

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

December 9, 2019

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Clark McEntire

Donna Stewart

Sam Baird – Mayor Pro-Tem

Samuel Snider

Larry Whitman

Jon Jones

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
December 9, 2019
7:00 P.M.**

Posted December 4, 2019.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** December 9, 2019 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

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 November 25, 2019.
 - b. November/December 2019 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
 - d. Request for Destruction of Records. (Prosecutor's Office)
- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for November/December 2019.**
- 5. Citizen Input.**
- 6. Ordinance to accept the 2020 Park Fees. (2nd Read) Discussion/Vote.**
- 7. Ordinance accepting agreement with KPM CPA's for Audit. (2nd Read) Discussion/Vote.**
- 8. Ordinance to accept the Proposed 2020 Budget. (2nd Read) Discussion/Vote.**
- 9. Ordinance to accept the Amended 2019 Budget. (1st Read) Discussion/Vote.**

- 10. Ordinance amending Chapter 710: Sewer Use and Sewer Rates. (2nd Read)
Discussion/Vote.**
- 11. Ordinance amending Chapter 500.110 Fee Schedule. (2nd Read)
Discussion/Vote.**
- 12. Discussion on Tax Revenue.**
- 13. New Business.**
- 14. Unfinished Business.**
- 15. 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#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 November 25, 2019.
- b. November/December 2019 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Request for Destruction of Records. (Prosecutor's Office)

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
November 25, 2019
7:00 p.m.**

Staff present: City Administrator, Brad Gray; City Clerk, Jennifer Rowe; Director of Development, Randy Brown; Parks Director, Jason Knight; and Director of Finance, Carolyn Halverson.

The City Attorney Ken Reynolds was not present.

Citizens in attendance: None.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

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

Roll Call.

The City Clerk conducted the Roll Call. Alderman McEntire-present, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Jones-present, and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Baird and seconded by Alderman Jones to approve the Agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Consent Agenda.

Motion was made by Alderman Whitman and seconded by Alderman Stewart to approve the Consent Agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Discussion/Vote to approve current October/November 2019 Outstanding Invoices, Check and Draft Paid Invoices.

Motion was made by Alderman Snider and seconded by Alderman Stewart to approve the current October/November 2019 Outstanding Invoices, Check and Draft Paid Invoices. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Citizen Input.

None.

Discussion/Vote to accept the bids for the Parks Department.

- a. Sports T-Shirts: Parks Director Jason Knight discussed the bids that were received. Discussion was made on cost and comparisons to previous years. Motion was made by Alderman McEntire and seconded by Alderman Jones to accept the bid by Back Country for the Sports T-Shirts. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.
- b. Sports Photographs: Parks Director Jason Knight discussed the one bid received for Sports Photographs by Lifetouch. Discussion was made on cost and benefits to use this company. Motion was made by Alderman Baird and seconded by Alderman McEntire to accept the bid by Lifetouch for Sports Team Photographs. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance to accept the 2020 Park Fees. (1st Read) Discussion/Vote.

Parks Director Jason Knight discussed the proposed 2020 Parks Fees. Discussion was made on the changes. The first read was conducted by the City Clerk.

Motion was made by Alderman Stewart and seconded by Alderman McEntire to accept the proposed 2020 Park Fees. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance accepting the agreement with KPM CPA's for Audit. (1st Read) Discussion/Vote.

Finance Director Carolyn Halverson discussed the contract. Discussion was made on the change to be for one year with three one-year extensions available at the Boards request. Discussion was then made on the fees associated.

The first read was conducted by the City Clerk.

Motion was made by Alderman McEntire and seconded by Alderman Baird to accept the agreement with KPM CPA's for the Audit. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Public Hearing for the proposed 2020 Budget.

Mayor Hendrickson opened the public hearing for the 2020 Budget at 7:30 p.m. No citizens wished to speak so Mayor Hendrickson closed the public hearing at 7:30 p.m.

Ordinance to accept the 2020 proposed Budget. (1st Read) Discussion/Vote.

Finance Director Carolyn Halverson discussed the proposed 2020 Budget. Discussion was made on Capital Improvements, tax and revenue. Discussion was then made on salaries.

The first read was conducted by the City Clerk.

Motion was made by Alderman McEntire and seconded by Alderman Baird to accept the proposed 2020 Budget. Motion carried with a vote of 5-1. Voting aye: Aldermen McEntire, Stewart, Whitman, Baird and Jones. Voting nay: Alderman Snider.

Ordinance amending Chapter 710: Sewer Use and Sewer Rates. (1st Read) Discussion/Vote.

Director of Development Randy Brown discussed the changes to Chapter 710. He informed the Board that this was to bring us into compliance with the sewer contract, by adding in the FOG (Fats, Oil & Grease) Permit. The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman McEntire to amend Chapter 710: Sewer Use and Sewer Rates. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance amending Chapter 500.110 Fee Schedule. (1st Read) Discussion/Vote.

Director of Development Randy Brown discussed the Fee Schedule. Discussion was made on the changes to add in the \$10 FOG Permit fee. There was also a blank for a fee for Medical Marijuana permits, but after research was conducted, they found that no other cities were charging for it, so the decision was made to leave it blank for now.

The first read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Stewart to amend Chapter 500.110 Fee Schedule. Motion carried with a vote of 5-1. Voting aye: Aldermen McEntire, Stewart, Whitman, Baird and Jones. Voting nay: Alderman Snider.

Ordinance accepting the Developers Agreement for ATM Square LLC. (1st & 2nd Read) Discussion/Vote.

Director of Development Randy Brown discussed the Developers Agreement. Discussion was made on the Floodplain and the required stormwater and detention for the development. Discussion was then made on past agreements for the property and future upgrades needed for stormwater. Mr. Brown stated that this Developers Agreement states that the City will contribute \$10,000 toward the stormwater improvements under

New Melville, with a total cost of the project being around \$20,000. The Developers will be responsible for the Engineering and the rest of the cost for the project.

The first read was conducted by the City Clerk.

Motion was made by Alderman Snider and seconded by Alderman Jones to accept the Developers Agreement for ATM Square LLC. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the Developers Agreement for ATM Square LLC. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Discussion/Vote to accept Liberty Utilities Streetlight Requests.

- a. Gauge Crossing: Mr. Brown discussed the proposed streetlights to go in the Gauge Crossing development. Discussion was made on cost.
- b. Meadows North Subdivision: Mr. Brown discussed the proposed streetlights and placement within the new Meadows North Subdivision being constructed. Discussion was made on cost.

Motion was made by Alderman Baird and seconded by Alderman McEntire to approve the Streetlight Requests for Gauge Crossing and Meadows North Subdivision. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance calling for the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. (2nd Read) Discussion/Vote.

The second read was conducted by the City Clerk.

Motion was made by alderman Whitman and seconded by Alderman Stewart to allow for the calling of the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

New Business.

City Administrator Brad Gray discussed a potential new business.

Mr. Brown informed the Board that the West Ridge Subdivision plans had been received.

Alderman Baird requested clarification on the break down for the Use Tax and Sales Tax received. Mr. Gray stated that it could be discussed at a future meeting.

Alderman Baird then requested that all Alderman respond to the Clerk if they will be unable to attend a meeting. He stated that not having a quorum, like what happened at the meeting 11/12/19, was a waste of time and money for the City.

Unfinished Business.

Mr. Brown gave the Board an update on the Miller Road project.

Adjourn.

Motion was made by Alderman Whitman and seconded by Alderman Jones to Adjourn. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The meeting was adjourned at 8:19 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM # 3-B
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – November & December 2019**



City of Willard, MO

Pending Expense Approval Report - 3

By Vendor Name

Post Dates 11/26/2019 - 12/03/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMP100 - AMERIPRIDE SERVICES INC					
Vendor: AMP100 - AMERIPRIDE SERVICES INC					
AMERIPRIDE SERVICES INC	340147438	12/03/2019	MATS (ALL DEPTS) & TOWELS (PW)	10-100-50130	20.72
AMERIPRIDE SERVICES INC	340147438	12/03/2019	MATS (ALL DEPTS) & TOWELS (PW)	10-200-50130	16.40
AMERIPRIDE SERVICES INC	340147438	12/03/2019	MATS (ALL DEPTS) & TOWELS (PW)	20-600-50130	89.08
AMERIPRIDE SERVICES INC	340147438	12/03/2019	MATS (ALL DEPTS) & TOWELS (PW)	20-700-50130	89.08
AMERIPRIDE SERVICES INC	340147438	12/03/2019	MATS (ALL DEPTS) & TOWELS (PW)	30-800-50130	35.84
AMERIPRIDE SERVICES INC	340147857	12/03/2019	UNIFORMS - STS/W/S	10-300-92500	70.16
AMERIPRIDE SERVICES INC	340147857	12/03/2019	UNIFORMS - STS/W/S	20-600-92500	99.44
AMERIPRIDE SERVICES INC	340147857	12/03/2019	UNIFORMS - STS/W/S	20-700-92500	127.08
AMERIPRIDE SERVICES INC	340147857	12/03/2019	UNIFORMS - STS/W/S	30-800-92500	134.68
Vendor AMP100 - AMERIPRIDE SERVICES INC Total:					682.48
Vendor AMP100 - AMERIPRIDE SERVICES INC Total:					682.48
Vendor: AEI100 - AXON ENTERPRISES INC					
Vendor: AEI100 - AXON ENTERPRISES INC					
AXON ENTERPRISES INC	SI-1623658	12/03/2019	ANNUAL TASERS PAYMENT # 3 - LAW	10-200-95500	1,584.00
Vendor AEI100 - AXON ENTERPRISES INC Total:					1,584.00
Vendor AEI100 - AXON ENTERPRISES INC Total:					1,584.00
Vendor: CJW100 - CJW TRANSPORTATION CONSULTANTS, LLC					
Vendor: CJW100 - CJW TRANSPORTATION CONSULTANTS, LLC					
CJW TRANSPORTATION CONS	8	12/03/2019	ENGINEERING FEES - P&D	10-400-56400	3,182.50
CJW TRANSPORTATION CONS	2	12/03/2019	HUNT ROAD SIDEWALKS	10-300-95100	13,319.40
			PROJECT # TAP-5944(804) - ST		
Vendor CJW100 - CJW TRANSPORTATION CONSULTANTS, LLC Total:					16,501.90
Vendor CJW100 - CJW TRANSPORTATION CONSULTANTS, LLC Total:					16,501.90
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	223712	12/03/2019	FASTENAL ANCHOR BOLTS - STS/W/S	10-300-51000	12.56
COMMERCE CREDIT CARD SE	223712	12/03/2019	FASTENAL ANCHOR BOLTS - STS/W/S	20-600-51000	25.12
COMMERCE CREDIT CARD SE	223712	12/03/2019	FASTENAL ANCHOR BOLTS - STS/W/S	20-700-51000	25.12
COMMERCE CREDIT CARD SE	4082865-1	12/03/2019	USPS POSTAGE STAMPS - GEN	10-100-50750	110.00
COMMERCE CREDIT CARD SE	00150908	12/03/2019	NOTARY UNDERWRITERS-J	10-100-50700	32.13
			ROWE NOTARY BOND/STAMP-GEN		
COMMERCE CREDIT CARD SE	00150908	12/03/2019	NOTARY UNDERWRITERS-J	10-100-55800	30.00
			ROWE NOTARY BOND/STAMP-GEN		
COMMERCE CREDIT CARD SE	4980210	12/03/2019	AMAZON SELF-INKING DEPOSIT STAMP - W/S	20-600-50700	6.39
COMMERCE CREDIT CARD SE	4980210	12/03/2019	AMAZON SELF-INKING DEPOSIT STAMP - W/S	20-700-50700	6.39
COMMERCE CREDIT CARD SE	5183427	12/03/2019	AMAZON DIGITAL AIRFLOW METER - SEWER	20-700-52000	51.20
COMMERCE CREDIT CARD SE	8094045-0	12/03/2019	ADMIRAL EXPRESS COPY PAPER - GEN/W/S	10-100-50700	57.98

Pending Expense Approval Report - 3

Post Dates: 11/26/2019 - 12/03/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMMERCE CREDIT CARD SE	8094045-0	12/03/2019	ADMIRAL EXPRESS COPY PAPER - GEN/W/S	20-600-50700	28.89
COMMERCE CREDIT CARD SE	8094045-0	12/03/2019	ADMIRAL EXPRESS COPY PAPER - GEN/W/S	20-700-50700	28.99
COMMERCE CREDIT CARD SE	0281034	12/03/2019	AMAZON 2020 PLANNER, TONER - GEN/CT	10-100-50700	29.26
COMMERCE CREDIT CARD SE	0281034	12/03/2019	AMAZON 2020 PLANNER, TONER - GEN/CT	10-250-50700	6.99
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					451.02
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					451.02
Vendor: CON165 - CONCO QUARRIES, INC					
Vendor: CON165 - CONCO QUARRIES, INC					
CONCO QUARRIES, INC	409097-A	12/03/2019	ROCK FOR WATER TAP - WATE	20-600-50130	88.99
CONCO QUARRIES, INC	40909-B	12/03/2019	CHIPS FOR SALT MIX - STS	10-300-50130	111.08
Vendor CON165 - CONCO QUARRIES, INC Total:					200.07
Vendor CON165 - CONCO QUARRIES, INC Total:					200.07
Vendor: FRA555 - FRANK'S UNIFORMS					
Vendor: FRA555 - FRANK'S UNIFORMS					
FRANK'S UNIFORMS	2720	12/03/2019	W HANSEN UNIFORM ALLOWANCE - LAW	10-200-92500	301.75
Vendor FRA555 - FRANK'S UNIFORMS Total:					301.75
Vendor FRA555 - FRANK'S UNIFORMS Total:					301.75
Vendor: HER180 - HERC RENTALS, INC					
Vendor: HER180 - HERC RENTALS, INC					
HERC RENTALS, INC	31069712002	12/03/2019	COMPRESSOR RENTAL - STS	10-300-55850	748.65
Vendor HER180 - HERC RENTALS, INC Total:					748.65
Vendor HER180 - HERC RENTALS, INC Total:					748.65
Vendor: MPI150 - MELTON PROPANE, INC.					
Vendor: MPI150 - MELTON PROPANE, INC.					
MELTON PROPANE, INC.	27292	12/03/2019	PROPANE GAS - LAW	10-200-62100	277.50
Vendor MPI150 - MELTON PROPANE, INC. Total:					277.50
Vendor MPI150 - MELTON PROPANE, INC. Total:					277.50
Vendor: MEM100 - MISSOURI EMPLOYERS MUTUAL					
Vendor: MEM100 - MISSOURI EMPLOYERS MUTUAL					
MISSOURI EMPLOYERS MUTU	MEM 3000055-01	12/03/2019	WORKMAN'S COMP INSURANCE - ALL DEPTS	10-16000	4,074.50
MISSOURI EMPLOYERS MUTU	MEM 3000055-01	12/03/2019	WORKMAN'S COMP INSURANCE - ALL DEPTS	20-16000	2,522.55
MISSOURI EMPLOYERS MUTU	MEM 3000055-01	12/03/2019	WORKMAN'S COMP INSURANCE - ALL DEPTS	30-16000	1,939.50
Vendor MEM100 - MISSOURI EMPLOYERS MUTUAL Total:					8,536.55
Vendor MEM100 - MISSOURI EMPLOYERS MUTUAL Total:					8,536.55
Vendor: MOP110 - MOPERM					
Vendor: MOP110 - MOPERM					
MOPERM	137570	12/03/2019	ANNUAL LIABILITY INSURANCE - ALL DEPTS	10-16000	82,396.00
MOPERM	138263	12/03/2019	ANNUAL PROPERTY INSURANCE - ALL DEPTS	10-16000	41,967.00
Vendor MOP110 - MOPERM Total:					124,363.00
Vendor MOP110 - MOPERM Total:					124,363.00
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-267563	12/03/2019	2004 DUMP TRUCK BELT & IDLER PULLEY - STS/W/S	10-300-71000	10.63
O'REILLY AUTOMOTIVE, INC	2367-267563	12/03/2019	2004 DUMP TRUCK BELT & IDLER PULLEY - STS/W/S	20-600-71000	21.27

Pending Expense Approval Report - 3

Post Dates: 11/26/2019 - 12/03/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	2367-267563	12/03/2019	2004 DUMP TRUCK BELT & IDLER PULLEY - STS/W/S	20-700-71000	21.27
O'REILLY AUTOMOTIVE, INC	2367-268255	12/03/2019	COUPLER - STS	10-300-50130	7.62
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					60.79
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					60.79
Vendor: SHP550 - SHANNON SHIPLEY					
Vendor: SHP550 - SHANNON SHIPLEY					
SHANNON SHIPLEY	120119	12/03/2019	CELL PHONE REIMBURSEMENT - LAW	10-200-61000	50.00
Vendor SHP550 - SHANNON SHIPLEY Total:					50.00
Vendor SHP550 - SHANNON SHIPLEY Total:					50.00
Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT					
Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT					
SPRINGFIELD-GREENE COUNT	1606	12/03/2019	ROUTINE WATER TESTS - PW	20-600-50200	117.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					117.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					117.00
Vendor: SQB100 - SQUIBB MEDIA, LLC					
Vendor: SQB100 - SQUIBB MEDIA, LLC					
SQUIBB MEDIA, LLC	485	12/03/2019	ALDERMEN ELECTION NOTICE - GEN	10-100-55200	155.92
Vendor SQB100 - SQUIBB MEDIA, LLC Total:					155.92
Vendor SQB100 - SQUIBB MEDIA, LLC Total:					155.92
Vendor: SSO200 - STEPPING STONES OFFICE PRODUCTS					
Vendor: SSO200 - STEPPING STONES OFFICE PRODUCTS					
STEPPING STONES OFFICE PR	0043382-001	12/03/2019	FILE CABINET RAIL KIT - W/S	20-600-50700	10.19
STEPPING STONES OFFICE PR	0043382-001	12/03/2019	FILE CABINET RAIL KIT - W/S	20-700-50700	10.20
Vendor SSO200 - STEPPING STONES OFFICE PRODUCTS Total:					20.39
Vendor SSO200 - STEPPING STONES OFFICE PRODUCTS Total:					20.39
Vendor: TRH100 - TREVOR HOFFMAN					
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	120119	12/03/2019	CELL PHONE REIMBURSEMENT - W/S	20-600-61000	25.00
TREVOR HOFFMAN	120119	12/03/2019	CELL PHONE REIMBURSEMENT - W/S	20-700-61000	25.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: WTV100 - WILLARD HOME CENTER LLC					
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	B128991	12/03/2019	MEADOWS LIFT STATION HINGE & HASP - SEWER	20-700-51000	11.08
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					11.08
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					11.08
Grand Total:					154,112.10

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	148,572.75
20 - WATER AND SEWER FUND	3,429.33
30 - PARKS FUND	2,110.02
Grand Total:	154,112.10

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	20.72
10-100-50700	OFFICE SUPPLIES-GCG	119.37
10-100-50750	POSTAGE-GCG	110.00
10-100-55200	ADVERTISING-GCG	155.92
10-100-55800	DUES AND SUBSCRIPTIO	30.00
10-16000	PREPAID INSURANCE-GC	128,437.50
10-200-50130	SUPPLIES-LAW	16.40
10-200-61000	TELEPHONE-LAW	50.00
10-200-62100	UTILITIES GAS-LAW	277.50
10-200-92500	UNIFORMS-LAW	301.75
10-200-95500	CAPITAL ASSET EXP EQUI	1,584.00
10-250-50700	OFFICE SUPPLIES-COURT	6.99
10-300-50130	SUPPLIES-STREETS	118.70
10-300-51000	REPAIRS AND MAINTEN	12.56
10-300-55850	EQUIPMENT RENTAL-ST	748.65
10-300-71000	VEHICLE EXPENSE OTHE	10.63
10-300-92500	UNIFORMS-STREETS	70.16
10-300-95100	CAPITAL ASSET EXP-STRE	13,319.40
10-400-56400	PROFESSIONAL-P&D	3,182.50
20-16000	PREPAID INSURANCE-W	2,522.55
20-600-50130	SUPPLIES-WATER	178.07
20-600-50200	LABORATORY FEES-WAT	117.00
20-600-50700	OFFICE SUPPLIES-WATER	45.47
20-600-51000	REPAIRS AND MAINTEN	25.12
20-600-61000	TELEPHONE WATER	25.00
20-600-71000	VEHICLE EXPENSE OTHE	21.27
20-600-92500	UNIFORMS-WATER	99.44
20-700-50130	SUPPLIES-SEWER	89.08
20-700-50700	OFFICE SUPPLIES-SEWER	45.58
20-700-51000	REPAIRS AND MAINTEN	36.20
20-700-52000	SUPPLIES SMALL EQUIP	51.20
20-700-61000	TELEPHONE-SEWER	25.00
20-700-71000	VEHICLE EXPENSE OTHE	21.27
20-700-92500	UNIFORMS-SEWER	127.08
30-16000	PREPAID INSURANCE-PK	1,939.50
30-800-50130	SUPPLIES GENERAL-PKS	35.84
30-800-92500	UNIFORMS-PKS	134.68
Grand Total:		154,112.10

Project Account Summary

Project Account Key	Expense Amount
None	154,112.10
Grand Total:	154,112.10

Public Works Report

November 2019

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 92 utility locates.
- We fixed a water major water leak at Hwy 94 and Haven.
- We installed a water tap at 1137 farm road 97
- We installed a water tap on farm road 81 that required a road bore.

Sewer

- All air release valves on our force mains have been cleaned and serviced and are in working order.
- All of the city's generators for the lift stations and wells (that have them) are in working order, this required replacing a few batteries, block heaters and battery tenders.
- We completed 127 work orders this month.

Streets

- We have finished crack sealing for the year and have finished Pheasant and moved on to Eagle, Shelly, Owen, Colby and Becky.
- Cut brush at various locations around the city and cleaned up some dead trees that blew down in the wind storm.
- We put up a new property line fence at the 94-lift station.
- We moved the vehicle lift in the block shop to a better location to make it easier to get equipment in and out, and to make it easier to work on vehicles.

