint Tech I		37,426.88	\$ 37,426.88
	Maint Tech I		34,754.58	\$ 34,754.58
	Maint Tech II	\$	-	\$
	Mechanic 40%	\$	14,970.75	\$ 14,970.75
	Utlility Clerk	\$	-	\$
	Salary Continglncies	\$	226,594.65	\$ 230,600.00
20-600-90000	SUBTOTAL SALARIES	\$ 333,980.07	\$ 434,833.07	\$ 441,543.86
20-600-90500	Overtime	\$ 4,144.00	\$ 3,000.00	\$ 3,000.00
	TOTAL OT SALARIES	\$ 4,144.00	\$ 3,000.00	\$ 3,000.00
	TOTAL SALARIES	\$ 338,124.07	\$ 437,833.07	\$ 444,543.86
20-600-91500	Employee taxes	\$ 24,831.23	\$ 35,026.65	\$ 35,563.51
20-600-92000	Retirement	\$ 20,909.19	\$ 31,523.98	\$ 31,523.98
20-600-92500	Pension	\$ (30,986.00)	\$ 40,000.00	\$ 40,000.00
20-600-93000	Group Insurance	\$ 78,591.98	\$ 80,760.08	\$ 80,760.08
	TOTAL RELATED	\$ 93,346.40	\$ 187,310.71	\$ 187,847.57
TOTAL SALARIES & RELATED		\$ 431,470.47	\$ 625,143.78	\$ 632,391.43

ENTERPRISE FUND - WATER

		Actual		6/30/22
		2021	2022	2022
SERVICES & SUPPLIES				
20-600-50130	Supplies	\$ 14,259.46	\$ 18,500.00	\$ 22,000.00
20-600-50200	Laboratory Fees	\$ 1,903.00	\$ 2,512.50	\$ 2,512.50
20-600-50300	Laboratory Supplies	\$ 7,148.66	\$ 10,000.00	\$ 20,000.00
20-600-50350	Permit Fees	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
20-600-50500	Building Maintenance	\$ 107.23	\$ 1,000.00	\$ 1,000.00
20-600-50550	Custodial Supplies	\$ 115.25	\$ 100.50	\$ 200.00
20-600-50600	Miscellaneous Expense	\$ -	\$ 100.00	\$ 100.00
20-600-50700	Office Expense	\$ 1,987.45	\$ 2,311.50	\$ 2,311.50
20-600-50750	Postage	\$ 9,858.07	\$ 12,060.00	\$ 12,060.00
20-600-51000	Repairs & Maintenance	\$ 16,151.59	\$ 20,100.00	\$ 20,100.00
20-600-51100	Telemetry O&M	\$ -	\$ -	\$ -
20-600-52000	Supplies - Small Equipment	\$ 1,606.21	\$ 1,500.00	\$ 1,500.00
20-600-52500	Meter Replacement	\$ 11,238.34	\$ 94,520.00	\$ 94,520.00
20-600-55200	Advertising	\$ 1,544.80	\$ 1,000.00	\$ 1,500.00
20-600-55400	Audit Expense	\$ 6,850.00	\$ 6,884.25	\$ 6,884.25
20-600-55500	Bank/Credit Card Fees	\$ 12,681.91	\$ 10,050.00	\$ 15,000.00
20-600-55600	Contract Labor	\$ 5,409.02	\$ 10,000.00	\$ 12,000.00
20-600-55800	Dues & Subscriptions	\$ 7,230.50	\$ 8,000.00	\$ 8,100.00
20-600-55850	Equipment Rental	\$ 1,818.52	\$ 2,200.00	\$ 2,200.00
20-600-56000	Insurance	\$ 23,696.65	\$ 24,500.39	\$ 24,500.39
20-600-56200	Legal	\$ 935.90	\$ 1,507.50	\$ 1,507.50
20-600-56400	Professional	\$ 57,485.33	\$ 57,000.00	\$ 75,000.00
20-600-56500	Safety Program	\$ -	\$ 200.00	\$ 200.00
20-600-56900	Travel Expense	\$ 228.70	\$ 400.00	\$ 400.00
20-600-56950	Training & Education	\$ 17.50	\$ 1,000.00	\$ 1,000.00
20-600-57300	Rent	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
20-600-57400	Equipment/Software Contracts	\$ 12,157.92	\$ 17,400.00	\$ 18,010.00
20-600-61000	Telephone	\$ 3,169.63	\$ 2,000.00	\$ 2,100.00
20-600-61050	Internet Services	\$ 5,342.37	\$ 7,276.00	\$ 5,995.00
20-600-62000	Utilities - Electric	\$ 97,764.79	\$ 102,510.00	\$ 102,510.00
20-600-62100	Utilities - Gas	\$ 2,131.25	\$ 2,000.00	\$ 2,000.00
20-600-62300	Utilities - Other	\$ 1,472.08	\$ 1,400.00	\$ 1,400.00
20-600-70000	Vehicle Fuel	\$ 5,923.25	\$ 8,040.00	\$ 8,040.00
20-600-70100	Equipment Fuel	\$ 2,141.16	\$ 2,600.00	\$ 2,600.00
20-600-71000	Vehicle Repairs/Maint	\$ 852.86	\$ 1,500.00	\$ 1,500.00
20-600-71100	Equipment Repairs/Maint	\$ 2,042.69	\$ 2,500.00	\$ 3,000.00
20-600-75000	Vehicle Lease	\$ 1,244.25	\$ 45,000.00	\$ 10,000.00
20-600-92500	Uniforms Expense	\$ -	\$ 502.50	\$ 502.50
20-600-97100	Bad Debt Expense	\$ -	\$ 2,000.00	\$ 2,000.00
20-600-97200	Depreciation Expense	\$ 86,379.55	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 408,895.89	\$ 486,175.14	\$ 490,253.64