Equipment Usage and Repairs

November 2019

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	72,098	74,906	2,808	\$0.00	\$47.46
2	2004 Chevy 1 Ton Dump	134,644	136,989	2,345	\$53.17	\$644.10
3	2003 Chevy 1 Ton Utility - Sewer	166,049	169,160	3,111	\$0.00	\$38.61
4	1998 Dodge 1/2 Ton FB	127,391	127,512	121	\$0.00	\$0.00
5	2001 Chevy 1500	104,451	106,190	1,739	\$0.00	\$88.53
6	2000 Chevy 3/4 Ton FB	145,112	145,327	215	\$0.00	\$8.99
7	1993 Ford 1 Ton Utility - Water	93,739	94,259	520	\$0.00	\$157.44
8	2005 International 3200 Dump	20,737	20,893	156	\$0.00	\$731.59
9	2017 Chevy Silverado	18,723	20,784	2,061	\$0.00	\$23.73
10	Water Van	384	384	-	\$0.00	\$0.00
11	1998 Chevy S-10	155,275	155,328	53	\$0.00	\$0.00
12	Case Backhoe	2,709	2,917	208	\$0.00	\$0.00
13	60XT Case Skid Steer	1,494	1,494	-	\$0.00	\$0.00
14	Kubota RTV 1100	860	892	32	\$0.00	\$0.00
Misc	New battery salt spreader				\$0.00	\$64.35
Misc					\$0.00	\$0.00
Misc					\$0.00	\$0.00
					\$53.17	\$1,804.80

Description of Repair/Service	
PD#1	2013 Dodge Charger
PD#2	2013 Dodge Charger
PD#3	2013 Dodge Charger
PD#4	2017 Ford Explorer 11/13/19 31270 oil change, rotate tires \$4.35
PD#5	2019 Dodge Charger
PD#6	2013 Dodge Charger
PD#7	2017 Ford Explorer
PD#8	2008 Harley Davidson

Monthly Water Loss 2019

Monthly Water Loss 2019													Current Month
	January	February	March	April	May	June	July	August	September	October	November	Annual Average	Annual
Amount of Gallons Pumped	23,403,600	24,192,800	21,612,900	24,497,200	24,503,000	25,365,500	25,770,200	27,727,900	29,300,600	25,134,300	25,749,800	25,205,255	277,257,800
Dollar Amount Sold	\$76,928.20	\$72,920.20	\$77,297.00	\$74,819.60	\$71,493.79	\$74,512.66	\$85,248.60	\$80,200.97	\$85,647.18	\$84,446.88	\$76,081.12	\$78,145.11	\$859,596.20
Gallons of Water Sold	15,629,000	14,068,000	15,905,000	14,861,000	13,621,000	15,159,002	18,909,000	17,006,000	18,882,000	18,373,000	15,076,000	16,135,364	177,489,002
Flushing	20,000	40,000	4,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,364	224,000
Leaks/Adjustments	14,667	169,783	28,000	79,750	110,000	100,000	330,000	60,000	200,000	13,000	130,000	112,291	1,235,200
City Usage (not billed)	31,000	28,000	32,000	24,000	418,000	287,000	156,000	423,000	220,000	56,000	13,000	153,455	1,688,000
Fire Department Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Tower Overflows	0	0	0	700,000	0	0	0	0	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	63,636	700,000
													495,000
Total Gallons Accounted For	15,739,667	14,350,783	16,014,000	15,729,750	14,214,000	15,611,002	19,460,000	17,554,000	19,367,000	18,507,000	15,284,000	90,915,601	181,831,202
% Water Loss	32.75%	40.68%	25.91%	35.79%	41.99%	38.46%	24.49%	36.69%	33.90%	26.37%	40.64%	34.42%	
Amount of Water Lost	7,663,933	9,842,017	5,598,900	8,767,450	10,289,000	9,754,498	6,310,200	10,173,900	9,933,600	6,627,300	10,465,800	8,675,145	95,426,598
Willard North #1	1,508,600	1,638,400	1,484,700	2,025,600	2,343,200	2,589,900	2,737,300	2,742,500	3,058,400	2,458,300	2,123,400	2,246,391	24,710,300
Willard South #2	2,927,100	3,147,100	2,855,300	3,512,100	3,105,000	2,948,600	3,031,900	3,678,900	3,463,700	3,060,200	2,838,600	3,142,591	34,568,500
Meadows West #1	9,911,900	10,476,300	9,267,900	9,785,500	10,506,800	10,946,000	10,792,000	11,337,500	11,825,500	11,327,800	10,871,800	10,640,818	117,049,000
Meadows East #2	9,056,000	8,931,000	8,005,000	9,174,000	8,548,000	8,881,000	9,209,000	9,969,000	10,468,000	8,288,000	9,916,000	9,131,364	100,445,000
Total Water Pumped	23,403,600	24,192,800	21,612,900	24,497,200	24,503,000	25,365,500	25,770,200	27,727,900	28,815,600	25,134,300	25,749,800	25,161,164	276,772,800
City Commercial Irrigation	14	14	14	14	14	14	14	14	14	14	14	14	14
City Commercial 1 SPF	127	125	125	127	125	128	128	126	125	128	125	126	126
City Commercial 3 Water only	19	20	19	21	20	21	21	18	19	19	18	20	160
City Residential Irrigation	2	2	2	2	3	3	3	3	3	3	2	3	3
City Residential 1 SPF	1943	1943	1957	1956	1977	1992	1997	2003	1994	1994	1980	1,976	
City Residential 3 Water Only	73	72	72	73	72	73	72	72	72	73	72	72	2,051
Rural Irrigation	5	5	5	5	5	5	4	4	4	4	4	5	
Rural Residential 1 SPF	9	9	9	9	9	9	8	8	8	8	9	9	
Rural Residential 2 Lagoon	277	276	276	277	277	274	274	275	276	276	275	276	
Rural Residential 3 Water Only	853	852	853	854	858	859	860	859	864	860	859	857	1,146
Rural Commercial 2 Lagoon	2	2	2	2	3	3	3	3	3	3	3	3	
Rural Commercial 3 Water only	12	12	12	12	12	12	12	12	12	12	12	12	
Rural Commercial 1 SPF	0	0	0	0	0	0	0	0	0	0	0	0	
Zero-Non Billed	10	10	11	11	11	11	11	11	11	11	11	11	25
Number of Total Customers	3346	3342	3357	3363	3386	3404	3407	3408	3405	3405	3384	3382	3382

Parks and Recreation - Director's Report – December 2019

Department Tasks

Budget-

There are bright spots and those that are less than bright from the latest review of the Parks Budget. It looks like we will be short in revenue in Concessions, Sports, and Camp, while we surpassed our goals in Advertising, Aquatics, Facility Rentals, and Adult Programs. With this first year (mostly) behind me and a revamped staff, I am optimistic that we can be similarly successful in 2020. On the expense side of the coin, some unexpected costs hurt us in Building Maintenance (water heater), in Chemicals (rainy pool season start) Legal (various), and Seasonal Salaries (full time work, part time staff). The plus side of that is that Full time salaries is somewhat lower than was (originally) budgeted.

Event/Program Planning and Recap

Sports registration is currently underway for winter basketball. We are working with outside sports groups to bring registration numbers up (Willard Basketball Association has been playing in Republic). We are working to brainstorm new programs, and working on doing some community feedback projects to determine what programs are desired by the public.

2019 Capital Improvement Projects

We will be finishing out the fountain project in the coming month, it should be fully functional for the spring season. We have purchased materials to construct additional storage for the Rec Center.

Maintenance

Cameras and lighting continue to be a priority. Most maintenance projects are on a budget imposed hold currently.

Upcoming Programs / Events

Basketball Registration underway

School's Out Days- Christmas Break open now

White Christmas Middle School Dance

Programs

As mentioned, we are evaluating program offerings to try to maximize either revenue or community service, and are considering eliminating some of the low revenue, low community impact programs to increase our efficiency and improve our offerings.



Willard Police Department
November 2019 - Monthly Statistical Report



Administration	Officer	Case #'s
Tom McClain, Chief	1601	6
Shannon Shipley, Lt.	1602	27
	Total	33

Squad #1	1603	Joe Duran, Cpl	59	Squad #2	1604	Steve Purdy, Cpl. Investigator	36
	1605	Billie Deckard, Officer	48		1606	Shawn Garner, Officer	21
	1607	Caleb Steen, Officer	71		1608	Brandon Bond, Officer	83
					1609	Wayne Hansen, Officer	81
	Total		178		Total		221

Reserves	Officer	Officer Names	Case #'s	Hours
	1630	Clint Heimbach, SRO	5	
	1631	Cindy Garton, SRO	2	
	1632	Mark Riggan, SRO		
	1641	Brian Gordon, Reserve		
	1642	JD Landon, Reserve	2	11.5
	1645	Brian Hinkle, Reserve	1	14.75
	1646	Andrew Hunt, Reserve		9.0
		Glenn Cozzens, Reserve, Trainer		4.75
		Tim Wheeler, Reserve		
	Total		10	40.0
Total Incidents for the month...			442	

Incident Statistics

Felony	7	HBO (Handled by Officers)	352
Misdemeanor	19	Use of Force	0
Infraction	213	Dog at Large	6
Other (Services)	202	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 2013	104,800	494	20	29	\$0.00	\$1,052.05
WPD-02 2013	131,955	266	14	37	\$0.00	\$6,360.91
WPD-03 2013	135,343	0	16	54	\$0.00	\$2,062.59
WPD-04 2018	34,050	2,944	34	109	\$0.00	\$0.00
WPD-05 2019	12,062	1,750	29	82	\$0.00	\$0.00
WPD-06 2013	107,899	0	0	0	\$0.00	\$2,363.88
WPD-07 2017	13,545	386	13	31	\$0.00	\$0.00
WPD-08 M	5,607	0	0	0	\$0.00	\$0.00

Vehicle Maintenance Details

WPD-01:	WPD-04:
WPD-02:	WPD-06:
WPD-03:	WPD-07:

Misc. Dept. Info:

**Planning and Development Report
December 9, 2019**

Ongoing Projects-

HWY 160 Improvements- The contractors have completed the box culvert under the bridge and are working on other drainage structures and drain pipes as well as continuing to move dirt and chips.

ATM Commercial Subdivision Phase 2 Gauge Crossing Subdivision- The street extension has been cut in and the contractor has installed the sewer main along Gauge Street, they are installing the sewer laterals and will be working on storm sewer and the waterline next. They have encountered limestone on the southern portion of the property.

Capacity Improvements – Contract # 1 has been completed. The Lift Station B project has been completed. Contract #2 (94 Lift Station) has one item outstanding. The inside of manholes 1&2 were coated with an epoxy paint that was completed before the system went into service. The epoxy application failed and we are coordinating with the contractor to fix the issue. We are holding \$23,916.00 on that contract until the work has been satisfactory completed.

Longview Subdivision- 18 homes are completed .The last foundation has been poured and framers are working on the next to last one .The other 4 are in various stages of completion.

Transportation Alternative Program Sidewalk Grant – I spoke to CJW last week, and they are waiting on an environmental clearance from MODOT. As soon as it is approved they are ready to submit the preliminary plans.

North Brook Apartments- The developer has started the building pad but has been delayed due to weather and other projects.

Robertson Estates (Meadows North Subdivision) -The contractor is installing the sanitary sewer. They have encountered limestone and have slowed down due to breaking rock.

West Ridge- We have recieved the improvement plans from the developer's engineer and are currently reviewing those.

Miller Rd. Project- Staff is waiting on the modified design plans.

Staff continues to work on the F.O.G. Inspection Program. Staff will be sending letters out this month to all food service facilities informing them of the F.O.G. permitting requirements.

Staff continues to assist other departments as needed.

Planning Assistant- Please find the attached monthly update from Abby.

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

Planning and Development:

9 permits were issued this month, total fees collected - \$465. Estimated value of work being done is \$65,851

3-Solar Panel installs

2 - Fences

1 - Sign

1 - Temp Use

1 - Deck

1 - Accessory Structure

Permits for the year: 144

Total fees collected: \$85,264.50

Estimated value of work: \$4,121,967

Mapping:

Water maps were made for public works this month, as well as a base map for future parade routes for the parks department. One plat was requested from Greene County Recorder, as well as a deed.

Prosecuting Clerk:

397 Open cases without dispositions (248 have active warrants)

208 Open cases with dispositions, still pending payments

123 Probation cases

21 Deferred cases

The 2019 request for destruction is attached with the Secretary of State's schedule of retention for Prosecuting Attorney's. The files have been scanned for electronic storage by request of Prosecuting Attorney Scott Smith.

CITY CLERK: (Informational only) NOVEMBER 2019

- ~Issued 8 Business Licenses.
- ~Assisted other departments with grant paperwork and research.
- ~Completed all Agendas, packets, Proclamations, Resolutions, Ordinances and typed Minutes for BOA, BOADJ, P&Z, ECDTF, Traffic Committee and Tree Board.
- ~Updated website with new information.
- ~Assisted with gathering and writing articles for the Newsletter.
- ~Maintained updated "streetlight outage" list and ensured Liberty was notified.
- ~Handled citizen complaints and directed to the appropriate department heads.
- ~Ensured public notices were completed and sent to the paper.
- ~Completed Sunshine requests as received.
- ~Prepared and mailed 200 Business Licenses Renewals with 2020 applications.
- ~Completed Bid packets for upcoming projects and purchases.
- ~Advertised April 2020 Election and prepared packets for potential candidates.
- ~Attended 2019 Southern Regional Clerk's Conference.
- ~Retested and obtained Notary Renewal.

EMERGENCY MANAGEMENT: (Informational only) NOVEMBER 2019

- ~Completed EOC Management and Operations Class.
- ~Signed up for next class toward APS (Advanced Professional Series) Certification. (3 done, 7 more needed)
- ~Managed severe weather

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 Municipal Court		Reporting Period: Nov 1, 2019 - Dec 2, 2019	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781					
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781				County: Greene County	
Telephone Number:		Fax Number:			
Prepared by: JESSICA TRUITT		E-mail Address:			
Municipal Judge: Kristoffer Barefield					
<hr/>					
<u>II. MONTHLY CASELOAD INFORMATION</u>				Alcohol & Drug Related Traffic	Other Traffic
A. Cases (citations/informations) pending at start of month				17	261
B. Cases (citations/informations) filed				1	63
C. Cases (citations/informations) disposed					
1. jury trial (Springfield, Jefferson County, and St. Louis County only)				0	0
2. court/bench trial - GUILTY				0	0
3. court/bench trial - NOT GUILTY				0	0
4. plea of GUILTY in court				0	14
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)				0	13
6. dismissed by court				0	0
7. <i>nolle prosequi</i>				0	4
8. certified for jury trial (not heard in Municipal Division)				0	0
9. TOTAL CASE DISPOSITIONS				0	31
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]				18	293
E. Trial de Novo and/or appeal applications filed				0	0
<hr/>					
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>				<u>IV. PARKING TICKETS</u>	
1. # Issued during reporting period		26		1. # Issued during period	
2. # Served/withdrawn during reporting period		17		<input checked="" type="checkbox"/> Court staff does not process parking tickets	
3. # Outstanding at end of reporting period		407			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

<u>COURT INFORMATION</u>	Municipality: Willard Municipal Court	Reporting Period: Nov 1, 2019 - Dec 2, 2019
---------------------------------	---------------------------------------	---------------------------------------------

V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs, witness fees, and board bill/jail costs.	
Fines - Excess Revenue	\$2,126.00	Court Automation	\$307.11
Clerk Fee - Excess Revenue	\$274.80	Judicial Facility Srchg CT31	\$415.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$9.24	Law Enf Arrest-Local	\$101.48
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Other Disbursements	\$823.59
Total Excess Revenue	\$2,410.04	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$4,473.48
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Bond Refunds	\$0.00
		Total Disbursements	\$4,473.48
Fines - Other	\$405.50		
Clerk Fee - Other	\$207.80		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$43.88		
Peace Officer Standards and Training (POST) Commission surcharge	\$43.87		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$312.81		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$6.99		
Law Enforcement Training (LET) Fund surcharge	\$84.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Sheriffs' Retirement Fund (SRF) surcharge	\$135.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,239.85		

Destruction of Retention Files for the City of Willard Prosecutor's Office

Dismissed Files - 126 Cases (Scheduled for 1 year of retention)

Not Filed - 4 Cases (Scheduled for 1 year of retention)

Files with Pleas - 22 Cases (Scheduled for 3 years of retention)

Total files to be destroyed - 152

A handwritten signature in cursive script, reading "Abigail Brixey", written over a horizontal line.

Requested by Abigail Brixey, Prosecutor's Clerk

A handwritten signature in cursive script, reading "MS", written over a horizontal line.

Verified by Scott Smith, Prosecuting Attorney

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2014

Prosecutor Records Retention Schedule

See also the General Records Retention Schedule.

Using this Records Retention Schedule

Everyday local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups. Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for its permanent records—in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium—paper, magnetic tape, film, etc.—and the quality of the environment in which it is kept—temperature, humidity, light, and air—determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at:

<http://www.sos.mo.gov/archives/pubs/mfmg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

A Note about Electronic Records

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;

- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

Prosecutor Records Retention Schedule

See also the General Records Retention Schedule.

Pros 001

Charge File

Also Called:

Card File of Persons Charged; Felony Charge File; Misdemeanor Charge File

Function:

A listing of charges files, may be alphabetical by person or chronological by charge

Content:

May contain Name, charge, date of filing, and disposition

Retention:

75 Years

Disposition:

Archive Microfilm

Note:

Obsolete record series

Approval Date:

August 28, 2012.

Pros 002

Criminal Case Files

Also Called:

Felony Case File; Misdemeanor Case File; Extradition Files; Driving While Intoxicated File; Municipal Offenses

Function:

Record of proceedings against given defendant

Content:

Retention:

From final disposition,

Murder 1 or 2 - 75 Years;

Manslaughter - 20 Years;

Chapter 566 Crimes - 30 Years;

All DWIs - 10 Years;

Other A and B Felonies - 10 Years;

Other Felonies - 5 Years;

Enhanceable Misdemeanors - 10 Years*;

Misdemeanors, Infractions, Ordinance, or Other Violations - 3 Years

Disposition:

Destroy

Note:

See also: Pros 006 for Child Support Cases; *Enhanceable misdemeanor--any misdemeanor offense that would be a felony offense upon subsequent findings of guilt.

Approval Date:

August 28, 2012; Revised August 20, 2013; Revised August 19, 2014; Updated June 28, 2018

Pros 003

Civil Case Files

Also Called:

Suits against the county; Suits against county officials/employees; Suits brought by county

Function:

Content:

Retention:

25 Years

Disposition:

Destroy

Note:

See Also: Pros 005 for retention of tax cases requested by Dept of Revenue

Approval Date:

August 28, 2012

Pros 004

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Petitions for Review

Civil Action on License Revocation; Refusal of Breath Test

Retain until final disposition

Destroy

Suits brought on behalf of the Dept of Revenue.

August 28, 2012

Pros 005

Also Called:
Function:
Content:
Retention:
Disposition:
Note:

Closed Civil Taxes Case Files

Documents suits brought at the request of the MO Dept of Revenue

12 Years

Destroy

These files are considered closed when: 1) the taxes have been paid in full; 2) the judgment is no longer collectable; 3) the tax year(s) is no longer collectable and no judgment entered; 4) the taxpayer has moved and is no longer under the county's jurisdiction; 5) the Dept of Revenue has ordered the case closed.

Approval Date:

August 28, 2012

Pros 006

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Child Support Cases

Civil Child Support Cases; RUES Family Support Cases; Four-D Family Support Cases

5 Years After Final Judgment, or 1 Year after all children reach age of maturity, whichever comes first

Destroy

See Also: Pros 002 for Criminal Child Support Cases

August 28, 2012

Pros 007

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Search Warrant Files

3 Years after final disposition

Destroy

August 28, 2012

Pros 008

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Deferred Prosecution Case Files

Deferred Prosecution Case Files-Active; Deferred Prosecution Case Files-Inactive; Case Files Not Filed; Dismissals

1 Year

Destroy

August 28, 2012

Pros 009

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Traffic Enforcement Records

Traffic Tickets--Paid; Traffic Tickets--Unpaid; Record of Traffic Charges Filed; Driving While Revoked

Retain until final disposition

Destroy

Per COR 8, the court is required to keep minor traffic 3 years after final disposition; serious traffic violations (misdemeanors) are kept 12 years after final disposition

August 28, 2012

Pros 010

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Check Charge Record

Record of prosecutions of bad checks; or checks paid through prosecutor's office, those checks having no charges filed as the individual paid full restitution before charges were filed

May include amount of checks kited; date they are paid; date merchants reimbursed; date of disposition

Completion of Audit

Destroy

August 28, 2012

Pros 011

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Mental Health "Start Up" Files

Document institutionalization of individuals

May Include: Notice of Admission; Application for Admission; Application for 96 Hour Detention, Evaluation and Treatment/Rehabilitation; Application for 96 Hour Imminent Harm Admission to a Mental Health or Alcohol and Drug Abuse Facility; Lists of Witnesses; Notice of Discharge/Voluntary Admission; Change in Attorney; Petition for Involuntary Detention and Treatment; Verification; Treatment Plan; Progress Notes; Medical and Psychiatric Assessment; Affidavit; Notice of Rights of Involuntary Patient/Client; Affidavit in Support of Application for Detention, Evaluation and Treatment/Rehabilitation, and Admission for 96 Hours

4 Days/96 Hours

Destroy

These records are copies, originals kept by the Dept of Health. These copies function for a brief time and are useful only until doctors reach a decision. After a decision, either way, these documents are no longer functional. If a citizen is committed, a medical case file is begun at the hospital; If the citizen must be investigated at a future date, then new documents must be submitted.

August 28, 2012

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 to accept the 2020 Park Fees. (2nd Read) Discussion/Vote.

Sponsored by the Parks Director.

First Reading: 11/25/19

Second Reading: _____

Council Bill No.: 19- 32

Ordinance No.: 191125A

AN ORDINANCE

AN ORDINANCE APPROVING THE 2020 WILLARD PARKS AND RECREATION DEPARTMENT FEE REVISIONS.

WHEREAS, the Willard Park and Recreational Advisory Board has recommended to the Board of Aldermen the approval of the 2020 fee revisions for the Willard Parks and Recreation Department; and

WHEREAS, the Board of Aldermen of the City of Willard, Missouri, has considered the 2020 update for the Willard Parks and Recreation Department.

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: The City does hereby approve the 2020 fee amendments for the Willard Parks and Recreation Department as that document is attached hereto and incorporated herein by reference as 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.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

1ST READ:

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

First Reading: 11/25/19

Second Reading: _____

Council Bill No.: 19-32

Ordinance No.: 191125A

MEMBERS OF THE BOARD OF ALDERMEN:

2ND READ

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

Willard Parks and Recreation Fee Sheet proposed 2020

A Willard resident is defined as a person or household maintaining a residence or owning a business within the city limits of Willard. Verification of this residency will be completed by providing any of the following:

1. Picture ID with local address
2. Current (within a month) water or utility bill
3. Voter registration card
4. Business license and check imprinted with a Willard address
5. Property Tax Statement

Sports	2019 Approved	2020 Proposed	Late Fee	PC - 9	PC - 12	PC - 18	Internet Processing Fee	Phone Registration Fee	Notes
Soccer	\$45.00	\$50.00	\$15.00				\$1.50	\$5.00	7 Game Season
Volleyball	\$45.00	\$50.00	\$15.00				\$1.50	\$5.00	7 Game Season
Flag Football	\$45.00	\$50.00	\$15.00				\$1.50	\$5.00	7 Game Season
Competitive VB	\$45.00	\$50.00	\$15.00				\$1.50	\$5.00	7 Game Season
Team Competitive VB	\$250.00	\$250.00	\$15.00				\$1.50	\$5.00	7 Game Season
Basketball	\$45.00	\$50.00	\$15.00				\$1.50	\$5.00	7 Game Season
Basketball #1	\$45.00	\$50.00	\$15.00				\$1.50	\$5.00	7 Game Season
Basketball #2	\$40.00	\$50.00	\$15.00				\$1.50	\$5.00	5 Game Season
Soccer Team Registration	\$250.00	\$250.00	\$25.00				\$1.50	\$5.00	7 Game Season
Basketball Team Registration	\$275.00	\$275.00	\$25.00				\$1.50	\$5.00	7 Game Season
Volleyball Team Registration	\$225.00	\$225.00	\$25.00				\$1.50	\$5.00	7 Game Season
Basketball Team Registration	\$250.00	\$250.00	\$25.00				\$1.50	\$5.00	7 Game Season
Adult Team VB	\$200.00	\$200.00	\$25.00				\$1.50	\$5.00	7 Game Season
Adult Softball	\$250.00	\$250.00	\$25.00				\$1.50	\$5.00	7 Game Season
Mens Basketball	\$250.00	\$250.00	\$25.00				\$1.50	\$5.00	7 Game Season
Fitness Programs		2020 Proposed		PC - 9	PC - 12	PC - 18			Notes
Fitness Programs	\$5.00			9 - \$40	12 - \$50	18 - \$75			NEW
Per Course Fee (8 classes)		\$45.00							Notes
Races	Early		Late						
Family Fun Run 13 Under	\$15.00	\$15.00	\$25.00						
Family Fun Run 13+	\$20.00	\$20.00	\$30.00						
Adventure Race	\$50.00	\$50.00	\$75.00						
Fitness Competition	\$50.00	\$50.00	\$75.00						
Disc Golf Tournament	\$25.00	\$25.00	\$30.00						
Youth Programs	Fee	2020 Proposed	Late Fee		2019 Week	2020 Proposed	Internet Processing Fee	Phone Registration Fee	Notes
Out of School Days	\$20.00	\$20.00	\$10.00		N/A		\$1.50	\$5.00	
Winter Camp	\$20.00	\$25.00	\$10.00		\$90.00		\$1.50	\$5.00	
Spring Break Camp	\$20.00		\$10.00		\$90.00		\$1.50	\$5.00	
Kids Night Out	\$10.00		\$10.00		N/A		\$1.50	\$5.00	
Summer Camp	\$22.50	\$25.00	\$10.00		\$90.00	\$100.00	\$1.50	\$5.00	Registration fee of \$10 res-\$20 non res
Summer Camp - State Pay Children							\$1.50	\$5.00	
Tumbling/Toddlers	\$35.00	\$35.00	\$10.00		N/A		\$1.50	\$5.00	6 Week Session
Youth Yoga	\$35.00	\$35.00	\$10.00		N/A		\$1.50	\$5.00	6 Week Session
Cheerleading	\$50.00	\$45.00	\$10.00		N/A		\$1.50	\$5.00	
Cheer Clinic	\$30.00	\$30.00	\$10.00		N/A		\$1.50	\$5.00	4 Hour Clinic
Rentals	Resident		Non-Resident	R - All Day	Non - All Day		Internet Processing Fee	Phone Registration Fee	Notes
Community Building	\$30 per hr	No Change	\$35 per hr	No Change	\$300.00				
Kitchen Rental	\$30.00	No Change	\$30.00	No Change	N/A				
Big Gym	\$25 per hr	No Change	\$30 per hr	No Change	\$250.00	\$300.00			
Small Gym	\$20 per hr	No Change	\$25 per hr	No Change	\$200.00	\$250.00			
Murray	\$25 per hr	No Change	\$30 per hr	No Change	N/A	N/A			
Big Pavilion	\$10 per hr	No Change	\$15 per hr	No Change	N/A	N/A			
Small Pavilion	\$5 per hr	No Change	\$10 per hr	No Change	N/A	N/A			
Baseball Fields	\$35 per hr	No Change	\$40 per hr	No Change	\$350.00	\$400.00			
Soccer	\$35 per hr	No Change	\$40 per hr	No Change	\$350.00	\$400.00			

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 agreement with KPM CPA's for Audit. (2nd Read) Discussion/Vote.

Sponsored by the Finance Director.

First Reading: 11/25/19

Second Reading: _____

Council Bill No.: 19- 33

Ordinance No.: 191125B

AN ORDINANCE

ACCEPTING THE PROPOSAL OF KPM CPA'S TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR THE CITY OF WILLARD, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS, ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard, Missouri did advertise and seek Proposals from qualified firms for the purpose of providing professional audit services, and

WHEREAS, the City of Willard has selected the firm of KPM CPA's. 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 Board of Aldermen does hereby accept the proposal of KPM CPA's to provide professional auditing services for the City of Willard, and authorizes the Mayor, on behalf of the City of Willard to execute an agreement between the City of Willard and KPM CPA's. to provide said services in substantial form and content as described the attached agreement hereto and incorporated herein by reference as Exhibit "A".

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

Mayor

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE _____ DAY OF _____ 2019.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ CLARK MCENTIRE	_____	_____	_____
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_____ SAMUEL SNIDER	_____	_____	_____
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_____ DONNA STEWART	_____	_____	_____
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_____ LARRY WHITMAN	_____	_____	_____
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First Reading: 11/25/19

Second Reading: _____

Council Bill No.: 19- 33

Ordinance No.: 191125B

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

SAM BAIRD

JON JONES

2nd READ

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

Contract #07-2019GEN-RFP

City of Willard
224 W. Jackson
Willard, MO 65781
Ph. 417-742-5301
Fax 417-742-5331

NAME, ADDRESS & PHONE OF CONTRACTOR

Ph. _____
Fax _____

AGREEMENT

1. The City agrees to engage the Contractor and the Contractor agrees to perform, in strict accordance with Exhibit A.
2. The services of the Contractor shall commence only as authorized in writing by City purchase order or other written notice and shall be undertaken and completed as promised by the Contractor in Exhibit B. The term of the Agreement shall be for the period specified in Exhibit C.
3. The City agrees to pay the Contractor in accordance with the prices and terms set forth in Exhibit B for work authorized by City purchase order or other written Notice by the City upon presentation of proper invoice and inspection by the City of work completed by the Contractor.
4. All information, data, and reports as are existing, available and necessary for the carrying out of the work, shall be furnished to the Contractor without charge, and the parties shall cooperate with each other in every way possible in carrying out the scope of services.
5. The Contractor shall fully coordinate its activities in the performance of the contract with the activities of the City.
6. The Contractor represents that Contractor will secure at Contractor's own expense, all personnel required to perform the services called for under this contract by Contractor. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the Contractor. All of the services required hereunder will be performed by the Contractor or under Contractor's direct supervision and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this contract shall be subcontracted without the written approval of the City.
7. **Termination:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner Contractor's obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective day of such termination. **In any such event, all finished or unfinished documents, data, studies, reports, or other materials prepared by the Contractor shall, at the option of the City become its property.** The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the date of termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of the contract by the Contractor.
8. **Assignment:** The Contractor shall not assign any interest in this contract, and shall not transfer any

the substitution's performance potential. The City of Willard agrees that an approval of a substitution will not be unreasonably withheld.

14. **General Independent Contractor Clause:** This agreement does not create an employee/employer relationship between the parties. It is the parties intention that the Contractor will be an Independent Contractor and not the City's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contributions Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue code, Missouri revenue and taxation laws, Missouri Workers' Compensation and unemployment insurance laws. The Contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor's activities and responsibilities hereunder. The Contractor agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the Contractor and the City, and the City will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.
15. The Contractor shall not be entitled to any of the benefits established for the employees of the City or be covered by the Workers Compensation Program of the City.
16. **Certification of Non-Resident/Foreign Contractors:** If the Contractor is a foreign corporation or non-resident Contractor, it is agreed that the Contractor shall procure and maintain during the life of this contract:
 - A. A certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.
 - B. A certificate from the Missouri Director of Revenue evidencing compliance with transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.
17. **Nondiscrimination:** The Contractor agrees in the performance of this contract not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation, against any employee of Contractor or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.
18. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.
19. **Contractor's Responsibility for Subcontractors:** It is further agreed that Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons it directly employs. Contractor shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Contractor by all the terms herein set forth, insofar as applicable to the work of subcontractors and to give Contractor the same power regarding termination of any subcontract as the City may exercise over Contractor under any provisions of this

provision renders the contract void. Any federal regulations and applicable provisions in RSMo. Chapter 105 shall not be violated.

23. **Entire Agreement:** This agreement, including the contract documents contained or referenced herein, constitutes the entire agreement between the parties. No modification, Addendum, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.
24. **Waiver:** No provision of the contract documents shall be construed, expressly or by implication, as a waiver by the City of any existing or future right or remedy available by law in the event of any claim of default or breach of contract.
25. **Jurisdiction:** This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Greene County, Missouri.
26. **Notices:** All notices required or permitted hereunder and required to be in writing may be given by first class mail addressed to City of Willard, 225 W Jackson, Willard, Missouri 65781, and the Contractor at the above address. The date of delivery of any notice shall be the date falling on the second full day after the day of its mailing.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the date first above written.

CITY OF WILLARD, MISSOURI

Contractor

By: _____
Corey Hendrickson, Mayor, City of Willard

By: _____

Date: _____

Date: _____

CERTIFICATE OF CHIEF FINANCIAL OFFICER:

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay therefore.

Director of Finance

APPROVED AS TO FORM:

City Attorney

Exhibit A – Per Bid Proposal

SPECIFICATIONS

2.1 Scope of Work

- 2.1.1 Financial audit - The Independent Auditor shall audit all funds and account groups using the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the provisions of the U.S. Management & Budget (OMB) Circular A-133, Audits of State and Local Governments.
- 2.1.2 The audit shall result in the preparation of financial statements from the audited records of the City with the Auditors' opinion included.
- 2.1.3 The Auditor shall perform tests of compliance and internal controls in accordance with Government Auditing Standards; OMB Circular A-133, Audits of State and Local Governments.
- 2.1.4 Submission of reports - The firm shall provide the City with ten (10) copies and a searchable pdf file of the complete financial statements, Auditor's report, and management letter including management responses no later than May 15th following the audit year. A financial report, including Auditor's reports on internal controls and compliance, must be submitted to the Auditor of Public Accounts no later than 90 days after the presentation to the Board of Aldermen. Prior to May 30th following the audit year, a presentation by the auditor, to include a question and answer session, will be made to the Board of Alderman.
- 2.1.5 As guided by AICPA Auditing Standards Board Statement on Auditing Standard No. 68, the Auditor should exercise due professional care in understanding the type of engagement and if during the audit the auditor becomes aware that the City is subject to audit requirements which may not be encompassed in the terms of this RFP it should be communicated to the City contact that the requested audit may not satisfy the requirements.
- 2.1.6 The Auditor will provide a copy of the work papers; and in addition, any analysis pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis for the questioned costs as well as any analysis of the problem.
- 2.1.7 Describe the procedure for technical questions that may come up during the year, and whether these occasional services are covered in the proposed fee structure.
- 2.1.8 The Auditor will provide a depreciation schedule for capital assets at the end of the year as part of the service in the proposed fee structure.

2.2 Reporting Requirements

The Auditor shall issue the following reports as requested in 2.1.4:

- 2.2.1 A Summary Statement of Financial Condition. The Independent Auditor should prepare the Summary Statement of Financial Condition for publication.
- 2.2.2 A report on the fair presentation of the general-purpose financial statements and the combining individual fund and individual account group financial statements in conformity with generally accepted accounting principles.
- 2.2.3 A report on the internal control structure based on the Auditor's understanding of the control structure and assessment of control risk. The Auditor shall communicate all reportable conditions (as defined by the AICPA) found during the audit in the report on internal controls. Non-reportable conditions discovered by the Auditor shall be reported either in the report on internal controls or in a separate letter to management.
- 2.2.4 A report disclosing the status of findings and recommendations from previous audits that has remained uncorrected.
- 2.2.5 The Auditor shall be required to make an immediate, written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware to the Mayor and the Board of Aldermen.
- 2.2.6 Report preparation, editing and printing shall be the responsibility of the Auditor.
- 2.2.7 The Auditor shall submit a management letter including management's response with each audit. The letter should offer suggestions for improvement in financial management and internal controls.

Exhibit C - Per Bid Proposal

1.3 GENERAL REQUIREMENTS

1.3.9 The contract is to be effective immediately upon acceptance by the Board of Aldermen, and the term of the contract will be one year with, at the option of the City, up to 3 (three) one year extensions.

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 to accept the Proposed 2020 Budget. (2nd Read) Discussion/Vote.

Sponsored by the Finance Director.

First Reading: 11/25/19

Second Reading: _____

BILL NO. 19- 34

ORDINANCE: 191125C

AN ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD,
MISSOURI FOR THE YEAR 2020.

WHEREAS, a study had been made by the Board of Aldermen as to the anticipated revenue, expenditures, and expenses of the City for the year of 2020; and

WHEREAS, one public hearing having been held, after legal notice thereof, as to the overall budget and the anticipated revenues and expenditures by categories.

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

Section 1: The City does hereby adopt the annual budget for the year 2020 set forth on the attached Schedule A, which is incorporated herein by reference as if set forth in full.

Section 2: The appropriate officers of the City are authorized to make all payments and issue checks from the City treasury in payment of items reflected in the approved budget.

Section 3: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed in so far any portion thereof shall conflict with this Ordinance.

Section 4: 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 5: 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 phases be declared invalid.

Section 6: 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 the meeting of the Board of Aldermen of the City of Willard, Missouri, on the ____ day of _____ 2019.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:**YES****NO****ABSTAINED****1ST READING**

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES**MEMBERS OF THE BOARD OF ALDERMEN:****YES****NO****ABSTAINED****2ND READING:**

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

CITY OF WILLARD

BUDGET 2020

<p>Date December 9, 2019</p>

Budget 2020 Topics

REVENUES

Although growth has been considered, a conservative approach was used to estimate the revenues for 2020. Revenues were based on the following factors: review of revenue history; economic trends; and fee increases for services provided by the City.

- Revenues overall have a ½ percent increase with exceptions in some areas, which may have not grown to expected levels or have increased above projected levels during the past year. These areas have remained level or increased according to the area or project that is planned for the year.
- Water revenue is increased 5 percent. This would include growth and rate increases that are necessary to maintain current water meters and lines.

EXPENSES

Capital Improvements

Capital Improvements are considered by the priority level of the project in comparison to other projects. Capital Improvements include several areas that are distributed according to the department or fund to which it pertains.

- Computer upgrades are spread across departments as needed. Unfortunately, with higher security risks from hackers and a multitude of ways, it is necessary to update security software.
- The Public Safety department includes a vehicle purchase. The City purchases big ticket items on a rotating schedule. Purchases such as vehicles, computers, and other equipment that needs to be replaced after a period of years is set up on a schedule so that funds will be available when the equipment needs to be replaced.
- The Streets Department includes minimal upgrades apart from Miller Road. A large portion of this project will be covered by a grant. The Sidewalks will be paid for with TAP grant funds. The grants are an 80/20 share of expenses. The City will pay for 20% of the Miller project and sidewalk project. Part of the Miller project has been ongoing with the construction being planned for completion in 2020.
- Water improvement include Miller Road and minimal water line improvements.
- Sewer Improvements include an I&I push camera and other small projects to improve the sewer system.
- The Parks air and heat units are almost 20 years old and need replaced. There are several units required for the recreation building on Z Highway. The units are on a schedule to replace one every other year for the next few years. This is included in the plan to schedule major equipment expenses. During the summer two mowers are always needed

to keep up with the mowing. One mower was purchased in 2017, but the other one was purchased in 2008. It is over 10 years old and is scheduled for replacement.

Supplies, Repairs and Other Expense

- Most areas remain level or have a minimal increase planned.

Services

- Overall expenses have been increased ½ percent or less unless there is a specific project, item or service.
- Most areas have very little change.

Utilities/ Vehicle Expense/State Fees

- Only a slight increase.

Personnel - Retention

- Group Insurance for Health increased .07 %. Dental, Vision, and Life insurance did not increase this year.
- Lagers –Increase from General classification of 7.1 percent to 7.4 percent. The Police classification increased from 6.3 percent to 6.4 percent.
- Salaries 2.5 percent COLA increase for employees.

Debt

Long Term Debt and COP Debt balance at the beginning of 2020 and total payments during 2020 are as follows:

- Water/Sewer 2014 COP Current Balance: \$1,560,000.
 - The total payments will be \$203,181.25.
- Parks/Aquatic Center 2015 COP Current Balance: \$3,260,000.
 - The total payments will be \$295,381.26.
- Water/Sewer COP 2018 Current Balance: \$3,628,250.
 - The total payments will be \$221,675.00

SUMMARY

- The projected revenue for all funds is \$7,540,925.05. The revenue includes grant funds in the amount of \$996,100. The grant revenue is mainly from a street grant for Miller Road and sidewalks. The revenue includes a total of \$867,331.11 from reserve funds.
- The expense is a total of \$7,389,146.16 for all funds. This includes a \$255,000.00 of transferred funds from the General Fund to the Parks Fund.

- The Water and Sewer revenue includes \$602,331.11 from reserve funds.
- The Park revenue includes \$255,000.00 from the General Fund and \$10,000.00 from the Park's reserve funds.
- The City strives to maintain a cumulative reserve fund to provide a fund balance to protect the City from unforeseen contingencies and to allow resources to finance projected general government capital projects. The City's goal is to maintain a reserve fund balance of 25% (three months) of operating expenditures in the General, Parks, and Water and Sewer Funds commensurate with maintaining core services and personnel levels as specified by budgeted expenses. The projected budget will leave funds with the following percentage of reserves and ending fund balances:
 - General Fund 65.14 % reserve fund and a projected fund balance of \$1,643,157.63
 - Parks .04 % reserve fund and a projected fund balance of \$716.29.
 - Water & Sewer 54.72 % reserve fund and a projected fund balance of \$1,889,336.45.
- The community will see the completion of the four-lane highway on U.S. 160 and the improvement of Miller Road in 2020. The four-lane should promote economic development and growth in the area. The ongoing growth of the City has been considered when projecting goals and priorities for the Fiscal 2020 budget and beyond. The respective projects to address these needs are the water/sewer system, sidewalks and streets. The City will be in a good place at the end of the 2020 year, but future tentative budgets will need to address the City's needs through planning of the infrastructure to accommodate the future growth in the community.

Year to Date 2020

	2020 Original Revenues	Transfers	Total Revenues and Transfers	2020 Original Expenses	Transfers	Total Expense and Transfers	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration	\$ 1,490,391.44	\$ -	\$ 1,490,391.44	\$ 172,595.84	\$ 255,000.00	\$ 427,595.84	\$ 1,062,795.59
Law and Public Safety	\$ 87,800.00	\$ -	\$ 87,800.00	\$ 855,330.22	\$ -	\$ 855,330.22	\$ (767,530.22)
Court	\$ 62,475.00	\$ -	\$ 62,475.00	\$ 89,938.64	\$ -	\$ 89,938.64	\$ (27,463.64)
Streets	\$ 1,277,785.00	\$ -	\$ 1,277,785.00	\$ 1,309,558.19	\$ -	\$ 1,309,558.19	\$ (31,773.19)
P/D	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 96,474.01	\$ -	\$ 96,474.01	\$ (93,474.01)
EM	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 20,700.00	\$ -	\$ 20,700.00	\$ (12,700.00)
Sub-Total	\$ 2,929,451.44	\$ -	\$ 2,929,451.44	\$ 2,523,896.89	\$ 255,000.00	\$ 2,778,896.89	\$ 129,854.54
Park Fund							
	\$ 892,767.50	\$ 265,000.00	\$ 1,157,767.50	\$ 1,157,209.27	\$ -	\$ 1,157,209.27	\$ 558.23
Sub-Total	\$ 892,767.50	\$ 265,000.00	\$ 1,157,767.50	\$ 1,157,209.27	\$ -	\$ 1,157,209.27	\$ 558.23
Water Fund							
	\$ 1,008,855.00	\$ 392,331.11	\$ 1,401,186.11	\$ 1,400,627.11	\$ -	\$ 1,400,627.11	\$ 559.00
Sub-Total	\$ 1,842,520.00	\$ 210,000.00	\$ 2,052,520.00	\$ 2,052,412.89	\$ -	\$ 2,052,412.89	\$ 107.11
Totals	\$ 6,673,593.94	\$ 867,331.11	\$ 7,540,925.05	\$ 7,134,146.16	\$ 255,000.00	\$ 7,389,146.16	\$ 131,078.39

Funds	Total Funds Available As of Jan 1, 2020	Annual 25% Reserve Recommended	Amount Above/Below Recommended 25 Percent	Cash Operating Average Per Month	Current Percentage	Total Funds Available As of December 31, 2020
General Fund	\$ 1,513,303.09	\$ 630,974.22	\$ 1,012,183.41	\$ 231,574.74	65.10%	\$ 1,643,157.63
Water & Sewer Fund	\$ 2,491,001.45	\$ 863,260.00	\$ 1,026,076.45	\$ 287,753.33	54.77%	\$ 1,889,336.45
Park Fund	\$ 10,188.06	\$ 289,302.32	\$ (288,586.03)	\$ 96,434.11	0.06%	\$ 716.29
Totals	\$ 4,014,462.60	\$ 1,783,536.54	\$ 1,749,673.83	\$ 615,762.18		\$ 3,533,210.37

GENERAL FUND

GENERAL FUND BUDGET -

Amended 7-22-19

2019

2020

Beginning Fund Balance

\$ 1,252,989.24 \$ 1,513,303.09

REVENUES

10-100-40800	Miscellaneous Income	\$ 6,000.00	\$ 3,500.00
10-100-40980	Veterans Memorial	\$ 200.00	\$ 100.00
10-100-41000	Franchise Cable TV	\$ 16,000.00	\$ 16,080.00
10-100-41100	Franchise Electric	\$ 294,000.00	\$ 295,470.00
10-100-41200	Franchise Gas	\$ 40,000.00	\$ 40,200.00
10-100-41300	Franchise Mobile Phone	\$ 87,200.00	\$ 82,000.00
10-100-42000	Grants	\$ 500.00	\$ 100.00
10-100-43000	Interest Income	\$ 10,000.00	\$ 5,000.00
10-100-44100	Merchant License	\$ 5,500.00	\$ 5,527.50
10-100-44110	Building Permits	\$ 28,000.00	\$ 15,000.00
10-100-45300	Real Estate Tax	\$ 196,500.00	\$ 198,000.00
10-100-45400	Sales and Use Tax	\$ 575,287.50	\$ 578,163.94
10-100-45500	Sales Capital Improvements	\$ 250,000.00	\$ 251,250.00
	SUBTOTAL REVENUES	\$ 1,509,187.50	\$ 1,490,391.44

10-100-46000	Transfer in Reserves	\$ -	\$ -
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	\$ -	\$ -

TOTAL - ANNUAL REVENUE

\$ 1,509,187.50	\$ 1,490,391.44
------------------------	------------------------