ENTERPRISE FUND - WATER

		Actual 2021	2022	6/30/22 2022
DEBT SERVICE				
20-600-96000	Debt service principle	\$ 77,500.00	\$ 82,500.00	\$ 82,500.00
20-600-96200	Debt service interest	\$ 18,639.10	\$ 18,975.00	\$ 18,975.00
20-600-96400	Fiscal Agent Fees	\$ 1,125.00	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE		\$ 19,764.10	\$ 102,975.00	\$ 102,975.00
CAPITAL OUTLAY				
CAPITAL PROJECTS				
		\$ 7,656.68	\$ 1,000.00	\$ 10,000.00
		\$ -	\$ 40,000.00	\$ 40,000.00
		\$ 370.00	\$ 3,000.00	\$ 3,000.00
		\$ 10,440.40	\$ 4,000.00	\$ 100,000.00
		\$ -	\$ 500,000.00	\$ 50,000.00
			\$ 50,000.00	\$ 200,000.00
			\$ 20,000.00	\$ 20,000.00
		\$ -	\$ -	\$ 1,000.00
20-600-95100	SUBTOTAL CAPITAL PROJECTS	\$ 18,467.08	\$ 618,000.00	\$ 424,000.00
CAPITAL EQUIPMENT				
		\$ 3,808.00	\$ 1,200.00	\$ 1,600.00
		\$ 1,377.23	\$ -	\$ 490.81
		\$ -	\$ -	\$ 35,000.00
		\$ 7,154.85	\$ -	\$ -
		\$ -	\$ -	\$ -
20-600-95500	SUBTOTAL EQUIP	\$ 12,340.08	\$ 1,200.00	\$ 37,090.81
TOTAL CAPITAL OUTLAY		\$ 30,807.16	\$ 619,200.00	\$ 461,090.81
TOTAL EXPENSES		\$ 890,937.62	\$ 1,833,493.93	\$ 1,686,710.88
20-600-97300	Transfer to Sewer	\$ 585,000.00	\$ 825,000.00	\$ 585,000.00
	TOTAL TRANSFERS	\$ 585,000.00	\$ 825,000.00	\$ 585,000.00
TOTAL ANNUAL EXPENSES		\$ 1,475,937.62	\$ 2,658,493.93	\$ 2,271,710.88
NET REVENUES OVER EXPENSES		\$ 22.14	\$ 33,185.72	\$ 68.77
Projected Ending Fund Reserves-Water		\$ 3,165,279.23	\$ 1,287,079.58	\$ 2,123,248.00
	Sewer Reserves	\$ 165,259.62	\$ 265,790.25	\$ 112,083.36
	W/S Projected Ending Fund Reserves	\$ 3,330,538.85	\$ 1,552,869.83	\$ 2,235,331.35

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

		Actual		Amended
		2021	2022	6/30/22
				2022
Beginning Fund Cash & Equivalents		\$ 690,865.39	\$ 352,689.04	\$ 165,259.62
 REVENUES				
20-700-40800	Miscellaneous Revenue	\$ 6,903.02	\$ 3,000.00	\$ 3,000.00
20-700-40850	Convenience Fee	\$ 16,890.72	\$ 16,000.00	\$ 16,000.00
20-700-40920	Penalty Revenue	\$ 27,428.42	\$ 30,030.00	\$ 30,030.00
20-700-40960	Trash Income	\$ 303,660.37	\$ 310,000.00	\$ 310,000.00
20-700-42000	Grants	\$186,243.21	\$ -	\$ 382,256.79
20-700-42100	Hook UR Fees	\$ 54,000.00	\$ 55,000.00	\$ 55,000.00
20-700-43000	Interest	\$ 903.12	\$ 800.00	\$ 800.00
20-700-48800	Sewer Fees	\$ 1,437,690.44	\$ 1,536,412.50	\$ 1,536,412.50
20-700-49500	COP Proceeds	\$ -	\$ -	\$ -
20-700-49550	COP Proceeds	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 2,033,719.30	\$ 1,951,242.50	\$ 2,333,499.29
	Transfer from General Fun	\$ -	\$ 647,228.00	\$ -
	Transfer from Water	\$ -	\$ 825,000.00	\$ 585,000.00
	Transfer from Reserves	\$ 526,000.00	\$ 98,000.00	\$ 54,000.00
20-700-46000	SUBTOTAL TRANSFERS	\$ 526,000.00	\$ 1,570,228.00	\$ 639,000.00
TOTAL - ANNUAL REVENUE		\$ 2,559,719.30	\$ 3,521,470.50	\$ 2,972,499.29

ENTERPRISE FUND - SEWER

		Actual		6/30/22
		2021	2022	2022
EXPENSES				
SALARIES & RELATED				
	Admin distributions	\$ -	\$ -	\$ -
	Director Public Works 40	\$ -	\$ 19,584.57	\$ 22,290.00
	Assistant Public Works Dir. 40%	\$ -	\$ 15,700.59	\$ 15,700.59
	PW Sewer Director	\$ -	\$ -	\$ 33,000.00
	Public Works Sewer Supervisor	\$ -	\$ 33,906.90	\$ -
	Maint Tech I	\$ -	\$ 33,906.90	\$ 33,906.90
	Maint Tech 1	\$ -	\$ 33,079.91	\$ 33,079.91
	Maint Tech 1	\$ -	\$ 33,079.91	\$ 33,079.91
	Maint Tech 1	\$ -	\$ -	\$ -
	Mechanic 40%	\$ -	\$ 14,970.75	\$ 14,970.75
	Utility Clerk II	\$ -	\$ -	\$ -
	Salary Contingency	\$ -	\$ 226,271.73	\$ 230,600.00
20-700-90000	SUBTOTAL SALARIES	\$ 325,486.40	\$ 410,501.25	\$ 416,628.06
20-700-90500	Overtime	\$ 5,830.14	\$ 5,000.00	\$ 5,000.00
	TOTAL OT SALARIES	\$ 5,830.14	\$ 5,000.00	\$ 5,000.00
	TOTAL SALARIES	\$ 331,316.54	\$ 415,501.25	\$ 421,628.06
20-700-91500	Employee taxes	\$ 24,292.22	\$ 33,240.10	\$ 33,730.24
20-700-92000	Retirement	\$ 19,192.33	\$ 29,916.09	\$ 29,935.59
20-700-92500	Pension	\$ (28,602.00)	\$ 40,000.00	\$ 40,000.00
20-700-93000	Group Insurance	\$ 71,280.84	\$ 74,818.13	\$ 74,818.13
	SUBTOTAL RELATED	\$ 86,163.39	\$ 177,974.32	\$ 178,483.97
TOTAL SALARIES & RELATED		\$ 417,479.93	\$ 593,475.57	\$ 600,112.02