GENERAL FUND

GENERAL FUND BUDGET -

Amended 7-22-19

2019

2020

EXPENSES**SALARIES & RELATED****SALARIES**

	Administrative Distribution	\$ 211,114.33	\$ 218,640.16
	City Administrator	\$ 67,133.35	\$ 68,811.68
	City Clerk	\$ 47,738.82	\$ 48,932.29
	Director of Finance	\$ 56,678.96	\$ 58,095.93
	Finance Clerk AP	\$ 33,927.09	\$ 34,775.26
	Finance Clerk HR	\$ 34,775.26	\$ 34,775.26
	Utility Clerk - Part Time	\$ 9,719.61	\$ 12,772.57
	Salary Contengencies	\$ 12,205.57	\$ 13,297.49
10-100-90000	SUBTOTAL SALARIES	\$ 51,064.33	\$ 52,820.32
10-100-91000	Stipends Elected Officials	\$ 5,400.00	\$ 5,400.00
10-100-90500	Overtime	\$ 200.00	\$ 500.00
	TOTAL SALARIES	\$ 56,664.33	\$ 58,720.32
10-100-91500	Payroll Taxes	\$ 4,533.15	\$ 4,697.63
10-100-92000	Retirement	\$ 3,639.77	\$ 4,010.04
10-100-93000	Group Insurance	\$ 7,360.32	\$ 7,535.45
	TOTAL RELATED EXPENSE	\$ 15,533.24	\$ 16,243.12
TOTAL SALARIES & RELATED		\$ 72,197.57	\$ 74,963.44

GENERAL FUND

GENERAL FUND BUDGET -

Amended 7-22-19

2019

2020

SERVICES & SUPPLIES

10-100-50130	Supplies-Other	\$	2,000.00	\$	2,010.00
10-100-50310	Veterans Memorial Expense	\$	300.00	\$	300.00
10-100-50500	Building Maintenance	\$	500.00	\$	502.50
10-100-50550	Custodial Supplies	\$	700.00	\$	500.00
10-100-50600	Miscellaneous Expense	\$	250.00	\$	200.00
10-100-50700	Office Supplies	\$	9,500.00	\$	9,000.00
10-100-50750	Postage	\$	1,300.00	\$	1,306.50
10-100-51000	Repairs & Maintenance	\$	500.00	\$	502.50
10-100-52000	Supplies-Small Equipment	\$	250.00	\$	250.00
10-100-55200	Advertising Expense	\$	500.00	\$	804.00
10-100-55400	Audit Expense	\$	2,900.00	\$	2,914.50
10-100-55500	Bank/Credit Card Fees	\$	200.00	\$	351.75
10-100-55600	Contract Labor	\$	500.00	\$	100.00
10-100-55800	Dues & Subscriptions	\$	3,500.00	\$	3,200.00
10-100-55850	Equipment Rental/Lease	\$	500.00	\$	500.00
10-100-55900	Election Expense	\$	3,535.00	\$	3,618.00
10-100-56000	Insurance	\$	4,500.00	\$	4,725.00
10-100-56200	Legal Expense	\$	15,150.00	\$	15,200.00
10-100-56400	Professional Fees	\$	6,000.00	\$	5,000.00
10-100-56450	Contract Services/Security	\$	405.00	\$	400.00
10-100-56500	Safety Program	\$	200.00	\$	200.00
10-100-56890	Travel Expense-Elected Officials	\$	800.00	\$	800.00
10-100-56900	Travel Expense-Gen	\$	1,000.00	\$	1,000.00
10-100-56910	Travel Expense-Fin	\$	1,000.00	\$	1,000.00
10-100-56940	Training & Education-Elected Officials	\$	600.00	\$	600.00
10-100-56950	Training & Education-Gen	\$	500.00	\$	500.00
10-100-56960	Training & Education-Fin	\$	1,200.00	\$	1,200.00
10-100-57400	Equip/Software Maintenance Contracts	\$	12,120.00	\$	12,120.00
10-100-61000	Telephone	\$	2,900.00	\$	2,900.00
10-100-61050	Internet Services	\$	5,500.00	\$	4,200.00
10-100-62000	Utilities- Electric	\$	7,000.00	\$	7,035.00
10-100-62100	Utilities- Gas	\$	1,800.00	\$	1,809.00
10-100-62300	Utilities-Other	\$	580.75	\$	583.65
10-100-70000	Vehicle Fuel	\$	50.00	\$	50.00
10-100-71000	Vehicle Other	\$	50.00	\$	50.00

SUBTOTAL SERVICES & SUPPLIES

\$ 88,290.75 \$ 85,432.40

CAPITAL OUTLAY

CAPITAL PROJECTS

\$ - \$ 5,000.00

GENERAL FUND

GENERAL FUND BUDGET -

		Amended 7-22-19	
		2019	2020
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-100-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ 5,000.00
	CAPITAL EQUIPMENT		
		\$ 10,000.00	\$ 3,200.00
		\$ 6,000.00	\$ 2,000.00
		\$ 1,000.00	\$ 2,000.00
		\$ -	\$ -
10-100-95500	SUBTOTAL EQUIP	\$ 17,000.00	\$ 7,200.00
TOTAL CAPITAL OUTLAY		\$ 17,000.00	\$ 12,200.00
TOTAL EXPENSES		\$ 174,948.40	\$ 172,595.84
10-100-97320	Transfer to Law Enforcement	\$ -	\$ -
10-100-97325	Transfer to Court	\$ -	\$ -
10-100-97330	Transfer to Streets function	\$ -	\$ -
10-100-97320	Transfer to P&D Function	\$ -	\$ -
10-100-97320	Transfer to EM	\$ -	\$ -
10-100-97360	Transfer to Water	\$ -	\$ -
10-100-97370	Transfer to Sewer	\$ -	\$ -
10-100-97380	Transfer to Parks	\$ 95,000.00	\$ 255,000.00
	TOTAL TRANSFERS	\$ 95,000.00	\$ 255,000.00
	TOTAL ANNUAL EXPENSES	\$ 269,948.40	\$ 427,595.84
	LAW-STREETS-PD-EM PROFIT/LOSS	\$ (1,209,381.25)	\$ (932,941.05)
	GENERAL PROFIT/LOSS	\$ 1,239,239.10	\$ 1,062,795.59
	NET REVENUES OVER EXPENSES	\$ 29,857.85	\$ 129,854.54
	Projected Ending Fund Balance - RESERVES	\$ 1,282,847.09	\$ 1,643,157.63

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Amended 7-22-19	
		2019	2020
REVENUES			
10-200-40800	Miscellaneous Income	\$ 500.00	\$ 200.00
10-200-42000	Grant revenues	\$ 11,000.00	\$ 1,000.00
10-200-44520	Law Income Other	\$ 1,500.00	\$ 1,500.00
10-200-45100	Law Enf. Sales Tax	\$ 110,000.00	\$ 85,000.00
10-200-45600	LET State Acct.	\$ 500.00	\$ 100.00
	SUBTOTAL REVENUES	\$ 123,500.00	\$ 87,800.00
10-200-46000	Transfers In - Gen Fnd	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 123,500.00	\$ 87,800.00

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

Amended 7-22-19

2019

2020

EXPENSES**SALARIES & RELATED:****SALARY**

	Admin Distributions	\$		\$	
	Chief of Police	\$	64,127.04	\$	65,730.21
	Lieutenant	\$	52,726.09	\$	54,044.24
	Corporal FTO	\$	41,000.00	\$	39,251.48
	Corporal/Investigator	\$	41,238.58	\$	42,269.55
	Patrol Officers 17-4 (\$37,404.61)	\$	112,213.83	\$	
	Patrol Officers 17-3 (\$36,492.30)	\$	36,492.30	\$	72,984.61
	Patrol Officers 17-2 (35,602.25)	\$	35,602.25	\$	106,806.74
	Patrol Officers 17-1 (34,733.90)	\$	69,467.80	\$	34,733.90
	Administrative Assistant Police	\$	33,927.09	\$	34,775.26
	Office Ass't P/T	\$	9,041.75	\$	8,611.45
	Reserves SRO 5-4 (\$10 per hr)	\$	15,760.40	\$	16,041.79
	Salary Contingencies	\$	14,156.02	\$	14,521.71
10-200-90000	SUBTOTAL SALARIES POLICE	\$	525,753.15	\$	489,770.94
10-200-90500	Overtime	\$	3,000.00	\$	3,000.00
	TOTAL SALARIES	\$	528,753.15	\$	492,770.94
10-200-91500	Employee taxes	\$	42,300.25	\$	39,421.68
10-200-92000	Retirement	\$	33,311.45	\$	29,959.53
10-200-93000	Group Insurance	\$	77,014.37	\$	75,490.55
	SUBTOTAL RELATED EXPENSE	\$	152,626.07	\$	144,871.76
TOTAL SALARIES & RELATED		\$	681,379.22	\$	637,642.70

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
10-200-50130	Supplies General	\$ 2,500.00	\$ 2,500.00
10-200-50300	DARE Program	\$ 1,250.00	\$ 1,250.00
10-200-50500	Building Maintenance	\$ 1,000.00	\$ 1,005.00
10-200-50550	Custodial Supplies	\$ 600.00	\$ 500.00
10-200-50600	Miscellaneous Expense	\$ 250.00	\$ 200.00
10-200-50700	Office Expense	\$ 1,200.00	\$ 1,200.00
10-200-50750	Postage	\$ 250.00	\$ 251.25
10-200-51000	Repairs & Maintenance	\$ 1,000.00	\$ 1,005.00
10-200-52000	Supplies Small Tools (Ammo)	\$ 5,000.00	\$ 4,000.00
10-200-55200	Advertising Expense	\$ 250.00	\$ 250.00
10-200-55500	Bank/Credit Card Fees	\$ 50.00	\$ 50.25
10-200-55600	Contract Labor	\$ 300.00	\$ 300.00
10-200-55800	Dues & Subscriptions	\$ 1,500.00	\$ 2,800.00
10-200-55850	Equipment Rental	\$ 900.00	\$ 900.00
10-200-56000	Insurance	\$ 36,500.00	\$ 38,325.00
10-200-56200	Legal	\$ 5,000.00	\$ 5,025.00
10-200-56400	Professional	\$ 31,000.00	\$ 31,155.00
10-200-56450	Contract Service/Security	\$ 100.00	\$ 100.00
10-200-56500	Safety Program	\$ 250.00	\$ 250.00
10-200-56900	Travel Law	\$ 1,500.00	\$ 1,500.00
10-200-56950	Training & Education Law	\$ 4,000.00	\$ 4,000.00
10-200-57400	Equip/Software Contracts	\$ 11,200.00	\$ 11,200.00
10-200-61000	Telephone	\$ 6,200.00	\$ 5,760.00
10-200-61050	Internet Services	\$ 5,300.00	\$ 4,200.00
10-200-62000	Utilities - Electric	\$ 7,575.00	\$ 7,612.88
10-200-62100	Utilities - Gas	\$ 2,828.00	\$ 2,842.14
10-200-62300	Utilities - Other	\$ 500.00	\$ 502.50
10-200-70000	Vehicle Fuel	\$ 20,200.00	\$ 20,000.00
10-200-71000	Vehicle Repair & Maint	\$ 20,200.00	\$ 20,100.00
10-200-71100	Equipment Repair & Maint	\$ 700.00	\$ 703.50
10-200-92500	Uniform Expense	\$ 8,080.00	\$ 8,100.00
SUBTOTAL SERVICES & SUPPLIES		\$ 177,183.00	\$ 177,587.52

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Amended 7-22-19	
		2019	2020
CAPITAL OUTLAY			
	CAPITAL PROJECTS		
		\$ -	\$ 5,000.00
		\$ -	\$ 3,000.00
		\$ -	\$ -
		\$ -	\$ -
10-200-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ 8,000.00
	CAPITAL EQUIPMENT		
		\$ 36,000.00	\$ 28,000.00
		\$ 2,000.00	\$ 1,600.00
		\$ 9,500.00	\$ 2,500.00
		\$ -	\$ -
10-200-95500	SUBTOTAL EQUIP	\$ 47,500.00	\$ 32,100.00
TOTAL CAPITAL OUTLAY		\$ 47,500.00	\$ 40,100.00
TOTAL ANNUAL EXPENSES		\$ 906,062.22	\$ 855,330.22
NET REVENUES OVER EXPENSES		\$ (782,562.22)	\$ (767,530.22)

COURT

COURT DEPARTMENT

		Amended 7-22-19		2020	
		2019		2020	
REVENUES					
10-250-40800	Miscellaneous Income	\$ 250.00		\$ 100.00	
10-250-42000	Grant revenues	\$ -		\$ -	
10-250-44500	Traffic Ct.Fines	\$ 60,000.00		\$ 55,275.00	
10-250-44510	Other Fines	\$ 9,000.00		\$ 7,000.00	
10-250-44520	Law Income Other	\$ 100.00		\$ 100.00	
	SUBTOTAL REVENUES	\$ 69,350.00		\$ 62,475.00	
10-250-46000	Transfers In - Gen Fnd	\$ -		\$ -	
	SUBTOTAL TRANSFERS	\$ -		\$ -	
TOTAL - ANNUAL REVENUE		\$ 69,350.00		\$ 62,475.00	
EXPENSES					
SALARIES & RELATED:					
	SALARY				
	Admin Distributions	\$ -		\$ -	
	Court Clerk	\$ 31,504.67		\$ 32,292.29	
	Deputy Court Clerk	\$ -		\$ -	
	Court Baliff	\$ 1,620.00		\$ 1,620.00	
	Court Baliff	\$ 1,620.00		\$ -	
	Salary Contengencies	\$ 2,000.00		\$ 2,000.00	
10-250-90000	SUBTOTAL SALARIES	\$ 36,744.67		\$ 35,912.29	
10-250-90500	Overtime	\$ 100.00		\$ 100.00	
	TOTAL SALARIES	\$ 36,844.67		\$ 36,012.29	
10-250-91500	Employee taxes	\$ 2,947.57		\$ 2,880.98	
10-250-92000	Retirement	\$ 2,414.33		\$ 2,545.03	
10-250-93000	Group Insurance	\$ 4,900.00		\$ 4,896.24	
	TOTAL RELATED EXPENSE	\$ 10,261.91		\$ 10,322.25	
TOTAL SALARIES & RELATED		\$ 47,106.58		\$ 46,334.54	

COURT

COURT DEPARTMENT

		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
10-250-50130	Supplies General	\$ 500.00	\$ 200.00
10-250-50500	Building Maintenance	\$ 250.00	\$ 100.00
10-250-50550	Custodial Supplies	\$ 200.00	\$ 100.00
10-250-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
10-250-50700	Office Expense	\$ 800.00	\$ 1,000.00
10-250-50750	Postage	\$ 500.00	\$ 502.50
10-250-51000	Repairs & Maintenance	\$ 100.00	\$ 100.00
10-250-52000	Supplies Small Tools	\$ 350.00	\$ 200.00
10-250-55200	Advertising Expense	\$ 100.00	\$ 100.00
10-250-55500	Bank/Credit Card Fees	\$ 1,919.00	\$ 1,928.60
10-250-55600	Contract Labor	\$ 100.00	\$ 100.00
10-250-55800	Dues & Subscriptions	\$ 100.00	\$ 100.00
10-250-55850	Equipment Rental	\$ 200.00	\$ 100.00
10-250-56000	Insurance	\$ 2,550.00	\$ 2,677.50
10-250-56200	Legal	\$ 505.00	\$ 201.00
10-250-56400	Professional (Judge)	\$ 18,000.00	\$ 18,090.00
10-250-56450	Contract Service/Security	\$ 100.00	\$ 100.00
10-250-56910	Travel Court	\$ 1,000.00	\$ 1,000.00
10-250-56960	Training & Education Court	\$ 500.00	\$ 500.00
10-250-57400	Equip/Software Contracts	\$ 300.00	\$ 250.00
10-250-61000	Telephone	\$ 1,400.00	\$ 1,400.00
10-250-61050	Internet Services	\$ 3,300.00	\$ 3,200.00
10-250-62000	Utilities - Electric	\$ 101.00	\$ 100.00
10-250-62100	Utilities - Gas	\$ -	\$ -
10-250-62300	Utilities - Other	\$ -	\$ -
10-250-70000	Vehicle Fuel	\$ -	\$ -
10-250-71000	Vehicle Repair & Maint	\$ -	\$ -
10-250-71100	Equipment Repair & Maint	\$ -	\$ -
10-250-80000	Court Automation	\$ 4,200.00	\$ 4,221.00
10-250-81000	CVC Fees	\$ 4,300.00	\$ 4,321.50
10-250-81100	POST Fund	\$ 600.00	\$ 603.00
10-250-82000	Sheriff's Retirement Fund	\$ 1,800.00	\$ 1,809.00
10-250-92500	Uniform Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 43,875.00	\$ 43,104.10
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-250-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
	\$	\$ 500.00	\$ 500.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-250-95500	SUBTOTAL EQUIP	\$ 500.00	\$ 500.00
TOTAL CAPITAL OUTLAY		\$ 500.00	\$ 500.00
TOTAL ANNUAL EXPENSES		\$ 91,481.58	\$ 89,938.64
NET REVENUES OVER EXPENSES		\$ (22,131.58)	\$ (27,463.64)

STREETS

STREETS DEPARTMENT

		Amended 7-22-19	
		2019	2020
REVENUES			
10-300-40800	Misc Income (Traffic Impact & Other Fees)	\$ 42,960.00	\$ 42,960.00
10-300-42000	GRANT-Federal Funds	\$ 925,000.00	\$ 995,000.00
10-300-45410	FUEL TAX	\$ 210,000.00	\$ 207,000.00
10-300-45450	BRIDGE TAX	\$ 32,500.00	\$ 32,825.00
	SUBTOTAL REVENUES	\$ 1,210,460.00	\$ 1,277,785.00
10-300-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 1,210,460.00	\$ 1,277,785.00
EXPENSES			
SALARIES & RELATED:			
SALARY			
	Admin distributions	\$ 34,709.91	\$ 28,455.10
	Director Public Works 20%	\$ 10,526.41	\$ -
	Operations Assistant 20%		\$ 8,041.77
	Maintenance Superintendent - Streets	\$ 41,312.27	\$ 42,345.08
	Maint Tech I Streets	\$ 27,895.29	\$ 28,792.68
	Maint Tech I Vacant	\$ -	\$ -
	Maint Tech I Vacant	\$ -	\$ -
	Mechanic 20%	\$ 6,785.42	\$ 6,955.05
	Salary Contingencies	\$ 17,944.72	\$ 5,810.35
10-300-90000	SUBTOTAL SALARIES	\$ 69,754.20	\$ 63,489.82
		\$ -	\$ -
10-300-90500	Overtime	\$ 2,000.00	\$ 2,000.00
	TOTAL SALARIES	\$ 71,754.20	\$ 65,489.82
10-300-91500	Payroll taxes	\$ 5,740.34	\$ 5,239.19
10-300-92000	Retirement	\$ 5,094.55	\$ 4,846.25
10-300-93000	Group Insurance	\$ 16,472.09	\$ 15,926.76
	SUBTOTAL RELATED EXPENSE	\$ 27,306.97	\$ 26,012.20
TOTAL SALARIES & RELATED		\$ 99,061.17	\$ 91,502.02

STREETS

STREETS DEPARTMENT

		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
10-300-50130	Street R&M Supplies	\$ 58,000.00	\$ 25,000.00
10-300-50500	Building Maintenance	\$ 2,000.00	\$ 2,000.00
10-300-50550	Custodial Expense	\$ 100.00	\$ 100.00
10-300-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
10-300-50700	Office Supplies	\$ 100.00	\$ 100.00
10-300-50750	Postage	\$ 50.00	\$ 50.50
10-300-51000	Street R&M	\$ 20,000.00	\$ 15,000.00
10-300-52000	Supplies-Small Equip	\$ 1,000.00	\$ 1,000.00
10-300-55200	Advertising	\$ 250.00	\$ 250.00
10-300-55600	Contract Labor	\$ 2,000.00	\$ 2,020.00
10-300-55800	Dues & Subscriptions	\$ 2,500.00	\$ 2,500.00
10-300-55850	Equipment Rental	\$ 20,000.00	\$ 2,500.00
10-300-56000	Insurance	\$ 11,500.00	\$ 12,075.00
10-300-56200	Legal	\$ 2,000.00	\$ 2,020.00
10-300-56400	Professional (Engineering)	\$ 1,000.00	\$ 1,010.00
10-300-56500	Safety Program	\$ 500.00	\$ 500.00
10-300-56900	Travel Expense	\$ 300.00	\$ 300.00
10-300-56950	Training & Education	\$ 800.00	\$ 100.00
10-300-57200	Recycle Center	\$ -	\$ -
10-300-61000	Telephone	\$ 1,500.00	\$ 1,500.00
10-300-61050	Internet Services	\$ 3,500.00	\$ 3,500.00
10-300-61110	Street Lights	\$ 61,000.00	\$ 61,610.00
10-300-62000	Utilities-Electricity	\$ 4,040.00	\$ 4,080.40
10-300-62100	Utilities-Natural gas	\$ 505.00	\$ 510.05
10-300-62300	Utilities-Other	\$ 100.00	\$ 101.00
10-300-70000	Vehicles Fuel	\$ 1,212.00	\$ 1,224.12
10-300-70100	Equipment Fuel	\$ 1,010.00	\$ 1,020.10
10-300-71000	Vehicles Repair & Maint	\$ 1,500.00	\$ 1,515.00
10-300-71100	Equip Repair & Maint	\$ 1,000.00	\$ 1,010.00
10-300-92500	Uniforms	\$ 1,500.00	\$ 1,500.00
SUBTOTAL SERVICES & SUPPLIES		\$ 199,067.00	\$ 144,196.17
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 10,000.00	\$ 1,000.00
		\$ 942,860.00	\$ 812,860.00
		\$ 250,000.00	\$ 250,000.00
		\$ -	\$ 10,000.00
		\$ -	\$ -
10-300-95100	SUBTOTAL CAPITAL PROJECTS	\$ 1,202,860.00	\$ 1,073,860.00
CAPITAL EQUIPMENT			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-300-95500	SUBTOTAL EQUIP	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ 1,202,860.00	\$ 1,073,860.00
TOTAL ANNUAL EXPENSES		\$ 1,500,988.17	\$ 1,309,558.19
NET REVENUES OVER EXPENSES		\$ (290,528.17)	\$ (31,773.19)

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Amended 7-22-19	
		2019	2020
<u>REVENUES</u>			
10-400-40930	Planning and Zoning	\$ 3,000.00	\$ 3,000.00
	SUBTOTAL REVENUES	\$ 3,000.00	\$ 3,000.00
10-400-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 3,000.00	\$ 3,000.00
<u>EXPENSES</u>			
SALARIES & RELATED:			
	SALARY		
	Admin Distribution	\$ 59,069.15	\$ 60,545.88
	Director P&D	\$ 58,095.93	\$ 59,548.33
	Building Inspector	\$ -	\$ -
	Planning Ass't	\$ 40,352.65	\$ 41,361.46
	Salary Contingencies	\$ 4,402.53	\$ 4,462.60
10-400-90000	SUBTOTAL SALARIES	\$ 43,781.97	\$ 44,826.52
	Overtime	\$ 200.00	\$ 200.00
	TOTAL SALARIES	\$ 43,981.97	\$ 45,026.52
10-400-91500	Payroll taxes	\$ 3,518.56	\$ 3,602.12
10-400-92000	Retirement	\$ 3,122.72	\$ 3,331.96
10-400-93000	Group Insurance	\$ 7,236.04	\$ 7,474.91
	SUBTOTAL RELATED EXPENSE	\$ 13,877.32	\$ 14,409.00
TOTAL SALARIES & RELATED		\$ 57,859.29	\$ 59,435.51

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
10-400-50130	Supplies	\$ 200.00	\$ 200.00
10-400-50600	Misc exp	\$ 100.00	\$ 100.00
10-400-50700	Office supplies	\$ 500.00	\$ 500.00
10-400-50750	Postage	\$ 100.00	\$ 100.50
10-400-51000	Repairs & Maint	\$ 100.00	\$ 100.50
10-400-52000	Supplies-Small Equipment	\$ 1,500.00	\$ 100.00
10-400-55200	Advertising	\$ 500.00	\$ 500.00
10-400-55800	Dues and Subscriptions	\$ 250.00	\$ 250.00
10-400-55850	Equipment Rental	\$ 100.00	\$ 100.00
10-400-56000	Insurance	\$ 4,000.00	\$ 4,200.00
10-400-56200	Legal	\$ 4,500.00	\$ 4,522.50
10-400-56400	Professional	\$ 24,000.00	\$ 15,000.00
10-400-56450	Contract Labor	\$ -	\$ -
10-400-56900	Travel Expense	\$ 250.00	\$ 250.00
10-400-56950	Training & Education	\$ 500.00	\$ 500.00
10-400-57400	Equipment /Software Contracts	\$ 3,000.00	\$ 3,015.00
10-400-61000	Telephone	\$ 2,100.00	\$ 2,100.00
10-400-61050	Internet Services	\$ 3,500.00	\$ 3,500.00
10-400-70000	Vehicle Fuel	\$ 100.00	\$ 100.00
10-400-71000	Vehicle Expense	\$ 100.00	\$ 100.00
SUBTOTAL SERVICES & SUPPLIES		\$ 45,400.00	\$ 35,238.50
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-400-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
		\$ 1,200.00	\$ 1,000.00
		\$ -	\$ 800.00
		\$ -	\$ -
		\$ -	\$ -
10-400-95500	SUBTOTAL EQUIP	\$ 1,200.00	\$ 1,800.00
TOTAL CAPITAL OUTLAY		\$ 1,200.00	\$ 1,800.00
TOTAL ANNUAL EXPENSES		\$ 104,459.29	\$ 96,474.01
NET REVENUES OVER EXPENSES		\$ (101,459.29)	\$ (93,474.01)

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

			Amended 7-22-19	2020
			2019	
REVENUES				
10-500-42000	Grant Revenues	\$	8,000.00	\$ 8,000.00
	SUBTOTAL REVENUES	\$	8,000.00	\$ 8,000.00
10-500-46000	Transfer in from General	\$	-	\$ -
	SUBTOTAL TRANSFERS	\$	-	\$ -
TOTAL - ANNUAL REVENUE			\$ 8,000.00	\$ 8,000.00
EXPENSES				
SALARIES & RELATED:				
	SALARY			
10-500-42000	EM PERSONNEL	\$	-	\$ -
	SUBTOTAL SALARIES	\$	-	\$ -
10-500-90500	Overtime	\$	-	\$ -
	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

		Amended 7-22-19	2020
		2019	
SERVICES & SUPPLIES			
10-500-50700	Office Supplies	\$ -	\$ -
10-500-51000	Repairs & Maintenance	\$ 1,500.00	\$ 1,500.00
10-500-52000	Supplies - Small equipment	\$ 1,500.00	\$ 1,500.00
10-500-55600	Contract Labor	\$ 16,700.00	\$ 16,700.00
10-500-55800	Dues & Subscriptions	\$ -	\$ -
10-500-56000	Insurance	\$ -	\$ -
10-500-56200	Legal	\$ 200.00	\$ 200.00
10-500-56900	Travel Expense	\$ 600.00	\$ 600.00
10-500-56950	Training & Education	\$ 200.00	\$ 200.00
10-500-61000	Telephone	\$ -	\$ -
10-500-7000	Vehicle Expense-Fuel	\$ -	\$ -
10-500-71000	Vehicle Expense-Other	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 20,700.00	\$ 20,700.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-500-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-500-95500	SUBTOTAL EQUIP	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 20,700.00	\$ 20,700.00
NET REVENUES OVER EXPENSES		\$ (12,700.00)	\$ (12,700.00)

ENTERPRISE FUND - WATER

WATER DEPARTMENT

Amended 7-22-19

		2019	2020
Beginning Fund Cash & Equivalents		\$ 1,956,727.40	\$ 1,987,127.76
REVENUES			
20-600-40700	Meter Installation	\$ 15,000.00	\$ 15,000.00
20-600-40800	Miscellaneous Income	\$ 1,000.00	\$ 1,000.00
20-600-40920	Penalty Income	\$ 30,000.00	\$ 30,000.00
20-600-44200	Grant Revenue	\$ -	\$ -
20-600-43000	Interest Income	\$ 7,500.00	\$ 2,000.00
20-600-49500	COP Proceeds	\$ -	\$ -
20-600-48510	Water City Commercial	\$ 83,800.00	\$ 77,700.00
20-600-48515	Water Rural Commercial	\$ 5,100.00	\$ 5,355.00
20-600-48520	Water City Residential	\$ 520,398.00	\$ 525,000.00
20-600-48525	Water Rural Residential	\$ 359,145.00	\$ 352,800.00
TOTAL REVENUES		\$ 1,021,943.00	\$ 1,008,855.00
Transfer from General Fund		\$ -	\$ -
Transfer from Sewer		\$ -	\$ -
Transfer from Reserves		\$ 176,500.00	\$ 392,331.11
20-600-46000	SUBTOTAL TRANSFERS	\$ 176,500.00	\$ 392,331.11
TOTAL - ANNUAL REVENUE		\$ 1,198,443.00	\$ 1,401,186.11

ENTERPRISE FUND - WATER

WATER DEPARTMENT

Amended 7-22-19

2019

2020

EXPENSES

SALARIES & RELATED

SALARIES

Admin distributions	\$	-	\$	-
Director Public Works 40%	\$	21,052.82	\$	-
Operations Assistant 40%	\$	-	\$	16,083.53
Maint Tech Superintendent	\$	37,426.88	\$	-
Maint Tech II	\$	40,352.65	\$	41,361.46
Maint Tech I	\$	32,311.51	\$	33,119.30
Maint Tech I	\$	-	\$	30,004.45
Maint Tech I	\$	-	\$	34,795.96
Mechanic 40%	\$	13,570.83	\$	13,910.11
Utility Clerk	\$	27,911.90	\$	25,918.97
Salary Contingencies	\$	166,003.72	\$	161,787.82
20-600-90000	SUBTOTAL SALARIES	\$ 338,630.31	\$	356,981.60
20-600-90500	Overtime	\$ 3,000.00	\$	3,000.00
	TOTAL SALARIES	\$ 341,630.31	\$	359,981.60

20-600-91500	Employee taxes	\$ 27,330.42	\$	28,798.53
20-600-92000	Retirement	\$ 24,243.64	\$	26,638.64
20-600-92500	Pension	\$ 40,000.00	\$	40,000.00
20-600-93000	Group Insurance	\$ 67,870.30	\$	76,447.74
	TOTAL RELATED	\$ 159,444.37	\$	171,884.90

TOTAL SALARIES & RELATED

\$ 501,074.68	\$	531,866.50
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ENTERPRISE FUND - WATER

WATER DEPARTMENT		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
20-600-50130	Supplies	\$ 20,000.00	\$ 18,000.00
20-600-50200	Laboratory Fees	\$ 2,000.00	\$ 2,500.00
20-600-50300	Laboratory Supplies	\$ 6,500.00	\$ 6,000.00
20-600-50350	Permit Fees	\$ 3,000.00	\$ 3,000.00
20-600-50500	Building Maintenance	\$ 2,000.00	\$ 1,500.00
20-600-50550	Custodial Supplies	\$ 300.00	\$ 100.00
20-600-50600	Miscellaneous Expense	\$ 250.00	\$ 100.00
20-600-50700	Office Expense	\$ 3,000.00	\$ 2,000.00
20-600-50750	Postage	\$ 12,000.00	\$ 12,060.00
20-600-51000	Repairs & Maintenance	\$ 25,000.00	\$ 20,000.00
20-600-51100	Telemetry O&M	\$ -	\$ -
20-600-52000	Supplies - Small Equipment	\$ 2,000.00	\$ 1,000.00
20-600-52500	Meter Replacement	\$ 25,000.00	\$ 15,000.00
20-600-55200	Advertising	\$ 900.00	\$ 900.00
20-600-55400	Audit Expense	\$ 6,800.00	\$ 6,834.00
20-600-55500	Bank/Credit Card Fees	\$ 8,080.00	\$ 8,120.40
20-600-55600	Contract Labor	\$ 10,000.00	\$ 10,050.00
20-600-55800	Dues & Subscriptions	\$ 8,000.00	\$ 8,000.00
20-600-55850	Equipment Rental	\$ 3,000.00	\$ 2,200.00
20-600-56000	Insurance	\$ 32,500.00	\$ 34,125.00
20-600-56200	Legal	\$ 1,500.00	\$ 1,507.50
20-600-56400	Professional	\$ 9,000.00	\$ 7,000.00
20-600-56500	Safety Program	\$ 1,000.00	\$ 500.00
20-600-56900	Travel Expense	\$ 1,000.00	\$ 500.00
20-600-56950	Training & Education	\$ 1,000.00	\$ 1,000.00
20-600-57300	Rent	\$ 3,000.00	\$ 3,000.00
20-600-57400	Equipment/Software Contracts	\$ 18,000.00	\$ 18,000.00
20-600-61000	Telephone	\$ 3,800.00	\$ 3,400.00
20-600-61050	Internet Services	\$ 5,400.00	\$ 4,600.00
20-600-62000	Utilities - Electric	\$ 101,000.00	\$ 101,505.00
20-600-62100	Utilities - Gas	\$ 1,515.00	\$ 1,522.58
20-600-62300	Utilities - Other	\$ 1,515.00	\$ 1,522.58
20-600-70000	Vehicle Fuel	\$ 8,080.00	\$ 8,120.40
20-600-70100	Equipment Fuel	\$ 1,212.00	\$ 1,218.06
20-600-71000	Vehicle Repairs/Maint	\$ 2,020.00	\$ 2,030.10
20-600-71100	Equipment Repairs/Maint	\$ 750.00	\$ 750.00
20-600-92500	Uniforms Expense	\$ 1,500.00	\$ 1,500.00
20-600-97100	Bad Debt Expense	\$ 2,500.00	\$ 1,500.00
20-600-97200	Depreciation Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 334,122.00	\$ 310,665.61

ENTERPRISE FUND - WATER

WATER DEPARTMENT

Amended 7-22-19

2019

2020

DEBT SERVICE

20-600-96000	Debt service principle	\$ 75,000.00	\$ 185,500.00
20-600-96200	Debt service interest	\$ 27,000.00	\$ 118,095.00
20-600-96400	Fiscal Agent Fees	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE		\$ 103,500.00	\$ 305,095.00

CAPITAL OUTLAY

CAPITAL PROJECTS

		\$ 5,000.00	\$ 6,000.00
		\$ -	\$ 2,000.00
		\$ 250,000.00	\$ 3,000.00
		\$ -	\$ 200,000.00
			\$ 20,000.00
		\$ -	\$ 2,500.00
20-600-95100	SUBTOTAL CAPITAL PROJECTS	\$ 255,000.00	\$ 233,500.00

CAPITAL EQUIPMENT

		\$ 3,100.00	\$ 1,500.00
		\$ -	\$ 10,000.00
		\$ -	\$ 8,000.00
		\$ -	\$ -
		\$ -	\$ -
20-600-95500	SUBTOTAL EQUIP	\$ 3,100.00	\$ 19,500.00
TOTAL CAPITAL OUTLAY		\$ 258,100.00	\$ 253,000.00

TOTAL EXPENSES

\$ 1,196,796.68	\$ 1,400,627.11
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20-600-97300	Transfer to Sewer	\$ -	\$ -
	TOTAL TRANSFERS	\$ -	\$ -

TOTAL ANNUAL EXPENSES

\$ 1,196,796.68	\$ 1,400,627.11
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NET REVENUES OVER EXPENSES

\$ 1,646.32	\$ 559.00
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Projected Ending Fund Balance - RESERVES

\$ 1,781,873.72	\$ 1,595,355.65
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ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

Amended 7-22-19

		2019	2020
Beginning Fund Cash & Equivalents		\$612,103.05	\$ 503,873.68
 <u>REVENUES</u>			
20-700-40800	Miscellaneous Revenue	\$ 1,500.00	\$ 1,500.00
20-700-40920	Penalty Revenue	\$ 30,000.00	\$ 30,000.00
20-700-40960	Trash Income	\$ 274,176.00	\$ 275,520.00
20-700-42000	Grants	\$ -	\$ -
20-700-42100	Hook Up Fees	\$ 8,000.00	\$ 8,000.00
20-700-43000	Interest	\$ 7,500.00	\$ 2,500.00
20-700-48800	Sewer Fees	\$ 1,536,800.34	\$ 1,415,000.00
20-700-49500	COP Proceeds	\$ 800,000.00	\$ 110,000.00
TOTAL REVENUES		\$ 2,657,976.34	\$ 1,842,520.00
	Transfer from General Fund	\$ -	\$ -
	Transfer from Water	\$ -	\$ -
	Transfer from Reserves	\$ 92,000.00	\$ 210,000.00
20-700-46000	SUBTOTAL TRANSFERS	\$ 92,000.00	\$ 210,000.00
 TOTAL - ANNUAL REVENUE		 \$ 2,749,976.34	 \$ 2,052,520.00

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

Amended 7-22-19

2019

2020

EXPENSES

SALARIES & RELATED

	Admin distributions	\$	12,202.92	\$	
	Director Public Works 40%	\$	21,052.82	\$	
	Operations Assistant 40%	\$		\$	16,083.53
	Superintendent Vacant	\$		\$	38,362.55
	Maint Tech I	\$	33,947.28	\$	33,947.28
	Maint Tech 1	\$	33,119.30	\$	
	Maint Tech 1	\$	27,895.29	\$	
	Maint Tech 1	\$	27,895.29	\$	
	Mechanic 40%	\$	13,570.83	\$	13,910.11
	Utility Clerk II	\$	27,911.90	\$	28,609.69
	Salary Contingency	\$	178,058.13	\$	161,440.06
20-700-90000	SUBTOTAL SALARIES	\$	375,653.76	\$	292,353.23
20-700-90500	Overtime	\$	3,000.00	\$	3,000.00
	TOTAL SALARIES	\$	378,653.76	\$	295,353.23
20-700-91500	Employee taxes	\$	30,292.30	\$	23,628.26
20-700-92000	Retirement	\$	25,139.50	\$	21,856.14
20-700-92500	Pension	\$	40,000.00	\$	40,000.00
20-700-93000	Group Insurance	\$	67,687.35	\$	59,275.13
	SUBTOTAL RELATED	\$	163,119.15	\$	144,759.52
TOTAL SALARIES & RELATED		\$	541,772.91	\$	440,112.75

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
20-700-50130	Supplies	\$ 15,000.00	\$ 8,000.00
20-700-50350	Permit Fees	\$ 4,000.00	\$ 100.00
20-700-50500	Building Maintenance	\$ 2,000.00	\$ 2,010.00
20-700-50550	Custodial Supplies	\$ 150.00	\$ 200.00
20-700-50600	Miscellaneous Expense	\$ 200.00	\$ 200.00
20-700-50700	Office Supplies	\$ 2,500.00	\$ 2,000.00
20-700-50750	Postage	\$ 12,000.00	\$ 12,060.00
20-700-51000	Repairs and Maintenance	\$ 45,000.00	\$ 20,000.00
20-700-51100	Telemetry O&M	\$ 500.00	\$ 500.00
20-700-52000	Supplies - Small Equip	\$ 3,500.00	\$ 1,500.00
20-700-55100	Hook up Expense	\$ 252.50	\$ 253.76
20-700-55200	Advertising	\$ 303.00	\$ 300.00
20-700-55400	Audit Expense	\$ 6,800.00	\$ 6,834.00
20-700-55500	Bank Fees/Credit Card	\$ 8,080.00	\$ 8,120.40
20-700-55600	Contract Labor	\$ 5,000.00	\$ 3,000.00
20-700-55800	Dues & Subscriptions	\$ 3,030.00	\$ 500.00
20-700-55850	Equipment Rental	\$ 2,000.00	\$ 2,010.00
20-700-56000	Insurance	\$ 34,000.00	\$ 35,700.00
20-700-56200	Legal	\$ 6,300.00	\$ 6,331.50
20-700-56400	Professional	\$ 35,000.00	\$ 10,000.00
20-700-56500	Safety Program	\$ 2,000.00	\$ 1,000.00
20-700-56600	Citizen Trash	\$ 267,650.00	\$ 268,988.25
20-700-56900	Travel Expense	\$ 1,000.00	\$ 1,000.00
20-700-56950	Training & Education	\$ 1,000.00	\$ 1,000.00
20-700-57200	Recycle Center	\$ 1,212.00	\$ 1,218.06
20-700-57300	Rent	\$ 3,000.00	\$ 3,000.00
20-700-57400	Equipment/Software Contracts	\$ 14,000.00	\$ 14,070.00
20-700-58000	Springfield Sewer Charges	\$ 575,000.00	\$ 675,000.00
20-700-61000	Telephone	\$ 3,800.00	\$ 3,400.00
20-700-61050	Internet Services	\$ 5,500.00	\$ 4,600.00
20-700-62000	Utilities - Electric	\$ 55,550.00	\$ 55,827.75
20-700-62100	Utilities - Gas	\$ 1,500.00	\$ 1,507.50
20-700-62300	Utilities - Other	\$ 1,200.00	\$ 1,206.00
20-700-70000	Vehicle Fuel	\$ 8,585.00	\$ 8,627.93
20-700-70100	Equipment Fuel	\$ 6,060.00	\$ 6,090.30
20-700-71000	Vehicle Repair & Maintenance	\$ 3,500.00	\$ 3,517.50
20-700-71100	Equipment Repairs/Maint	\$ 2,020.00	\$ 2,030.10
20-700-92500	Uniform Expense	\$ 1,818.00	\$ 1,827.09
20-700-97100	Bad Debt Expense	\$ 2,500.00	\$ 1,500.00
20-700-97200	Depreciation Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 1,142,510.50	\$ 1,175,030.14

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT		Amended 7-22-19	
		2019	2020
Debt Service			
20-700-96000	Debt service principle	\$ 75,000.00	\$ 172,500.00
20-700-96200	Debt service interest	\$ 155,619.00	\$ 150,770.00
20-700-96400	Fiscal Agent Fees	\$ 3,000.00	\$ 3,000.00
	Total debt service	\$ 233,619.00	\$ 326,270.00
CAPITAL OUTLAY			
	CAPITAL PROJECTS		
		\$ 25,000.00	\$ 100.00
		\$ 800,000.00	\$ 110,000.00
		\$ -	\$ 100.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
20-700-95100	SUBTOTAL CAPITAL PROJECTS	\$ 825,000.00	\$ 110,200.00
	CAPITAL EQUIPMENT		
		\$ 3,100.00	\$ 800.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
20-700-95500	SUBTOTAL EQUIP	\$ 3,100.00	\$ 800.00
TOTAL CAPITAL OUTLAY		\$ 828,100.00	\$ 111,000.00
TOTAL EXPENSES		\$ 2,746,002.41	\$ 2,052,412.89
	Transfer to Water	\$ -	\$ -
	TOTAL TRANSFERS	\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 2,746,002.41	\$ 2,052,412.89
NET REVENUES OVER EXPENSES		\$ 3,973.93	\$ 107.11
Projected Ending Fund Balance - RESERVES		\$ 524,076.98	\$ 293,980.80

PARKS AND RECREATION

PARKS & RECREATION		Amended 7-22-19		
		2019		2020
BEGINNING FUND BALANCE		\$	107,679.82	\$ 10,158.06
REVENUES				
30-800-40000	Advertising	\$	30,000.00	\$ 25,000.00
30-800-40400	Concessions	\$	43,000.00	\$ 40,000.00
30-800-40600	Facility Income	\$	30,000.00	\$ 28,000.00
30-800-40800	Miscellaneous Income	\$	15,000.00	\$ 1,500.00
30-800-40900	Park Fees	\$	3,800.00	\$ 2,500.00
30-800-40950	Pool Income	\$	71,000.00	\$ 75,000.00
30-800-41300	Franchise Fees	\$	13,500.00	\$ 13,567.50
30-800-42000	Grant Revenue	\$	5,000.00	\$ -
30-800-43000	Interest Income	\$	3,000.00	\$ 1,000.00
30-800-45300	Real Estate Tax	\$	60,000.00	\$ 60,300.00
30-800-45400	Sales Tax Income	\$	225,000.00	\$ 240,000.00
30-800-45500	Capital Improvement Tax	\$	232,000.00	\$ 240,000.00
30-800-47000	Adult Programs	\$	8,000.00	\$ 9,000.00
30-800-47100	Youth Programs	\$	3,000.00	\$ 2,500.00
30-800-47200	Youth Camp	\$	95,000.00	\$ 80,000.00
30-800-47300	Youth Sports	\$	65,000.00	\$ 60,000.00
30-800-48000	Freedom Fest	\$	3,500.00	\$ 3,500.00
30-800-48100	Event Income Other	\$	10,000.00	\$ 10,000.00
30-800-48200	Shirt Sales	\$	1,000.00	\$ 900.00
30-800-49000	Asset Sales	\$	-	\$ -
30-800-49500	COP Proceeds	\$	-	\$ -
30-800-49550	Cop Premium	\$	-	\$ -
	SUBTOTAL REVENUES	\$	916,800.00	\$ 892,767.50
	Transfer from Reserves	\$	73,000.00	\$ 10,000.00
	Transfer in General	\$	95,000.00	\$ 255,000.00
30-800-46000	SUBTOTAL TRANSFERS	\$	168,000.00	\$ 265,000.00
TOTAL - ANNUAL REVENUE		\$	1,084,800.00	\$ 1,157,767.50

PARKS AND RECREATION

PARKS & RECREATION

**Amended 7-22-19
2019**

2020

EXPENSES

SALARIES & RELATED

SALARIES

	Admin Distributions	\$	67,696.11	\$	45,051.15
	Director	\$	44,356.62	\$	45,465.54
	Asst Director	\$	-	\$	-
	Marktg & Program Coord.			\$	29,307.49
	Fac Camp Coord	\$	27,895.29	\$	27,214.92
	Aquatic & Fit Spvr	\$	12,000.00	\$	-
	Sports/ Concessions Spec	\$	25,965.28	\$	-
	Lands/Grounds Foreman	\$	36,535.76	\$	37,449.15
	Bldg Grnd Maint Spvr	\$	30,772.87	\$	31,542.19
	Grounds Tech I	\$	23,523.26	\$	-
	Grounds Tech I	\$	23,523.26	\$	24,111.35
	Fac Maint Tech	\$	24,111.35	\$	25,949.84
	Contingent salaries	\$	5,402.53	\$	9,462.60
30-800-90000	SUBTOTAL SALARIES	\$	186,390.11	\$	185,451.92
30-800-90500	Overtime	\$	300.00	\$	500.00
30-800-91000	Seasonal Employees	\$	186,500.00	\$	260,000.00
	SUBTOTAL OVERTIME & S	\$	186,800.00	\$	260,500.00
	TOTAL SALARIES	\$	373,190.11	\$	445,951.92
	J				
30-800-91500	Employee taxes	\$	29,855.21	\$	35,676.15
30-800-92000	Retirement	\$	13,279.21	\$	13,760.44
30-800-93000	Group INS	\$	47,588.14	\$	50,288.75
	Related Expense	\$	90,722.56	\$	99,725.35
TOTAL SALARIES & RELATED		\$	463,912.67	\$	545,677.27