ENTERPRISE FUND - SEWER

		Actual		6/30/22
		2021	2022	2022
SERVICES & SUPPLIES				
20-700-50130	Supplies	\$ 45,209.69	\$ 10,000.00	\$ 15,000.00
20-700-50350	Permit Fees	\$ -	\$ 4,000.00	\$ -
20-700-50500	Building Maintenance	\$ 205.64	\$ 1,000.00	\$ 1,000.00
20-700-50550	Custodial Supplies	\$ 126.73	\$ 200.00	\$ 200.00
20-700-50600	Miscellaneous Expense	\$ -	\$ 100.00	\$ 100.00
20-700-50700	Office Supplies	\$ 2,048.01	\$ 2,100.00	\$ 2,100.00
20-700-50750	Postage	\$ 9,112.68	\$ 12,060.00	\$ 12,060.00
20-700-51000	Repairs and Maintenance	\$ 76,178.34	\$ 21,000.00	\$ 21,000.00
20-700-51100	Telemetry O&M	\$ -	\$ -	\$ -
20-700-52000	Supplies - Small Equip	\$ 2,513.11	\$ 2,500.00	\$ 2,500.00
20-700-55100	Hook up Expense	\$ -	\$ 100.50	\$ 100.50
20-700-55200	Advertising	\$ 1,240.13	\$ 500.00	\$ 500.00
20-700-55400	Audit Expense	\$ 6,900.00	\$ 6,934.50	\$ 6,934.50
20-700-55500	Bank Fees/Credit Card	\$ 12,681.91	\$ 12,000.00	\$ 12,000.00
20-700-55600	Contract Labor	\$ 4,497.51	\$ 5,025.00	\$ 6,000.00
20-700-55800	Dues & Subscriptions	\$ 46.25	\$ 300.00	\$ 300.00
20-700-55850	Equipment Rental	\$ 1,738.35	\$ 2,010.00	\$ 2,010.00
20-700-56000	Insurance	\$ 35,104.11	\$ 36,294.77	\$ 36,294.77
20-700-56200	Legal	\$ 13,701.65	\$ 114,000.00	\$ 114,000.00
20-700-56400	Professional	\$ 185,991.45	\$ 100,000.00	\$ 100,000.00
20-700-56500	Safety Program	\$ -	\$ 201.00	\$ 201.00
20-700-56600	Citizen Trash	\$ 282,025.20	\$ 271,350.00	\$ 271,350.00
20-700-56900	Travel Expene	\$ 228.64	\$ 500.00	\$ 500.00
20-700-56950	Training & Education	\$ 17.50	\$ 1,000.00	\$ 6,000.00
20-700-57200	Recycle Center	\$ 922.01	\$ 1,200.00	\$ 1,200.00
20-700-57300	Rent	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
20-700-57400	Equipment/Software Conti	\$ 12,157.92	\$ 18,000.00	\$ 22,000.00
20-700-58000	Springfield Sewer Charges	\$ 597,265.70	\$ 679,460.00	\$ 679,460.00
20-700-61000	Telephone	\$ 3,766.81	\$ 2,700.00	\$ 2,700.00
20-700-61050	Internet Services	\$ 5,342.38	\$ 7,300.00	\$ 5,900.00
20-700-62000	Utitlities - Electric	\$ 63,865.84	\$ 65,325.00	\$ 65,325.00
20-700-62100	Utitlities - Gas	\$ 1,343.58	\$ 1,470.00	\$ 1,470.00
20-700-62300	Utitlities - Other	\$ 1,472.12	\$ 1,800.00	\$ 1,800.00
20-700-70000	Vehicle Fuel	\$ 6,041.00	\$ 8,040.00	\$ 8,040.00
20-700-70100	Equipment Fuel	\$ 4,272.64	\$ 6,120.45	\$ 6,120.45
20-700-71000	Vehicle Repair & Maintena	\$ 1,359.81	\$ 2,500.00	\$ 2,500.00
20-700-71100	Equipment Repairs/Maint	\$ 4,911.57	\$ 2,000.00	\$ 5,000.00
20-700-75000	Vehicle Lease	\$ 1,244.25	\$ 45,000.00	\$ 10,000.00
20-700-92500	Uniform Expense	\$ -	\$ 502.50	\$ 502.50
20-700-97100	Bad Debt Expense	\$ -	\$ 1,500.00	\$ 1,500.00
20-700-97200	Depreciation Expense	\$ 189,174.37	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 1,575,706.90	\$ 1,449,093.72	\$ 1,426,668.72

ENTERPRISE FUND - SEWER

		Actual		6/30/22
		2021	2022	2022
Debt Service				
20-700-96000	Debt service principle	\$ 177,500.00	\$ 187,500.00	\$ 187,500.00
20-700-96200	Debt service Interest	\$ 143,371.40	\$ 135,650.00	\$ 135,650.00
20-700-96400	Fiscal Agent Fees	\$ 1,875.00	\$ 2,250.00	\$ 2,250.00
	Total debt service	\$ 145,246.40	\$ 325,400.00	\$ 325,400.00
 CAPITAL OUTLAY				
	CAPITAL PROJECTS			
		\$ 58,467.26	\$ 50,000.00	\$ 61,200.00
		\$ 42,344.00	\$ 500,000.00	\$ 350,000.00
		\$ -	\$ 4,000.00	\$ 100,000.00
		\$ -	\$ 500,000.00	\$ -
		\$ -	\$ 86,000.00	\$ 93,204.00
		\$ 318,703.35	\$ -	\$ 13,000.00
20-700-95100	SUBTOTAL CAPITAL PROJE	\$ 419,514.61	\$ 1,140,000.00	\$ 617,404.00
	CAPITAL EQUIPMENT			
		\$ -	\$ 2,400.00	\$ 1,600.00
		\$ 1,377.23	\$ -	\$ 490.81
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
20-700-95500	SUBTOTAL EQUIP	\$ 1,377.23	\$ 2,400.00	\$ 2,090.81
	TOTAL CAPITAL OUTLAY	\$ 420,891.84	\$ 1,142,400.00	\$ 619,494.81
	TOTAL EXPENSES	\$ 2,559,325.07	\$ 3,510,369.29	\$ 2,971,675.55
	Transfer to Water	\$ -	\$ -	\$ -
	TOTAL TRANSFERS	\$ -	\$ -	\$ -
	TOTAL ANNUAL EXPENSES	\$ 2,559,325.07	\$ 3,510,369.29	\$ 2,971,675.55
	NET REVENUES OVER EXPENSES	\$ 394.23	\$ 11,101.21	\$ 823.74
	Projected Ending Fund Reserves-Sewer	\$ 165,259.62	\$ 265,790.25	\$ 112,083.36

PARKS AND RECREATION

PARKS & RECREATION

		Actual 2021	2022	Amended 6/30/22 2022
Beginning Fund Cash & Equivalents-Parks		\$ 86,432.09	\$ 40,520.66	\$ 176,647.91
REVENUES				
30-800-40000	Advertising	\$ 21,966.00	\$ 25,000.00	\$ 25,000.00
30-800-40400	Concessions	\$ 21,778.89	\$ 30,000.00	\$ 25,000.00
30-800-40600	Facility Income	\$ 34,114.15	\$ 35,000.00	\$ 35,000.00
30-800-40650	Fitness Center	\$ 3,083.50	\$ 40,000.00	\$ 40,000.00
30-800-40800	Miscellaneous Income	\$ 4,193.10	\$ 2,000.00	\$ 2,000.00
30-800-40850	Convenience Fees	\$ 1,940.83	\$ 2,000.00	\$ 2,000.00
30-800-40900	Park Fees	\$ 12,500.00	\$ 15,000.00	\$ 15,000.00
30-800-40950	Pool Income	\$ 74,215.81	\$ 75,375.00	\$ 75,375.00
30-800-41300	Franchise Fees	\$ 14,540.96	\$ 13,771.69	\$ 13,771.69
30-800-42000	Grant Revenue	\$ 26,090.28	\$ -	\$ -
30-800-43000	Interest Income	\$ 97.77	\$ 100.50	\$ 250.00
30-800-45300	Real Estate Tax	\$ 65,350.29	\$ 63,817.50	\$ 63,817.50
30-800-45400	Sales Tax Income	\$ 300,824.21	\$ 301,500.00	\$ 301,500.00
30-800-45500	Capital Improvement Tax	\$ 287,963.05	\$ 288,435.00	\$ 288,435.00
30-800-47000	Adult Programs	\$ 5,466.34	\$ 9,000.00	\$ 9,000.00
30-800-47100	Youth Programs	\$ 540.00	\$ 2,500.00	\$ 2,500.00
30-800-47200	Youth Camp	\$ 45,633.84	\$ 75,000.00	\$ 65,000.00
30-800-47300	Youth Sports	\$ 34,951.45	\$ 40,000.00	\$ 40,000.00
30-800-48000	Freedom Fest	\$ 3,234.00	\$ 3,500.00	\$ 3,500.00
30-800-48100	Event Income Other	\$ 6,569.50	\$ 10,000.00	\$ 10,000.00
30-800-48200	Shirt Sales	\$ 349.00	\$ -	\$ -
30-800-49000	Asset Sales	\$ 3,700.00	\$ -	\$ -
30-800-49500	COP Proceeds	\$ -	\$ -	\$ -
30-800-49550	Cop Premium	\$ -	\$ -	\$ -
	SUBTOTAL REVENUES	\$ 969,102.97	\$ 1,031,999.69	\$ 1,017,149.19
	Transfer from Reserves	\$ -	\$ 40,000.00	\$ 70,000.00
	Transfer in General	\$ 75,000.00	\$ 305,000.00	\$ 330,000.00
30-800-46000	SUBTOTAL TRANSFERS	\$ 75,000.00	\$ 345,000.00	\$ 400,000.00
TOTAL - ANNUAL REVENUE		\$ 1,044,102.97	\$ 1,376,999.69	\$ 1,417,149.19