PARKS AND RECREATION

PARKS & RECREATION		Amended 7-22-19	
		2019	2020
SERVICES & SUPPLIES			
30-800-50000	Chemicals	\$ 14,000.00	\$ 12,000.00
30-800-50110	Supplies Grounds	\$ 450.00	\$ 450.00
30-800-50130	Supplies General	\$ 1,500.00	\$ 1,500.00
30-800-50140	Supplies Aquatic	\$ 7,000.00	\$ 7,035.00
30-800-50150	Supplies Sports Shirts	\$ 12,000.00	\$ 12,060.00
30-800-50170	Supplies Special Activity	\$ 5,000.00	\$ 5,025.00
30-800-50175	Supplies Youth Program	\$ 1,200.00	\$ 1,000.00
30-800-50177	Supplies Youth Camp	\$ 9,000.00	\$ 9,000.00
30-800-50180	Supplies Sports	\$ 9,000.00	\$ 9,000.00
30-800-50190	Tree City	\$ 8,500.00	\$ 8,500.00
30-800-50200	Concession Costs	\$ 22,500.00	\$ 20,000.00
30-800-50210	Turf Maintenance	\$ 2,000.00	\$ 2,500.00
30-800-50450	Freedom Fest	\$ 16,500.00	\$ 15,000.00
30-800-50500	Building Maint.	\$ 7,500.00	\$ 7,500.00
30-800-50550	Custodial Expense	\$ 5,000.00	\$ 5,000.00
30-800-50600	Miscellaneous	\$ 100.00	\$ 100.00
30-800-50700	Office Expense	\$ 1,000.00	\$ 1,000.00
30-800-50750	Postage	\$ 150.00	\$ 150.00
30-800-51000	Repairs & Maintenance	\$ 1,800.00	\$ 2,010.00
30-800-52000	Supplies-Small Equip	\$ 5,000.00	\$ 5,025.00
30-800-55200	Advertising	\$ 2,700.00	\$ 2,713.50
30-800-55201	Audit Expense	\$ 500.00	\$ 502.50
30-800-55500	Bank/Credit Card Fees	\$ 2,600.00	\$ 3,015.00
30-800-55600	Contract Labor	\$ 350.00	\$ 350.00
30-800-55800	Dues & Subscriptions	\$ 3,000.00	\$ 3,000.00
30-800-55850	Equipment Rental	\$ 2,100.00	\$ 1,650.00
30-800-56000	Insurance	\$ 33,000.00	\$ 34,650.00
30-800-56200	Legal Expense	\$ 1,000.00	\$ 1,000.00
30-800-56400	Professional	\$ 6,000.00	\$ 5,000.00
30-800-56450	Contract Services / Securit	\$ 500.00	\$ 600.00
30-800-56500	Safety Program	\$ 1,450.00	\$ 1,450.00
30-800-56900	Travel Expense	\$ 2,450.00	\$ 2,000.00
30-800-56950	Training & Education	\$ 3,100.00	\$ 3,200.00
30-800-57400	Equip & Software Cont	\$ 10,000.00	\$ 10,550.00
30-800-61000	Telephone	\$ 3,900.00	\$ 3,750.00
30-800-61050	Internet Services	\$ 5,700.00	\$ 4,200.00
30-800-62000	Utilities - Electricity	\$ 45,450.00	\$ 48,240.00
30-800-62100	Utilities - Natural Gas	\$ 5,050.00	\$ 5,075.25
30-800-62300	Utilities - Other	\$ 4,040.00	\$ 3,115.50
30-800-7000	Vehicles Fuel	\$ 5,050.00	\$ 5,075.25
30-800-70100	Equipment Fuel	\$ 5,555.00	\$ 5,500.00
30-800-71000	Vehicles R & M	\$ 2,500.00	\$ 2,512.50
30-800-71100	Equipment R&M	\$ 5,500.00	\$ 5,527.50
30-800-92500	Uniforms	\$ 1,500.00	\$ 1,500.00
30-800-96500	COP Insurance Costs	\$ -	\$ -
30-800-92503	Bad Debt Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 282,195.00	\$ 278,032.00

PARKS AND RECREATION

PARKS & RECREATION		Amended 7-22-19	
		2019	2020
DEBT SERVICE			
30-800-96000	Principal Expense	\$ 195,000.00	\$ 195,000.00
30-800-96200	Interest Expense	\$ 107,000.00	\$ 101,000.00
30-800-96400	Fiscal Agent Fees	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE		\$ 303,500.00	\$ 297,500.00
PARKS CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 8,000.00	\$ 2,000.00
		\$ 10,000.00	\$ 15,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
30-800-95100	SUBTOTAL CAPITAL PROJ	\$ 18,000.00	\$ 17,000.00
CAPITAL EQUIPMENT			
		\$ 5,000.00	\$ 1,500.00
		\$ 10,000.00	\$ 15,000.00
		\$ -	\$ 2,500.00
		\$ -	\$ -
		\$ -	\$ -
30-800-95500	SUBTOTAL EQUIP	\$ 15,000.00	\$ 19,000.00
TOTAL CAPITAL OUTLAY		\$ 33,000.00	\$ 36,000.00
TOTAL ANNUAL EXPENSES		\$ 1,082,607.67	\$ 1,157,209.27
REVENUES OVER EXPENSES		\$ 2,192.33	\$ 558.23
ENDING FUND BALANCE		\$ 36,872.15	\$ 716.29

Budget Capital Improvement and Equipment

2020

General Fund

Capital Assets

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

Capital Assets Equipment

Computer (4)	\$	3,200.00
PolicyPac Security Software	\$	2,000.00
Security Cameras	\$	2,000.00
	\$	-

Total Capital Improvements	\$	5,000.00	Total Capital Improvements	\$	7,200.00
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2020

Public Safety (Law)

Capital Assets

Blding Maint	\$	5,000.00
Windows	\$	3,000.00
	\$	-
	\$	-

Capital Assets Equipment

Vehicle	\$	28,000.00
Computer (2)	\$	1,600.00
UPS Replacements	\$	2,500.00
	\$	-

Total Capital Improvements	\$	8,000.00	Total Capital Improvements	\$	32,100.00
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2020

Court

Capital Assets

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

Capital Assets Equipment

Security Cameras	\$	500.00
	\$	-
	\$	-
	\$	-

Total Capital Improvements	\$	-	Total Capital Improvements	\$	500.00
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2020

Streets

Capital Assets

Streets Paving	\$	1,000.00
Miller Road (80/20)	\$	812,860.00
Sidewalks	\$	250,000.00
Culvert New Melville	\$	10,000.00
	\$	-

Capital Assets Equipment

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

Total Capital Improvements	\$	1,073,860.00	Total Capital Improvements	\$	-
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2020

Planning & Development

Capital Assets

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

Capital Assets Equipment

Ipad	\$	1,000.00
Computer (1)	\$	800.00
	\$	-
	\$	-

Total Capital Improvements	\$	-	Total Capital Improvements	\$	1,800.00
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**Budget Capital Improvement and Equipment
2020**

Emergency Management

Capital Assets

\$ -
\$ -
\$ -

Total Capital Improvements

\$ -

Capital Assets Equipment

\$ -
\$ -
\$ -

Total Capital Improvements

\$ -

2020

Water

Capital Assets

Water Line Improvements \$ 6,000.00
Miller Road Relocation Design \$ 2,000.00
WMP (see comments) Farm Road 94 Water N \$ 3,000.00
Water Line Imp. (Miller Road) \$ 200,000.00
5 Yr Water Loss Project \$ 20,000.00
Fix 94 Pressure zone interconnect \$ 2,500.00
Total Capital Improvements \$ 233,500.00

Capital Assets Equipment

Computer (2) \$ 1,500.00
Itron Handhelds \$ 10,000.00
Generator connectors \$ 8,000.00
Total Capital Improvements \$ 19,500.00

2020

Sewer

Capital Assets

I&I \$ 100.00
Sewer Improvements \$ 110,000.00
Meadows Project/Sceap Grant/Design \$ 100.00
Total Capital Improvements \$ 110,200.00

Capital Assets Equipment

Computer (1) \$ 800.00
Total Capital Improvements \$ 800.00

Total Capital Improvements

\$ 110,200.00

Total Capital Improvements

\$ 800.00

2020

Parks

Capital Assets

Improvements \$ 2,000.00
Heat Pump Replacement \$ 15,000.00
Total Capital Improvements \$ 17,000.00

Capital Assets Equipment

Parks Server Maint Renewals \$ 1,500.00
Mower \$ 15,000.00
UPS Replacements \$ 2,500.00
Total Capital Improvements \$ 19,000.00

Total Capital Improvements

\$ 17,000.00

Total Capital Improvements

\$ 19,000.00

POSITION	2020	DISTRIBUTION										TOTAL SALARY	2020
		General	Law	Court	Streets	P&D	EM	Water	Sewer	Parks	Administration Distributions		
		10-100-90000	10-200-90000	10-250-90000	10-300-50000	10-400-90000	10-500-90000	20-600-90000	20-700-90000	30-800-90000			
GENERAL													
Mayor		5,400.00										5,400.00	
City Administrator	Full Time	68,811.68	688.12		688.12			29,589.02	29,589.02			68,811.68	
City Clerk	Full Time	48,932.29	978.65		489.32			14,190.36	14,190.36			48,932.29	
Director of Finance	Full Time	58,095.93	580.96		580.96			24,981.25	24,981.25			58,095.93	
Finance Clerk A/P	Full Time	34,775.26	347.75		695.51			14,953.66	14,605.61			34,775.26	
Finance Clerk Human Resources	Full Time		356.45		356.45			15,327.20	15,327.20			35,644.64	
Utility Clerk 20 hours	Part-Time	12,772.57						5,109.03	5,109.03			12,772.57	
TOTAL GENERAL		\$ 264,432.38	\$ 45,792.21	\$ 2,951.92	\$ -	\$ 2,810.35	\$ 2,462.60	\$ 104,150.22	\$ 103,802.47	\$ -	\$ 2,462.60	\$ 218,640.16	

PUBLIC SAFETY									
Chief of Police	Full Time	24-13	65,730.21						65,730.21
Lieutenant	Full Time	21-11	54,044.24						54,044.24
Corporal/FTO	Full Time	19-2	39,251.48						39,251.48
Corporal/Investigator	Full Time	19-5	42,269.55						42,269.55
Police Officer	Full Time	17-3	36,492.30						36,492.30
Police Officer	Full Time	17-4							
Police Officer	Full Time	17-2	35,602.25						35,602.25
Police Officer	Full Time	17-2	35,602.25						35,602.25
Police Officer	Full Time	17-2	35,602.25						35,602.25
Police Officer	Full Time	17-3	36,492.30						36,492.30
Police Officer	Full Time	17-1	34,733.90						34,733.90
Police Officer	Full Time	17-1							
Administrative Assistant/Police	Full Time	15-5	34,775.26						34,775.26
TOTAL FULL TIME			\$ 450,595.99	\$	*	\$	*	\$	\$ 450,595.99

[illegible]

POSITION	2020	TOTAL SALARY DISTRIBUTION										Administration Distributions
		2020	10-100-90000 General	10-200-90000 Law	10-250-90000 Court	10-300-90000 Streets	10-400-90000 P&D	10-500-90000 EM	20-600-90000 Water	20-700-90000 Sewer	30-800-90000 Parks	

COURT												
Court Clerk	15-2	Full Time	32,292.29									32,292.29
Deputy Court Clerk (Part Time 25	12-1	Part Time	-									-
Court Bailiff (Approx \$135 per month *12		Part Time	1,620.00									1,620.00
Court Bailiff (Approx \$135 per month *12		Part Time	-									-
TOTAL COURT			\$ 33,912.29	\$ -	\$ 33,912.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PLANNING & DEV												
Director of P & D	24-9	Full Time	59,548.33			11,909.67	23,819.33		11,909.67	11,909.67		59,548.33
Planning Assistant/Clerk	14-14	Full Time	41,361.46	8,272.29			16,544.59		8,272.29	8,272.29		41,361.46
TOTAL P&D			\$ 100,909.79	\$ -	\$ 8,272.29	\$ -	\$ 40,363.92	\$ -	\$ 20,181.96	\$ 20,181.96	\$ -	\$ 60,545.83

PUBLIC WORKS												
Director of Public Works	24-1	Full Time	-									-
Operation Assistant	20-1	Full Time	40,208.83			8,041.77			16,083.53	16,083.53		40,208.83
Mechanic	15-5	Full Time	34,775.26			6,955.05			13,910.11	13,910.11		34,775.26
*Included in Totals below			\$ 74,984.09	\$ -	\$ -	\$ 14,996.82	\$ -	\$ -	\$ 29,993.64	\$ 29,993.64	\$ -	\$ -

Maintenance Superintendent - S	16-11	Full Time	42,345.08			25,407.05			8,469.02	8,469.02		42,345.08
Maintenance Tech I - Streets	2-3/14	Full Time	28,792.68			17,275.61			5,758.54	5,758.54		28,792.68
Maintenance Tech I - Streets	12-1	Full Time	-				V		-	-		-
Maintenance Tech I - Streets	12-1	Full Time	-						-	-		-
TOTAL STREETS			\$ 86,134.57	\$ -	\$ -	\$ 42,682.65	\$ -	\$ -	\$ 14,227.55	\$ 14,227.55	\$ -	\$ 28,455.10

Maintenance Superintendent - W	16-1	Full Time	-									-
Maintenance Tech II - Water	14-14	Full Time	41,361.46						41,361.46			41,361.46
Maintenance Tech I - Water	14-5	Full Time	33,119.30						33,119.30			33,119.30
Maintenance Tech I - Water	14-1	Full Time	30,004.45						30,004.45			30,004.45
Maintenance Tech I - Sewer	14-7	Full Time	34,795.96						34,795.96			34,795.96
Utility Clerk I	11-1	Full Time	25,918.97						25,918.97			25,918.97
TOTAL WATER			\$ 195,193.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,200.14	\$ -	\$ -	\$ 0.00

Maintenance Superintendent - S	16-7	Full Time	38,362.55									38,362.55
Maintenance Tech I - Sewer	14-6	Full Time	33,947.28									33,947.28
Maintenance Tech I - Sewer	12-1	Full Time	-						-	-		-
Maintenance Tech I - Sewer	12-1	Full Time	-						-	-		-
Maintenance Tech I - Sewer	12-1	Full Time	-						-	-		-
Utility Clerk II	11-5	Full Time	28,609.69									28,609.69
TOTAL SEWER			\$ 130,913.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,919.52	\$ -	\$ 0.00

TOTAL PUBLIC WORKS			\$ 412,241.51	\$ -	\$ -	\$ 42,682.65	\$ -	\$ -	\$ 179,427.70	\$ 115,147.07	\$ -	\$ -
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POSITION	2020	TOTAL SALARY DISTRIBUTION										Administration Distributions
		2020	10-100-90000	10-200-90000	10-250-90000	10-300-90000	10-400-90000	10-500-90000	20-500-90000	20-700-90000	30-800-90000	
			General	Law	Court	Streets	P&D	EW	Water	Sewer	Parks	

PARKS

Director of Parks and Recreation	Full Time	21.4										45,465.54
Assistant Parks Director	Vacant											
Marketing & Program Coordinator	Full Time	12.4										29,307.49
Facilities and Camp Coordinator	Full Time	12.1										27,214.92
Aquatics and Fitness Supervisor	Part time	12.1										
Sports and Concessions Specialist	Full Time											
Landscaping/Grounds Foreman	Full Time	15-8										37,449.15
Building and Grounds Maintenance	Full Time	13.5										31,542.19
Grounds Tech I	Full Time	8-1										
Grounds Tech I	Full Time	8-4										24,111.35
Facilities Maintenance Tech	Full Time	8-5										25,949.84
TOTAL FULL TIME			\$ 1,297.49	\$ 1,297.49	\$ -	\$ -	\$ -	\$ -	\$ 21,278.08	\$ 21,278.08	\$ 175,989.32	25,549.84
SEASONAL												221,040.48
Seasonal/Temporary - Various P Seasonal												260,000.00

TOTAL PARKS

Comp-Time			\$ 1,297.49	\$ 1,297.49	\$ -	\$ -	\$ -	\$ -	\$ 21,278.08	\$ 21,278.08	\$ 435,989.32	\$ 45,051.15
Total Contingencies			\$ 10,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	23,000.00
Overtime			\$ 13,297.49	\$ 14,521.71	\$ 2,000.00	\$ 5,810.35	\$ 4,462.60	\$ -	\$ 161,787.82	\$ 161,440.06	\$ 9,462.60	372,782.63
TOTAL ALL DEPARTMENTS			\$ 59,589.70	\$ 492,770.94	\$ 36,012.29	\$ 65,489.82	\$ 45,026.52	\$ -	\$ 359,981.60	\$ 295,352.23	\$ 445,951.92	\$ 1,800,176.02

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 to accept the Amended 2019 Budget. (1st Read) Discussion/Vote.

Sponsored by the Finance Director.

AN ORDINANCE

AN ORDINANCE TO AMEND THE 2019 BUDGET.

WHEREAS, the City of Willard has deemed it necessary to provide amendments to the 2019 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 2019 Budget Amendments are attached to this Ordinance and shall be incorporated herein by reference as if fully set forth herein.

SECTION 2: That these 2019 Budget Amendments are adopted as a part of the 2019 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 _____, 2019.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor

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

YES NO ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

FIRST READING: 12/9/19

BILL NO. 19-38

SECOND READING: _____

ORDINANCE NO. 191209

JON JONES

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

YES NO ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

CITY OF WILLARD

AMENDED BUDGET 2019

<p>Date December 9, 2019</p>

Year to Date 2019

	2019 Projected Revenues	Transfers	Total Revenues and Transfers	2019 Projected Expenses	Transfers	Total Expense and Transfers	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration	\$ 1,508,687.50	\$ -	\$ 1,508,687.50	\$ 173,978.30	\$ 96,500.00	\$ 270,478.30	\$ 1,238,209.20
Law and Public Safety	\$ 123,200.00	\$ -	\$ 123,200.00	\$ 905,612.22	\$ -	\$ 905,612.22	\$ (782,412.22)
Court	\$ 65,350.00	\$ -	\$ 65,350.00	\$ 90,675.58	\$ -	\$ 90,675.58	\$ (25,325.58)
Streets	\$ 310,500.00	\$ -	\$ 310,500.00	\$ 371,128.17	\$ -	\$ 371,128.17	\$ (60,628.17)
P/D	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 101,859.29	\$ -	\$ 101,859.29	\$ (95,859.29)
EM	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 20,700.00	\$ -	\$ 20,700.00	\$ (12,700.00)
Sub-Total	\$ 2,021,737.50	\$ -	\$ 2,021,737.50	\$ 1,663,953.55	\$ 96,500.00	\$ 1,760,453.55	\$ 261,283.95
Park Fund							
	\$ 925,300.00	\$ 194,500.00	\$ 1,119,800.00	\$ 1,119,521.76	\$ -	\$ 1,119,521.76	\$ 278.24
Sub-Total	\$ 925,300.00	\$ 194,500.00	\$ 1,119,800.00	\$ 1,119,521.76	\$ -	\$ 1,119,521.76	\$ 278.24
Water Fund							
	\$ 968,600.00	\$ -	\$ 968,600.00	\$ 938,199.64	\$ -	\$ 938,199.64	\$ 30,400.36
Sewer Fund							
	\$ 3,386,176.00	\$ 109,000.00	\$ 3,495,176.00	\$ 3,494,405.37	\$ -	\$ 3,494,405.37	\$ 770.63
Sub-Total	\$ 4,354,776.00	\$ 109,000.00	\$ 4,463,776.00	\$ 4,432,605.00	\$ -	\$ 4,432,605.00	\$ 31,171.00
Totals	\$ 7,301,813.50	\$ 303,500.00	\$ 7,605,313.50	\$ 7,215,080.31	\$ 96,500.00	\$ 7,312,580.31	\$ 292,733.19

Funds	Total Funds Available As of Jan 1, 2019	Annual 25% Reserve Recommended	Amount Above/Below Recommended 25 Percent	Cash Operating Average Per Month	Current Percentage	Total Funds Available As of December 31, 2019
General Fund	\$1,252,989.24	\$ 415,988.39	\$ 1,098,284.80	\$ 146,704.46	91.00%	\$ 1,514,273.19
Water & Sewer Fund	\$2,568,830.45	\$ 1,108,151.25	\$ 1,382,850.19	\$ 369,383.75	56.20%	\$ 2,491,001.45
Park Fund	\$107,679.82	\$ 279,880.44	\$ (269,922.37)	\$ 93,293.48	0.89%	\$ 9,958.06
Totals	\$ 3,929,499.51	\$ 1,804,020.08	\$ 2,211,212.62	\$ 609,381.69		\$ 4,015,232.70

GENERAL FUND**GENERAL FUND BUDGET -**

Amended 7-22-19
2019

Amended 12/9/19
2019

Beginning Fund Balance

\$ 1,252,989.24 \$ 1,252,989.24

REVENUES

10-100-40800	Miscellaneous Income	\$	6,000.00	\$	6,000.00
10-100-40980	Veterans Memorial	\$	200.00	\$	100.00
10-100-41000	Franchise Cable TV	\$	16,000.00	\$	16,000.00
10-100-41100	Franchise Electric	\$	294,000.00	\$	294,000.00
10-100-41200	Franchise Gas	\$	40,000.00	\$	40,000.00
10-100-41300	Franchise Mobile Phone	\$	87,200.00	\$	87,200.00
10-100-42000	Grants	\$	500.00	\$	100.00
10-100-43000	Interest Income	\$	10,000.00	\$	10,000.00
10-100-44100	Merchant License	\$	5,500.00	\$	5,500.00
10-100-44110	Building Permits	\$	28,000.00	\$	28,000.00
10-100-45300	Real Estate Tax	\$	196,500.00	\$	196,500.00
10-100-45400	Sales and Use Tax	\$	575,287.50	\$	575,287.50
10-100-45500	Sales Capital Improvements	\$	250,000.00	\$	250,000.00
	SUBTOTAL REVENUES	\$	1,509,187.50	\$	1,508,687.50

10-100-46000	Transfer in Reserves	\$	-	\$	-
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		\$	-	\$	-

TOTAL - ANNUAL REVENUE

\$	1,509,187.50	\$	1,508,687.50
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GENERAL FUND