PARKS AND RECREATION

		Actual 2021	2022	6/30/22 2022
EXPENSES				
SALARIES & RELATED				
SALARIES				
	Admin Distributions	\$ -	\$ 88,988.94	\$ 88,988.94
	Director of Parks and Recreation	\$ -	\$ 51,409.48	\$ 52,694.72
	Assistant Parks Director	\$ -	\$ 41,214.05	\$ 41,214.05
	Marketing & Special Events Coord	\$ -	\$ 35,602.25	\$ 35,602.25
	Adult Programs & Facility Coord	\$ -	\$ 35,602.25	\$ 36,200.00
	Youth Rec Programs Coordinator	\$ -	\$ 35,602.25	\$ 35,602.25
	Sports and Concessions Specialist	\$ -	\$ -	\$ -
	Landscaping/Grounds Foreman	\$ -	\$ -	\$ -
	Landscaping/Grounds Team Lead	\$ -	\$ 35,623.44	\$ 35,623.44
	Building and Grounds Maintenance	\$ -	\$ 36,514.03	\$ 36,514.03
	Grounds Tech I	\$ -	\$ 33,906.90	\$ 33,906.90
	Grounds Tech I	\$ -	\$ 33,906.90	\$ 33,906.90
	Facilities Maintenance Tech	\$ -	\$ 19,690.42	\$ 19,690.42
	Contingent salaries	\$ -	\$ 5,403.24	\$ 13,000.00
30-800-90000	SUBTOTAL SALARIES	\$ 181,064.83	\$ 275,486.27	\$ 284,966.02
30-800-90500	Overtime	\$ 3,961.51	\$ 3,000.00	\$ 3,000.00
30-800-91000	Seasonal Employees	\$ 147,208.14	\$ 280,000.00	\$ 300,000.00
	SUBTOTAL OVERTIME & SE	\$ 151,169.65	\$ 283,000.00	\$ 303,000.00
TOTAL SALARIES		\$ 332,234.48	\$ 558,486.27	\$ 587,966.02
30-800-91500	Employee taxes	\$ 24,771.84	\$ 44,678.90	\$ 47,037.28
30-800-92000	Retirement	\$ 9,698.46	\$ 18,658.58	\$ 18,658.58
30-800-93000	Group INS	\$ 32,557.42	\$ 58,866.01	\$ 58,866.01
	Related Expense	\$ 67,027.72	\$ 122,203.49	\$ 124,561.87
TOTAL SALARIES & RELATED		\$ 399,262.20	\$ 680,689.76	\$ 712,527.89

PARKS AND RECREATION

		Actual 2021	2022	6/30/22 2022
SERVICES & SUPPLIES				
30-800-50000	Chemicals	\$ 12,491.04	\$ 15,000.00	\$ 15,000.00
30-800-50110	Supplies Grounds	\$ 528.95	\$ 1,000.00	\$ 1,000.00
30-800-50130	Supplies General	\$ 1,698.47	\$ 1,500.00	\$ 1,500.00
30-800-50140	Supplies Aquatic	\$ 5,962.38	\$ 7,000.00	\$ 7,000.00
30-800-50150	Supplies Sports Shirts	\$ 3,522.24	\$ 10,000.00	\$ 10,000.00
30-800-50170	Supplies Special Activity	\$ 9,016.35	\$ 9,000.00	\$ 9,000.00
30-800-50175	Supplies Youth Program	\$ 19.98	\$ 1,000.00	\$ 1,000.00
30-800-50177	Supplies Youth Camp	\$ 4,005.49	\$ 6,000.00	\$ 6,000.00
30-800-50180	Supplies Sports	\$ 4,787.12	\$ 9,000.00	\$ 9,000.00
30-800-50190	Tree City	\$ 565.00	\$ 12,700.00	\$ 12,700.00
30-800-50200	Concession Costs	\$ 13,356.32	\$ 14,000.00	\$ 14,000.00
30-800-50210	Turf Maintenance	\$ 666.07	\$ 4,500.00	\$ 4,500.00
30-800-50400	Fitness Center	\$ -	\$ -	\$ 2,000.00
30-800-50450	Freedom Fest	\$ 16,812.46	\$ 18,000.00	\$ 18,000.00
30-800-50500	Building Maint.	\$ 8,551.55	\$ 9,000.00	\$ 9,000.00
30-800-50550	Custodial Supplies	\$ 4,059.49	\$ 4,000.00	\$ 4,000.00
30-800-50600	Miscellaneous	\$ -	\$ 100.00	\$ 100.00
30-800-50700	Office Expense	\$ 1,058.88	\$ 1,000.00	\$ 1,000.00
30-800-50750	Postage	\$ 98.53	\$ 100.50	\$ 100.50
30-800-51000	Repairs & Maintenance	\$ 4,161.61	\$ 5,000.00	\$ 5,000.00
30-800-52000	Supplies-Small Equip	\$ 4,240.73	\$ 5,000.00	\$ 5,000.00
30-800-55200	Advertising	\$ 5,487.92	\$ 7,000.00	\$ 7,000.00
30-800-55400	Audit Expense	\$ 500.00	\$ 500.00	\$ 1,000.00
30-800-55500	Bank/Credit Card Fees	\$ 1,607.32	\$ 2,000.00	\$ 2,000.00
30-800-55600	Contract Labor	\$ -	\$ 6,000.00	\$ 500.00
30-800-55800	Dues & Subscriptions	\$ 2,343.12	\$ 2,500.00	\$ 3,800.00
30-800-55850	Equipment Rental	\$ 2,507.81	\$ 2,000.00	\$ 2,000.00
30-800-56000	Insurance	\$ 33,922.28	\$ 38,039.22	\$ 38,039.22
30-800-56200	Legal Expense	\$ 588.00	\$ 1,000.00	\$ 1,000.00
30-800-56400	Professional	\$ 3,583.80	\$ 5,000.00	\$ 5,000.00
30-800-56450	Contract Services / Security	\$ 600.00	\$ 600.00	\$ 600.00
30-800-56500	Safety Program	\$ 1,599.21	\$ 2,000.00	\$ 2,000.00
30-800-56900	Travel Expense	\$ 656.37	\$ 2,000.00	\$ 2,000.00
30-800-56950	Training & Education	\$ 2,502.00	\$ 3,500.00	\$ 3,500.00
30-800-57400	Equip & Software Cont	\$ 13,696.26	\$ 11,000.00	\$ 11,000.00
30-800-61000	Telephone	\$ 3,243.21	\$ 2,220.00	\$ 2,682.00
30-800-61050	Internet Services	\$ 4,983.80	\$ 6,960.00	\$ 5,900.00
30-800-62000	Utilities - Electricity	\$ 35,538.85	\$ 48,000.00	\$ 48,000.00
30-800-62100	Utilities - Natural Gas	\$ 4,172.93	\$ 5,000.00	\$ 5,000.00
30-800-62300	Utilities - Other	\$ 3,172.68	\$ 3,618.00	\$ 4,250.00
30-800-7000	Vehicles Fuel	\$ 5,365.94	\$ 5,250.00	\$ 7,500.00
30-800-70100	Equipment Fuel	\$ 3,307.73	\$ 4,200.00	\$ 6,000.00
30-800-71000	Vehicles R & M	\$ 1,627.23	\$ 1,500.00	\$ 1,500.00
30-800-71100	Equipment R&M	\$ 7,001.96	\$ 8,000.00	\$ 8,000.00
30-800-75000	Vehicle Lease	\$ 6,527.50	\$ 26,000.00	\$ 16,000.00
30-800-92500	Uniforms	\$ 568.76	\$ 500.00	\$ 500.00
30-800-96500	COP Insurance Costs	\$ -	\$ -	\$ -
30-800-92503	Bad Debt Expense	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 240,707.34	\$ 327,287.72	\$ 319,671.72

PARKS AND RECREATION

			Actual 2021	2022	6/30/22 2022
DEBT SERVICE					
30-800-96000	Principal Expense		\$ 200,000.00	\$ 205,000.00	\$ 205,000.00
30-800-96200	Interest Expense		\$ 94,453.94	\$ 89,000.00	\$ 89,000.00
30-800-96400	Fiscal Agent Fees		\$ 2,284.24	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE			\$ 296,738.18	\$ 295,500.00	\$ 295,500.00
PARKS CAPITAL OUTLAY					
CAPITAL PROJECTS					
			\$ 2,548.12	\$ 5,000.00	\$ 5,000.00
			\$ 25,087.02	\$ 15,000.00	\$ 15,000.00
			\$ -	\$ 12,000.00	\$ 12,000.00
			\$ -	\$ -	\$ 10,000.00
			\$ -	\$ -	\$ -
30-800-95100	SUBTOTAL CAPITAL PROJEC		\$ 27,635.14	\$ 32,000.00	\$ 42,000.00
CAPITAL EQUIPMENT					
			\$ 19,138.00	\$ 15,000.00	\$ 17,500.00
			\$ -	\$ 4,800.00	\$ 5,100.00
			\$ -	\$ 15,000.00	\$ 12,000.00
			\$ -	\$ 1,000.00	\$ 1,000.00
			\$ -	\$ -	\$ 6,000.00
			\$ -	\$ 2,500.00	\$ 2,000.00
			\$ -	\$ -	\$ 3,000.00
			\$ -	\$ -	\$ 490.82
30-800-95500	SUBTOTAL EQUIP		\$ 19,138.00	\$ 38,300.00	\$ 47,090.82
TOTAL CAPITAL OUTLAY			\$ 46,773.14	\$ 70,300.00	\$ 89,090.82
TOTAL ANNUAL EXPENSES			\$ 983,480.86	\$ 1,373,777.48	\$ 1,416,790.44
REVENUES OVER EXPENSES			\$ 60,622.11	\$ 3,222.21	\$ 358.76
Projected Ending Fund Reserves			\$ 176,647.91	\$ 3,742.87	\$ 107,006.67