GENERAL FUND BUDGET -

Amended 7-22-19 Amended 12/9/19
2019 2019

EXPENSES

SALARIES & RELATED

SALARIES

Administrative Distribution	\$	211,114.33	\$	211,114.33
City Administrator	\$	67,133.35	\$	67,133.35
City Clerk	\$	47,738.82	\$	47,738.82
Director of Finance	\$	56,678.96	\$	56,678.96
Finance Clerk AP	\$	33,927.09	\$	33,927.09
Finance Clerk HR	\$	34,775.26	\$	34,775.26
Utility Clerk - Part Time	\$	9,719.61	\$	9,719.61
Salary Contengencies	\$	12,205.57	\$	12,205.57

10-100-90000	SUBTOTAL SALARIES	\$	51,064.33	\$	51,064.32
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10-100-91000	Stipends Elected Officials	\$	5,400.00	\$	5,400.00
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10-100-90500	Overtime	\$	200.00	\$	200.00
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TOTAL SALARIES	\$	56,664.33	\$	56,664.32
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10-100-91500	Payroll Taxes	\$	4,533.15	\$	4,533.15
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10-100-92000	Retirement	\$	3,639.77	\$	3,639.77
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10-100-93000	Group Insurance	\$	7,360.32	\$	7,360.32
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TOTAL RELATED EXPENSE	\$	15,533.24	\$	15,533.23
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TOTAL SALARIES & RELATED	\$	72,197.57	\$	72,197.55
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GENERAL FUND

GENERAL FUND BUDGET -

Amended 7-22-19 Amended 12/9/19
2019 2019

SERVICES & SUPPLIES

10-100-50130	Supplies-Other	\$	2,000.00	\$	1,500.00
10-100-50310	Veterans Memorial Expense	\$	300.00	\$	300.00
10-100-50500	Building Maintenance	\$	500.00	\$	500.00
10-100-50550	Custodial Supplies	\$	700.00	\$	500.00
10-100-50600	Miscellaneous Expense	\$	250.00	\$	200.00
10-100-50700	Office Supplies	\$	9,500.00	\$	8,000.00
10-100-50750	Postage	\$	1,300.00	\$	1,300.00
10-100-51000	Repairs & Maintenance	\$	500.00	\$	500.00
10-100-52000	Supplies-Small Equipment	\$	250.00	\$	250.00
10-100-55200	Advertising Expense	\$	500.00	\$	800.00
10-100-55400	Audit Expense	\$	2,900.00	\$	2,900.00
10-100-55500	Bank/Credit Card Fees	\$	200.00	\$	350.00
10-100-55600	Contract Labor	\$	500.00	\$	100.00
10-100-55800	Dues & Subscriptions	\$	3,500.00	\$	3,200.00
10-100-55850	Equipment Rental/Lease	\$	500.00	\$	500.00
10-100-55900	Election Expense	\$	3,535.00	\$	3,600.00
10-100-56000	Insurance	\$	4,500.00	\$	4,500.00
10-100-56200	Legal Expense	\$	15,150.00	\$	15,150.00
10-100-56400	Professional Fees	\$	6,000.00	\$	5,000.00
10-100-56450	Contract Services/Security	\$	405.00	\$	400.00
10-100-56500	Safety Program	\$	200.00	\$	200.00
10-100-56890	Travel Expense-Elected Officials	\$	800.00	\$	825.00
10-100-56900	Travel Expense-Gen	\$	1,000.00	\$	1,000.00
10-100-56910	Travel Expense-Fin	\$	1,000.00	\$	1,000.00
10-100-56940	Training & Education-Elected Officials	\$	600.00	\$	625.00
10-100-56950	Training & Education-Gen	\$	500.00	\$	500.00
10-100-56960	Training & Education-Fin	\$	1,200.00	\$	1,200.00
10-100-57400	Equip/Software Maintenance Contracts	\$	12,120.00	\$	12,000.00
10-100-61000	Telephone	\$	2,900.00	\$	2,900.00
10-100-61050	Internet Services	\$	5,500.00	\$	5,500.00
10-100-62000	Utilities- Electric	\$	7,000.00	\$	7,000.00
10-100-62100	Utilities- Gas	\$	1,800.00	\$	1,800.00
10-100-62300	Utilities-Other	\$	580.75	\$	580.75
10-100-70000	Vehicle Fuel	\$	50.00	\$	50.00
10-100-71000	Vehicle Other	\$	50.00	\$	50.00

SUBTOTAL SERVICES & SUPPLIES

\$ 88,290.75 \$ 84,780.75

GENERAL FUND

GENERAL FUND BUDGET -

Amended 7-22-19 Amended 12/9/19
2019 2019

CAPITAL OUTLAY

CAPITAL PROJECTS

		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
10-100-95100	SUBTOTAL CAPITAL PROJECTS	\$	-	\$	-

CAPITAL EQUIPMENT

		\$	10,000.00	\$	10,000.00
		\$	6,000.00	\$	6,000.00
		\$	1,000.00	\$	1,000.00
		\$	-	\$	-
10-100-95500	SUBTOTAL EQUIP	\$	17,000.00	\$	17,000.00
TOTAL CAPITAL OUTLAY		\$	17,000.00	\$	17,000.00

TOTAL EXPENSES

		\$	174,948.40	\$	173,978.30
10-100-97320	Transfer to Law Enforcement	\$	-	\$	-
10-100-97325	Transfer to Court	\$	-	\$	-
10-100-97330	Transfer to Streets function	\$	-	\$	-
10-100-97320	Transfer to P&D Function	\$	-	\$	-
10-100-97320	Transfer to EM	\$	-	\$	-
10-100-97360	Transfer to Water	\$	-	\$	-
10-100-97370	Transfer to Sewer	\$	-	\$	-
10-100-97380	Transfer to Parks	\$	95,000.00	\$	96,500.00
	TOTAL TRANSFERS	\$	95,000.00	\$	96,500.00

TOTAL ANNUAL EXPENSES

	\$ 269,948.40	\$ 270,478.30
LAW-STREETS-PD-EM PROFIT/LOSS	\$ (1,209,381.25)	\$ (976,925.25)
GENERAL PROFIT/LOSS	\$ 1,239,239.10	\$ 1,238,209.20
NET REVENUES OVER EXPENSES	\$ 29,857.85	\$ 261,283.95

Projected Ending Fund Balance - RESERVES \$ 1,282,847.09 \$ 1,514,273.19

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Amended 7-22-19 2019	Amended 12/9/19 2019
<u>REVENUES</u>			
10-200-40800	Miscellaneous Income	\$ 500.00	\$ 200.00
10-200-42000	Grant revenues	\$ 11,000.00	\$ 11,000.00
10-200-44520	Law Income Other	\$ 1,500.00	\$ 1,500.00
10-200-45100	Law Enf. Sales Tax	\$ 110,000.00	\$ 110,000.00
10-200-45600	LET State Acct.	\$ 500.00	\$ 500.00
	SUBTOTAL REVENUES	\$ 123,500.00	\$ 123,200.00
10-200-46000	Transfers In - Gen Fnd	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 123,500.00	\$ 123,200.00

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

Amended 7-22-19
2019

Amended 12/9/19
2019

EXPENSES

SALARIES & RELATED:

SALARY

	Admin Distributions	\$	-	\$	-
	Chief of Police	\$	64,127.04	\$	64,127.04
	Lieutenant	\$	52,726.09	\$	52,726.09
	Corporal FTO	\$	41,000.00	\$	41,000.00
	Corporal/Investigator	\$	41,238.58	\$	41,238.58
	Patrol Officers 17-4 (\$37,404.61)	\$	112,213.83	\$	112,213.83
	Patrol Officers 17-3 (\$36,492.30)	\$	36,492.30	\$	36,492.30
	Patrol Officers 17-2 (35,602.25)	\$	35,602.25	\$	35,602.25
	Patrol Officers 17-1 (34,733.90)	\$	69,467.80	\$	69,467.80
	Administrative Assistant Police	\$	33,927.09	\$	33,927.09
	Office Ass't P/T	\$	9,041.75	\$	9,041.75
	Reserves SRO 5-4 (\$10 per hr)	\$	15,760.40	\$	15,760.40
	Salary Contingencies	\$	14,156.02	\$	14,156.02
10-200-90000	SUBTOTAL SALARIES POLICE	\$	525,753.15	\$	525,753.15
10-200-90500	Overtime	\$	3,000.00	\$	3,000.00
	TOTAL SALARIES	\$	528,753.15	\$	528,753.15
10-200-91500	Employee taxes	\$	42,300.25	\$	42,300.25
10-200-92000	Retirement	\$	33,311.45	\$	33,311.45
10-200-93000	Group Insurance	\$	77,014.37	\$	77,014.37
	SUBTOTAL RELATED EXPENSE	\$	152,626.07	\$	152,626.07
TOTAL SALARIES & RELATED		\$	681,379.22	\$	681,379.22

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Amended 7-22-19	Amended 12/9/19
		2019	2019
SERVICES & SUPPLIES			
10-200-50130	Supplies General	\$ 2,500.00	\$ 2,500.00
10-200-50300	DARE Program	\$ 1,250.00	\$ 1,250.00
10-200-50500	Building Maintenance	\$ 1,000.00	\$ 1,000.00
10-200-50550	Custodial Supplies	\$ 600.00	\$ 500.00
10-200-50600	Miscellaneous Expense	\$ 250.00	\$ 200.00
10-200-50700	Office Expense	\$ 1,200.00	\$ 1,200.00
10-200-50750	Postage	\$ 250.00	\$ 250.00
10-200-51000	Repairs & Maintenance	\$ 1,000.00	\$ 1,000.00
10-200-52000	Supplies Small Tools (Ammo)	\$ 5,000.00	\$ 5,000.00
10-200-55200	Advertising Expense	\$ 250.00	\$ 250.00
10-200-55500	Bank/Credit Card Fees	\$ 50.00	\$ 50.00
10-200-55600	Contract Labor	\$ 300.00	\$ 300.00
10-200-55800	Dues & Subscriptions	\$ 1,500.00	\$ 1,500.00
10-200-55850	Equipment Rental	\$ 900.00	\$ 900.00
10-200-56000	Insurance	\$ 36,500.00	\$ 36,500.00
10-200-56200	Legal	\$ 5,000.00	\$ 5,000.00
10-200-56400	Professional	\$ 31,000.00	\$ 31,000.00
10-200-56450	Contract Service/Security	\$ 100.00	\$ 100.00
10-200-56500	Safety Program	\$ 250.00	\$ 250.00
10-200-56900	Travel Law	\$ 1,500.00	\$ 1,500.00
10-200-56950	Training & Education Law	\$ 4,000.00	\$ 4,000.00
10-200-57400	Equip/Software Contracts	\$ 11,200.00	\$ 11,200.00
10-200-61000	Telephone	\$ 6,200.00	\$ 6,200.00
10-200-61050	Internet Services	\$ 5,300.00	\$ 5,300.00
10-200-62000	Utilities - Electric	\$ 7,575.00	\$ 7,575.00
10-200-62100	Utilities - Gas	\$ 2,828.00	\$ 2,828.00
10-200-62300	Utilities - Other	\$ 500.00	\$ 500.00
10-200-70000	Vehicle Fuel	\$ 20,200.00	\$ 20,000.00
10-200-71000	Vehicle Repair & Maint	\$ 20,200.00	\$ 20,000.00
10-200-71100	Equipment Repair & Maint	\$ 700.00	\$ 800.00
10-200-92500	Uniform Expense	\$ 8,080.00	\$ 8,080.00
SUBTOTAL SERVICES & SUPPLIES		\$ 177,183.00	\$ 176,733.00

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

		Amended 7-22-19	Amended 12/9/19
		2019	2019
CAPITAL OUTLAY			
	CAPITAL PROJECTS		
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-200-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
	CAPITAL EQUIPMENT		
		\$ 36,000.00	\$ 36,000.00
		\$ 2,000.00	\$ 2,000.00
		\$ 9,500.00	\$ 9,500.00
		\$ -	\$ -
10-200-95500	SUBTOTAL EQUIP	\$ 47,500.00	\$ 47,500.00
TOTAL CAPITAL OUTLAY		\$ 47,500.00	\$ 47,500.00
TOTAL ANNUAL EXPENSES		\$ 906,062.22	\$ 905,612.22
NET REVENUES OVER EXPENSES		\$ (782,562.22)	\$ (782,412.22)

COURT

COURT DEPARTMENT

		Amended 7-22-19 2019	Amended 12/9/19 2019
REVENUES			
10-250-40800	Miscellaneous Income	\$ 250.00	\$ 250.00
10-250-42000	Grant revenues	\$ -	\$ -
10-250-44500	Traffic Ct.Fines	\$ 60,000.00	\$ 55,000.00
10-250-44510	Other Fines	\$ 9,000.00	\$ 10,000.00
10-250-44520	Law Income Other	\$ 100.00	\$ 100.00
	SUBTOTAL REVENUES	\$ 69,350.00	\$ 65,350.00
10-250-46000	Transfers In - Gen Fnd	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 69,350.00	\$ 65,350.00
EXPENSES			
SALARIES & RELATED:			
	SALARY		
	Admin Distributions	\$ -	\$ -
	Court Clerk	31,504.67	31,504.67
	Deputy Court Clerk	\$ -	\$ -
	Court Bailiff	1,620.00	1,620.00
	Court Bailiff	1,620.00	1,620.00
	Salary Contengencies	\$ 2,000.00	\$ 2,000.00
10-250-90000	SUBTOTAL SALARIES	\$ 36,744.67	\$ 36,744.67
10-250-90500	Overtime	\$ 100.00	\$ 100.00
	TOTAL SALARIES	\$ 36,844.67	\$ 36,844.67
10-250-91500	Employee taxes	\$ 2,947.57	\$ 2,947.57
10-250-92000	Retirement	\$ 2,414.33	\$ 2,414.33
10-250-93000	Group Insurance	\$ 4,900.00	\$ 4,900.00
	TOTAL RELATED EXPENSE	\$ 10,261.91	\$ 10,261.91
TOTAL SALARIES & RELATED		\$ 47,106.58	\$ 47,106.58

COURT

COURT DEPARTMENT

		Amended 7-22-19	Amended 12/9/19
		2019	2019
SERVICES & SUPPLIES			
10-250-50130	Supplies General	\$ 500.00	\$ 200.00
10-250-50500	Building Maintenance	\$ 250.00	\$ 100.00
10-250-50550	Custodial Supplies	\$ 200.00	\$ 100.00
10-250-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
10-250-50700	Office Expense	\$ 800.00	\$ 1,000.00
10-250-50750	Postage	\$ 500.00	\$ 500.00
10-250-51000	Repairs & Maintenance	\$ 100.00	\$ 100.00
10-250-52000	Supplies Small Tools	\$ 350.00	\$ 200.00
10-250-55200	Advertising Expense	\$ 100.00	\$ 100.00
10-250-55500	Bank/Credit Card Fees	\$ 1,919.00	\$ 1,919.00
10-250-55600	Contract Labor	\$ 100.00	\$ 100.00
10-250-55800	Dues & Subscriptions	\$ 100.00	\$ 100.00
10-250-55850	Equipment Rental	\$ 200.00	\$ 100.00
10-250-56000	Insurance	\$ 2,550.00	\$ 2,550.00
10-250-56200	Legal	\$ 505.00	\$ 200.00
10-250-56400	Professional (Judge)	\$ 18,000.00	\$ 18,000.00
10-250-56450	Contract Service/Security	\$ 100.00	\$ 100.00
10-250-56910	Travel Court	\$ 1,000.00	\$ 1,000.00
10-250-56960	Training & Education Court	\$ 500.00	\$ 500.00
10-250-57400	Equip/Software Contracts	\$ 300.00	\$ 300.00
10-250-61000	Telephone	\$ 1,400.00	\$ 1,500.00
10-250-61050	Internet Services	\$ 3,300.00	\$ 3,300.00
10-250-62000	Utilities - Electric	\$ 101.00	\$ 100.00
10-250-62100	Utilities - Gas	\$ -	\$ -
10-250-62300	Utilities - Other	\$ -	\$ -
10-250-70000	Vehicle Fuel	\$ -	\$ -
10-250-71000	Vehicle Repair & Maint	\$ -	\$ -
10-250-71100	Equipment Repair & Maint	\$ -	\$ -
10-250-80000	Court Automation	\$ 4,200.00	\$ 4,200.00
10-250-81000	CVC Fees	\$ 4,300.00	\$ 4,300.00
10-250-81100	POST Fund	\$ 600.00	\$ 600.00
10-250-82000	Sheriff's Retirement Fund	\$ 1,800.00	\$ 1,800.00
10-250-92500	Uniform Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 43,875.00	\$ 43,069.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-250-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
	\$	\$ 500.00	\$ 500.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-250-95500	SUBTOTAL EQUIP	\$ 500.00	\$ 500.00
TOTAL CAPITAL OUTLAY		\$ 500.00	\$ 500.00
TOTAL ANNUAL EXPENSES		\$ 91,481.58	\$ 90,675.58
NET REVENUES OVER EXPENSES		\$ (22,131.58)	\$ (25,325.58)

STREETS

STREETS DEPARTMENT

		Amended 7-22-19 2019	Amended 12/9/19 2019
REVENUES			
10-300-40800	Misc Income (Traffic Impact & Other Fees)	\$ 42,960.00	\$ -
10-300-42000	GRANT-Federal Funds	\$ 925,000.00	\$ 68,000.00
10-300-45410	FUEL TAX	\$ 210,000.00	\$ 210,000.00
10-300-45450	BRIDGE TAX	\$ 32,500.00	\$ 32,500.00
	SUBTOTAL REVENUES	\$ 1,210,460.00	\$ 310,500.00
10-300-46000	Transfer In from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 1,210,460.00	\$ 310,500.00
EXPENSES			
SALARIES & RELATED:			
SALARY			
	Admin distributions	\$ 34,709.91	\$ 34,709.91
	Director Public Works 20%	\$ 10,526.41	\$ 8,026.41
	Operations Assistant 20%		\$ 2,500.00
	Maintenance Superintendent - Streets	\$ 41,312.27	\$ 41,312.27
	Maint Tech I Streets	\$ 27,895.29	\$ 27,895.29
	Maint Tech I Vacant	\$ -	\$ -
	Maint Tech I Vacant	\$ -	\$ -
	Mechanic 20%	\$ 6,785.42	\$ 6,785.42
	Salary Contingencies	\$ 17,944.72	\$ 17,944.72
10-300-90000	SUBTOTAL SALARIES	\$ 69,754.20	\$ 69,754.20
		\$ -	\$ -
10-300-90500	Overtime	\$ 2,000.00	\$ 2,000.00
	TOTAL SALARIES	\$ 71,754.20	\$ 71,754.20
10-300-91500	Payroll taxes	\$ 5,740.34	\$ 5,740.34
10-300-92000	Retirement	\$ 5,094.55	\$ 5,094.55
10-300-93000	Group Insurance	\$ 16,472.09	\$ 16,472.09
	SUBTOTAL RELATED EXPENSE	\$ 27,306.97	\$ 27,306.97
TOTAL SALARIES & RELATED		\$ 99,061.17	\$ 99,061.17

STREETS

STREETS DEPARTMENT

		Amended 7-22-19 2019	Amended 12/9/19 2019
SERVICES & SUPPLIES			
10-300-50130	Street R&M Supplies	\$ 58,000.00	\$ 58,000.00
10-300-50500	Building Maintenance	\$ 2,000.00	\$ 2,000.00
10-300-50550	Custodial Expense	\$ 100.00	\$ 100.00
10-300-50600	Miscellaneous Expense	\$ 100.00	\$ 100.00
10-300-50700	Office Supplies	\$ 100.00	\$ 100.00
10-300-50750	Postage	\$ 50.00	\$ 50.00
10-300-51000	Street R&M	\$ 20,000.00	\$ 20,000.00
10-300-52000	Supplies-Small Equip	\$ 1,000.00	\$ 1,000.00
10-300-55200	Advertising	\$ 250.00	\$ 250.00
10-300-55600	Contract Labor	\$ 2,000.00	\$ 2,000.00
10-300-55800	Dues & Subscriptions	\$ 2,500.00	\$ 2,500.00
10-300-55850	Equipment Rental	\$ 20,000.00	\$ 20,000.00
10-300-56000	Insurance	\$ 11,500.00	\$ 11,500.00
10-300-56200	Legal	\$ 2,000.00	\$ 2,000.00
10-300-56400	Professional (Engineering)	\$ 1,000.00	\$ 1,000.00
10-300-56500	Safety Program	\$ 500.00	\$ 500.00
10-300-56900	Travel Expense	\$ 300.00	\$ 300.00
10-300-56950	Training & Education	\$ 800.00	\$ 800.00
10-300-57200	Recycle Center	\$ -	\$ -
10-300-61000	Telephone	\$ 1,500.00	\$ 1,500.00
10-300-61050	Internet Services	\$ 3,500.00	\$ 3,500.00
10-300-61110	Street Lights	\$ 61,000.00	\$ 61,000.00
10-300-62000	Utilities-Electricity	\$ 4,040.00	\$ 4,040.00
10-300-62100	Utilities-Natural gas	\$ 505.00	\$ 505.00
10-300-62300	Utilities-Other	\$ 100.00	\$ 100.00
10-300-70000	Vehicles Fuel	\$ 1,212.00	\$ 1,212.00
10-300-70100	Equipment Fuel	\$ 1,010.00	\$ 1,010.00
10-300-71000	Vehicles Repair & Maint	\$ 1,500.00	\$ 1,500.00
10-300-71100	Equip Repair & Maint	\$ 1,000.00	\$ 1,000.00
10-300-92500	Uniforms	\$ 1,500.00	\$ 1,500.00
SUBTOTAL SERVICES & SUPPLIES		\$ 199,067.00	\$ 199,067.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ 10,000.00	\$ 10,000.00
		\$ 942,860.00	\$ 63,000.00
		\$ 250,000.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-300-95100	SUBTOTAL CAPITAL PROJECTS	\$ 1,202,860.00	\$ 73,000.00
CAPITAL EQUIPMENT			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-300-95500	SUBTOTAL EQUIP	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ 1,202,860.00	\$ 73,000.00
TOTAL ANNUAL EXPENSES		\$ 1,500,988.17	\$ 371,128.17
NET REVENUES OVER EXPENSES		\$ (290,528.17)	\$ (60,628.17)

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Amended 7-22-19 2019	Amended 12/9/19 2019
<u>REVENUES</u>			
10-400-40930	Planning and Zoning	\$ 3,000.00	\$ 6,000.00
	SUBTOTAL REVENUES	\$ 3,000.00	\$ 6,000.00
10-400-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 3,000.00	\$ 6,000.00
<u>EXPENSES</u>			
SALARIES & RELATED:			
	SALARY		
	Admin Distribution	\$ 59,069.15	\$ 59,069.15
	Director P&D	\$ 58,095.93	\$ 58,095.93
	Building Inspector	\$ -	\$ -
	Planning Ass't	\$ 40,352.65	\$ 40,352.65
	Salary Contingencies	\$ 4,402.53	\$ 4,402.53
10-400-90000	SUBTOTAL SALARIES	\$ 43,781.97	\$ 43,781.97
	Overtime	\$ 200.00	\$ 200.00
	TOTAL SALARIES	\$ 43,981.97	\$ 43,981.97
10-400-91500	Payroll taxes	\$ 3,518.56	\$ 3,518.56
10-400-92000	Retirement	\$ 3,122.72	\$ 3,122.72
10-400-93000	Group Insurance	\$ 7,236.04	\$ 7,236.04
	SUBTOTAL RELATED EXPENSE	\$ 13,877.32	\$ 13,877.32
TOTAL SALARIES & RELATED		\$ 57,859.29	\$ 57,859.29