Budget Capital Improvement and Equipment

2022

General Fund

Capital Assets		Capital Assets Equipment	
City Hall	\$ -	Main Server	\$ 13,000.00
Roof Repairs	\$ 5,000.00	UPS Replacement	\$ 2,000.00
	\$ -	Misc Equipment	\$ 5,000.00
	\$ -		\$ -
	\$ -		\$ -
Total Capital Improvements	\$ 5,000.00	Total Capital Improvements	\$ 20,000.00

2022

Public Safety (Law)

Capital Assets		Capital Assets Equipment	
Bldg Maint	\$ 3,000.00	Vehicle	\$ 33,233.55
Computer Room/Air	\$ 1,000.00	Equipment Radars	\$ 12,320.00
Flooring Office	\$ 2,000.00		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Capital Improvements	\$ 6,000.00	Total Capital Improvements	\$ 45,553.55

2022

Court

Capital Assets		Capital Assets Equipment	
	\$ -	Security Cameras	\$ -
	\$ -	Scanner	\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Capital Improvements	\$ -	Total Capital Improvements	\$ -

2022

Streets

Capital Assets		Capital Assets Equipment	
Streets Paving	\$ 60,000.00	Salt Spreader	\$ 6,100.00
Storm Water Improvements	\$ 5,000.00	Trailer Karavan	\$ 490.81
Building PW	\$ 100,000.00		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Capital Improvements	\$ 165,000.00	Total Capital Improvements	\$ 6,590.81

2022

Planning & Development

Capital Assets		Capital Assets Equipment	
	\$ -	Computer 1	\$ 1,600.00
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Capital Improvements	\$ -	Total Capital Improvements	\$ 1,600.00

**Budget Capital Improvement and Equipment
2022**

Emergency Management

Capital Assets

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

Total Capital Improvements \$ -

Capital Assets Equipment

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

Total Capital Improvements \$ -

2022

Water

Capital Assets

AB & EE Water Line Easement	\$	10,000.00
Water Pump	\$	40,000.00
WMP MO Hwy AB 8 inch Water M	\$	3,000.00
Building PW	\$	100,000.00
Relocate Controls in Meadows w	\$	50,000.00
Conv.chloring gas to liquid sodium hyp	\$	200,000.00
5 Yr Water Loss Project & Water Line I	\$	20,000.00
Water Line Improvements	\$	1,000.00
Total Capital Improvements	\$	424,000.00

Capital Assets Equipment

Computer - 1	\$	1,600.00
Trailer Karavan	\$	490.81
Itron	\$	35,000.00
	\$	-
	\$	-

Total Capital Improvements \$ 37,090.81

2022

Sewer

Capital Assets

I&I	\$	61,200.00
Sewer Improvements	\$	350,000.00
Building PW	\$	100,000.00
Force Main	\$	-
Spare Pump ARPA funds	\$	93,204.00
Park Grinder Pumps	\$	13,000.00
Total Capital Improvements	\$	617,404.00

Capital Assets Equipment

Computer - 1	\$	1,600.00
Trailer Karavan	\$	490.81
	\$	-
	\$	-
	\$	-

Total Capital Improvements \$ 2,090.81

2022

Parks

Capital Assets

Improvements	\$	5,000.00
Heat Pump Replacement Rec Ce	\$	15,000.00
Pool Parking Lot Sealed and Strip	\$	12,000.00
Fence for Recycle Center	\$	10,000.00
	\$	-
Total Capital Improvements	\$	42,000.00

Capital Assets Equipment

Bus (two)	\$	17,500.00
Computer x4	\$	5,100.00
Mower	\$	12,000.00
Computer Connectors	\$	1,000.00
Recycle Bin Rolloff	\$	6,000.00
Security/Camera	\$	2,000.00
Pool Vacuum	\$	3,000.00
Trailer Karavan	\$	490.82

Total Capital Improvements \$ 47,090.82