PLANNING DEVELOPMENT

PLANNING & DEVELOPMENT DEPARTMENT

		Amended 7-22-19 2019	Amended 12/9/19 2019
SERVICES & SUPPLIES			
10-400-50130	Supplies	\$ 200.00	\$ 200.00
10-400-50600	Misc exp	\$ 100.00	\$ 100.00
10-400-50700	Office supplies	\$ 500.00	\$ 500.00
10-400-50750	Postage	\$ 100.00	\$ 100.00
10-400-51000	Repairs & Maint	\$ 100.00	\$ 100.00
10-400-52000	Supplies-Small Equipment	\$ 1,500.00	\$ 100.00
10-400-55200	Advertising	\$ 500.00	\$ 500.00
10-400-55800	Dues and Subscriptions	\$ 250.00	\$ 250.00
10-400-55850	Equipment Rental	\$ 100.00	\$ 100.00
10-400-56000	Insurance	\$ 4,000.00	\$ 4,000.00
10-400-56200	Legal	\$ 4,500.00	\$ 4,500.00
10-400-56400	Professional	\$ 24,000.00	\$ 24,000.00
10-400-56450	Contract Labor	\$ -	\$ -
10-400-56900	Travel Expense	\$ 250.00	\$ 250.00
10-400-56950	Training & Education	\$ 500.00	\$ 500.00
10-400-57400	Equipment /Software Contracts	\$ 3,000.00	\$ 3,000.00
10-400-61000	Telephone	\$ 2,100.00	\$ 2,100.00
10-400-61050	Internet Services	\$ 3,500.00	\$ 3,500.00
10-400-70000	Vehicle Fuel	\$ 100.00	\$ 100.00
10-400-71000	Vehicle Expense	\$ 100.00	\$ 100.00
SUBTOTAL SERVICES & SUPPLIES		\$ 45,400.00	\$ 44,000.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-400-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
		\$ 1,200.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-400-95500	SUBTOTAL EQUIP	\$ 1,200.00	\$ -
TOTAL CAPITAL OUTLAY		\$ 1,200.00	\$ -
TOTAL ANNUAL EXPENSES		\$ 104,459.29	\$ 101,859.29
NET REVENUES OVER EXPENSES		\$ (101,459.29)	\$ (95,859.29)

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

		Amended 7-22-19 2019	Amended 12/9/19 2019
REVENUES			
10-500-42000	Grant Revenues	\$ 8,000.00	\$ 8,000.00
	SUBTOTAL REVENUES	\$ 8,000.00	\$ 8,000.00
10-500-46000	Transfer in from General	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -
TOTAL - ANNUAL REVENUE		\$ 8,000.00	\$ 8,000.00
EXPENSES			
SALARIES & RELATED:			
	SALARY		
10-500-42000	EM PERSONNEL	\$ -	\$ -
	SUBTOTAL SALARIES	\$ -	\$ -
10-500-90500	Overtime	\$ -	\$ -
	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

		Amended 7-22-19 2019	Amended 12/9/19 2019
SERVICES & SUPPLIES			
10-500-50700	Office Supplies	\$ -	\$ -
10-500-51000	Repairs & Maintenance	\$ 1,500.00	\$ 1,500.00
10-500-52000	Supplies - Small equipment	\$ 1,500.00	\$ 1,500.00
10-500-55600	Contract Labor	\$ 16,700.00	\$ 16,700.00
10-500-55800	Dues & Subscriptions	\$ -	\$ -
10-500-56000	Insurance	\$ -	\$ -
10-500-56200	Legal	\$ 200.00	\$ 200.00
10-500-56900	Travel Expense	\$ 600.00	\$ 600.00
10-500-56950	Training & Education	\$ 200.00	\$ 200.00
10-500-61000	Telephone	\$ -	\$ -
10-500-7000	Vehicle Expense-Fuel	\$ -	\$ -
10-500-71000	Vehicle Expense-Other	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 20,700.00	\$ 20,700.00
CAPITAL OUTLAY			
CAPITAL PROJECTS			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-500-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL EQUIPMENT			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
10-500-95500	SUBTOTAL EQUIP	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 20,700.00	\$ 20,700.00
NET REVENUES OVER EXPENSES		\$ (12,700.00)	\$ (12,700.00)

ENTERPRISE FUND - WATER

WATER DEPARTMENT

Amended 7-22-19 Amended 12/9/19
2019 2019

Beginning Fund Cash & Equivalents \$ 1,956,727.40 \$ 1,956,727.40

REVENUES

20-600-40700	Meter Installation	\$	15,000.00	\$	15,000.00
20-600-40800	Miscellaneous Income	\$	1,000.00	\$	1,000.00
20-600-40920	Penalty Incom	\$	30,000.00	\$	30,000.00
20-600-44200	Grant Revenue	\$	-	\$	-
20-600-43000	Interest Income	\$	7,500.00	\$	7,500.00
20-600-49500	COP Proceeds	\$	-	\$	-
20-600-48510	Water City Commercial	\$	83,800.00	\$	74,000.00
20-600-48515	Water Rural Commercial	\$	5,100.00	\$	5,100.00
20-600-48520	Water City Residential	\$	520,398.00	\$	500,000.00
20-600-48525	Water Rural Residential	\$	359,145.00	\$	336,000.00

TOTAL REVENUES \$ 1,021,943.00 \$ 968,600.00

	Transfer from General Fund	\$	-	\$	-
	Transfer from Sewer	\$	-	\$	-
	Transfer from Reserves	\$	176,500.00	\$	-
20-600-46000	SUBTOTAL TRANSFERS	\$	176,500.00	\$	-

TOTAL - ANNUAL REVENUE \$ 1,198,443.00 \$ 968,600.00

ENTERPRISE FUND - WATER

WATER DEPARTMENT

Amended 7-22-19 Amended 12/9/19
2019 2019

EXPENSES

SALARIES & RELATED

		SALARIES	
	Admin distributions	\$ -	\$ -
	Director Public Works 40%	\$ 21,052.82	\$ 16,000.00
	Operations Assistant 40%	\$ -	\$ 4,500.00
	Maint Tech Superintendent	\$ 37,426.88	\$ 37,426.88
	Maint Tech II	\$ 40,352.65	\$ 40,352.65
	Maint Tech I	\$ 32,311.51	\$ 32,311.51
	Maint Tech I	\$ -	\$ -
	Maint Tech I	\$ -	\$ -
	Mechanic 40%	\$ 13,570.83	\$ 13,570.83
	Utility Clerk	\$ 27,911.90	\$ 27,911.90
	Salary Contingencies	\$ 166,003.72	\$ 166,003.72
20-600-90000	SUBTOTAL SALARIES	\$ 338,630.31	\$ 338,077.49
20-600-90500	Overtime	\$ 3,000.00	\$ 3,000.00
	TOTAL SALARIES	\$ 341,630.31	\$ 341,077.49
20-600-91500	Employee taxes	\$ 27,330.42	\$ 27,286.20
20-600-92000	Retirement	\$ 24,243.64	\$ 24,243.64
20-600-92500	Pension	\$ 40,000.00	\$ 40,000.00
20-600-93000	Group Insurance	\$ 67,870.30	\$ 67,870.30
	TOTAL RELATED	\$ 159,444.37	\$ 159,400.15
TOTAL SALARIES & RELATED		\$ 501,074.68	\$ 500,477.64

ENTERPRISE FUND - WATER

WATER DEPARTMENT		Amended 7-22-19	Amended 12/9/19
		2019	2019
SERVICES & SUPPLIES			
20-600-50130	Supplies	\$ 20,000.00	\$ 19,000.00
20-600-50200	Laboratory Fees	\$ 2,000.00	\$ 2,000.00
20-600-50300	Laboratory Supplies	\$ 6,500.00	\$ 11,000.00
20-600-50350	Permit Fees	\$ 3,000.00	\$ 3,000.00
20-600-50500	Building Maintenance	\$ 2,000.00	\$ 2,000.00
20-600-50550	Custodial Supplies	\$ 300.00	\$ 300.00
20-600-50600	Miscellaneous Expense	\$ 250.00	\$ 250.00
20-600-50700	Office Expense	\$ 3,000.00	\$ 3,000.00
20-600-50750	Postage	\$ 12,000.00	\$ 12,000.00
20-600-51000	Repairs & Maintenance	\$ 25,000.00	\$ 25,000.00
20-600-51100	Telemetry O&M	\$ -	\$ -
20-600-52000	Supplies - Small Equipment	\$ 2,000.00	\$ 2,500.00
20-600-52500	Meter Replacement	\$ 25,000.00	\$ 15,000.00
20-600-55200	Advertising	\$ 900.00	\$ 900.00
20-600-55400	Audit Expense	\$ 6,800.00	\$ 6,800.00
20-600-55500	Bank/Credit Card Fees	\$ 8,080.00	\$ 8,080.00
20-600-55600	Contract Labor	\$ 10,000.00	\$ 10,000.00
20-600-55800	Dues & Subscriptions	\$ 8,000.00	\$ 8,000.00
20-600-55850	Equipment Rental	\$ 3,000.00	\$ 3,000.00
20-600-56000	Insurance	\$ 32,500.00	\$ 32,500.00
20-600-56200	Legal	\$ 1,500.00	\$ 1,500.00
20-600-56400	Professional	\$ 9,000.00	\$ 9,000.00
20-600-56500	Safety Program	\$ 1,000.00	\$ 1,000.00
20-600-56900	Travel Expense	\$ 1,000.00	\$ 1,000.00
20-600-56950	Training & Education	\$ 1,000.00	\$ 1,000.00
20-600-57300	Rent	\$ 3,000.00	\$ 3,000.00
20-600-57400	Equipment/Software Contracts	\$ 18,000.00	\$ 18,000.00
20-600-61000	Telephone	\$ 3,800.00	\$ 3,800.00
20-600-61050	Internet Services	\$ 5,400.00	\$ 5,400.00
20-600-62000	Utilities - Electric	\$ 101,000.00	\$ 101,000.00
20-600-62100	Utilities - Gas	\$ 1,515.00	\$ 1,515.00
20-600-62300	Utilities - Other	\$ 1,515.00	\$ 1,515.00
20-600-70000	Vehicle Fuel	\$ 8,080.00	\$ 8,080.00
20-600-70100	Equipment Fuel	\$ 1,212.00	\$ 1,212.00
20-600-71000	Vehicle Repairs/Maint	\$ 2,020.00	\$ 2,020.00
20-600-71100	Equipment Repairs/Maint	\$ 750.00	\$ 750.00
20-600-92500	Uniforms Expense	\$ 1,500.00	\$ 1,500.00
20-600-97100	Bad Debt Expense	\$ 2,500.00	\$ 1,500.00
20-600-97200	Depreciation Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 334,122.00	\$ 327,122.00

ENTERPRISE FUND - WATER

WATER DEPARTMENT

Amended 7-22-19 2019 Amended 12/9/19 2019

DEBT SERVICE

20-600-96000	Debt service principle	\$ 75,000.00	\$ 75,000.00
20-600-96200	Debt service interest	\$ 27,000.00	\$ 27,000.00
20-600-96400	Fiscal Agent Fees	\$ 1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE		\$ 103,500.00	\$ 103,500.00

CAPITAL OUTLAY

CAPITAL PROJECTS

		\$ 5,000.00	\$ 4,000.00
		\$ -	\$ -
		\$ 250,000.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
20-600-95100	SUBTOTAL CAPITAL PROJECTS	\$ 255,000.00	\$ 4,000.00

CAPITAL EQUIPMENT

		\$ 3,100.00	\$ 3,100.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
20-600-95500	SUBTOTAL EQUIP	\$ 3,100.00	\$ 3,100.00
TOTAL CAPITAL OUTLAY		\$ 258,100.00	\$ 7,100.00

TOTAL EXPENSES

\$ 1,196,796.68	\$ 938,199.64
------------------------	----------------------

20-600-97300 Transfer to Sewer
TOTAL TRANSFERS

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

TOTAL ANNUAL EXPENSES

\$ 1,196,796.68	\$ 938,199.64
------------------------	----------------------

NET REVENUES OVER EXPENSES

\$ 1,646.32	\$ 30,400.36
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Projected Ending Fund Balance - RESERVES

\$ 1,781,873.72	\$ 1,987,127.76
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ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

Amended 7-22-19 Amended 12/9/19
2019 2019

Beginning Fund Cash & Equivalents

\$612,103.05 \$612,103.05

REVENUES

20-700-40800	Miscellaneous Revenue	\$	1,500.00	\$	1,500.00
20-700-40920	Penalty Revenue	\$	30,000.00	\$	30,000.00
20-700-40960	Trash Income	\$	274,176.00	\$	274,176.00
20-700-42000	Grants	\$	-	\$	-
20-700-42100	Hook Up Fees	\$	8,000.00	\$	8,000.00
20-700-43000	Interest	\$	7,500.00	\$	7,500.00
20-700-48800	Sewer Fees	\$	1,536,800.34	\$	1,415,000.00
20-700-49500	COP Proceeds	\$	800,000.00	\$	1,650,000.00

TOTAL REVENUES

\$ 2,657,976.34 \$ 3,386,176.00

Transfer from General Fund

\$ - \$ -

Transfer from Water

\$ - \$ -

Transfer from Reserves

\$ 92,000.00 \$ 109,000.00

20-700-46000

SUBTOTAL TRANSFERS

\$ 92,000.00 \$ 109,000.00

TOTAL - ANNUAL REVENUE

\$ 2,749,976.34	\$ 3,495,176.00
------------------------	------------------------

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

Amended 7-22-19 Amended 12/9/19
2019 2019

EXPENSES

SALARIES & RELATED

	Admin distributions	\$	12,202.92	\$	12,202.92
	Director Public Works 40%	\$	21,052.82	\$	16,000.00
	Operations Assistant 40%	\$	-	\$	4,500.00
	Superintendent Vacant	\$	-	\$	-
	Maint Tech I	\$	33,947.28	\$	33,947.28
	Maint Tech 1	\$	33,119.30	\$	33,119.30
	Maint Tech 1	\$	27,895.29	\$	27,895.29
	Maint Tech 1	\$	27,895.29	\$	27,895.29
	Mechanic 40%	\$	13,570.83	\$	13,570.83
	Utility Clerk II	\$	27,911.90	\$	27,911.90
	Salary Contingency	\$	178,058.13	\$	178,058.13
20-700-90000	SUBTOTAL SALARIES	\$	375,653.76	\$	375,100.95
20-700-90500	Overtime	\$	3,000.00	\$	3,000.00
	TOTAL SALARIES	\$	378,653.76	\$	378,100.95
20-700-91500	Employee taxes	\$	30,292.30	\$	30,248.08
20-700-92000	Retirement	\$	25,139.50	\$	25,139.50
20-700-92500	Pension	\$	40,000.00	\$	40,000.00
20-700-93000	Group Insurance	\$	67,687.35	\$	67,687.35
	SUBTOTAL RELATED	\$	163,119.15	\$	163,074.92
TOTAL SALARIES & RELATED		\$	541,772.91	\$	541,175.87

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT		Amended 7-22-19	Amended 12/9/19
		2019	2019
SERVICES & SUPPLIES			
20-700-50130	Supplies	\$ 15,000.00	\$ 15,000.00
20-700-50350	Permit Fees	\$ 4,000.00	\$ 4,000.00
20-700-50500	Building Maintenance	\$ 2,000.00	\$ 2,000.00
20-700-50550	Custodial Supplies	\$ 150.00	\$ 150.00
20-700-50600	Miscellaneous Expense	\$ 200.00	\$ 200.00
20-700-50700	Office Supplies	\$ 2,500.00	\$ 2,500.00
20-700-50750	Postage	\$ 12,000.00	\$ 12,000.00
20-700-51000	Repairs and Maintenance	\$ 45,000.00	\$ 45,000.00
20-700-51100	Telemetry O&M	\$ 500.00	\$ 500.00
20-700-52000	Supplies - Small Equip	\$ 3,500.00	\$ 3,500.00
20-700-55100	Hook up Expense	\$ 252.50	\$ 252.50
20-700-55200	Advertising	\$ 303.00	\$ 303.00
20-700-55400	Audit Expense	\$ 6,800.00	\$ 6,800.00
20-700-55500	Bank Fees/Credit Card	\$ 8,080.00	\$ 8,080.00
20-700-55600	Contract Labor	\$ 5,000.00	\$ 5,000.00
20-700-55800	Dues & Subscriptions	\$ 3,030.00	\$ 3,030.00
20-700-55850	Equipment Rental	\$ 2,000.00	\$ 2,000.00
20-700-56000	Insurance	\$ 34,000.00	\$ 34,000.00
20-700-56200	Legal	\$ 6,300.00	\$ 6,300.00
20-700-56400	Professional	\$ 35,000.00	\$ 35,000.00
20-700-56500	Safety Program	\$ 2,000.00	\$ 2,000.00
20-700-56600	Citizen Trash	\$ 267,650.00	\$ 267,650.00
20-700-56900	Travel Expense	\$ 1,000.00	\$ 1,000.00
20-700-56950	Training & Education	\$ 1,000.00	\$ 1,000.00
20-700-57200	Recycle Center	\$ 1,212.00	\$ 1,212.00
20-700-57300	Rent	\$ 3,000.00	\$ 3,000.00
20-700-57400	Equipment/Software Contracts	\$ 14,000.00	\$ 14,000.00
20-700-58000	Springfield Sewer Charges	\$ 575,000.00	\$ 500,000.00
20-700-61000	Telephone	\$ 3,800.00	\$ 3,800.00
20-700-61050	Internet Services	\$ 5,500.00	\$ 5,500.00
20-700-62000	Utilities - Electric	\$ 55,550.00	\$ 55,550.00
20-700-62100	Utilities - Gas	\$ 1,500.00	\$ 1,500.00
20-700-62300	Utilities - Other	\$ 1,200.00	\$ 1,200.00
20-700-70000	Vehicle Fuel	\$ 8,585.00	\$ 8,585.00
20-700-70100	Equipment Fuel	\$ 6,060.00	\$ 6,060.00
20-700-71000	Vehicle Repair & Maintenance	\$ 3,500.00	\$ 3,500.00
20-700-71100	Equipment Repairs/Maint	\$ 2,020.00	\$ 2,020.00
20-700-92500	Uniform Expense	\$ 1,818.00	\$ 1,818.00
20-700-97100	Bad Debt Expense	\$ 2,500.00	\$ 1,500.00
20-700-97200	Depreciation Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 1,142,510.50	\$ 1,066,510.50

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT		Amended 7-22-19 2019	Amended 12/9/19 2019
Debt Service			
20-700-96000	Debt service principle	\$ 75,000.00	\$ 75,000.00
20-700-96200	Debt service interest	\$ 155,619.00	\$ 155,619.00
20-700-96400	Fiscal Agent Fees	\$ 3,000.00	\$ 3,000.00
	Total debt service	\$ 233,619.00	\$ 233,619.00
CAPITAL OUTLAY			
	CAPITAL PROJECTS		
		\$ 25,000.00	\$ 2,000.00
		\$ 800,000.00	\$ 800,000.00
		\$ -	\$ 475,000.00
		\$ -	\$ 2,000.00
		\$ -	\$ 8,000.00
		\$ -	\$ 363,000.00
20-700-95100	SUBTOTAL CAPITAL PROJECTS	\$ 825,000.00	\$ 1,650,000.00
	CAPITAL EQUIPMENT		
		\$ 3,100.00	\$ 3,100.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
20-700-95500	SUBTOTAL EQUIP	\$ 3,100.00	\$ 3,100.00
TOTAL CAPITAL OUTLAY		\$ 828,100.00	\$ 1,653,100.00
TOTAL EXPENSES		\$ 2,746,002.41	\$ 3,494,405.37
	Transfer to Water	\$ -	\$ -
	TOTAL TRASFERS	\$ -	\$ -
TOTAL ANNUAL EXPENSES		\$ 2,746,002.41	\$ 3,494,405.37
NET REVENUES OVER EXPENSES		\$ 3,973.93	\$ 770.63
Projected EndingFundBalance - RESERVES		\$ 524,076.98	\$ 503,873.68

PARKS AND RECREATION

PARKS & RECREATION		Amended 7-22-19 2019	Amended 12/9/19 2019
BEGINNING FUND BALANCE		\$ 107,679.82	\$ 107,679.82
REVENUES			
30-800-40000	Advertising	\$ 30,000.00	\$ 30,000.00
30-800-40400	Concessions	\$ 43,000.00	\$ 43,000.00
30-800-40600	Facility Income	\$ 30,000.00	\$ 30,000.00
30-800-40800	Miscellaneous Income	\$ 15,000.00	\$ 15,000.00
30-800-40900	Park Fees	\$ 3,800.00	\$ 3,800.00
30-800-40950	Pool Income	\$ 71,000.00	\$ 81,500.00
30-800-41300	Franchise Fees	\$ 13,500.00	\$ 13,500.00
30-800-42000	Grant Revenue	\$ 5,000.00	\$ -
30-800-43000	Interest Income	\$ 3,000.00	\$ 3,000.00
30-800-45300	Real Estate Tax	\$ 60,000.00	\$ 60,000.00
30-800-45400	Sales Tax Income	\$ 225,000.00	\$ 240,000.00
30-800-45500	Capital Improvement Tax	\$ 232,000.00	\$ 240,000.00
30-800-47000	Adult Programs	\$ 8,000.00	\$ 9,000.00
30-800-47100	Youth Programs	\$ 3,000.00	\$ 2,000.00
30-800-47200	Youth Camp	\$ 95,000.00	\$ 80,000.00
30-800-47300	Youth Sports	\$ 65,000.00	\$ 60,000.00
30-800-48000	Freedom Fest	\$ 3,500.00	\$ 3,500.00
30-800-48100	Event Income Other	\$ 10,000.00	\$ 10,000.00
30-800-48200	Shirt Sales	\$ 1,000.00	\$ 1,000.00
30-800-49000	Asset Sales	\$ -	\$ -
30-800-49500	COP Proceeds	\$ -	\$ -
30-800-49550	Cop Premium	\$ -	\$ -
	SUBTOTAL REVENUES	\$ 916,800.00	\$ 925,300.00
	Transfer from Reserves	\$ 73,000.00	\$ 98,000.00
	Transfer in General	\$ 95,000.00	\$ 96,500.00
30-800-46000	SUBTOTAL TRANSFERS	\$ 168,000.00	\$ 194,500.00
TOTAL - ANNUAL REVENUE		\$ 1,084,800.00	\$ 1,119,800.00

PARKS AND RECREATION

PARKS & RECREATION

**Amended 7-22-19
2019**

**Amended 12/9/19
2019**

EXPENSES

SALARIES & RELATED

		SALARIES	
	Admin Distributions	\$ 67,696.11	\$ 67,696.11
	Director	\$ 44,356.62	\$ 44,356.62
	Asst Director	\$ -	\$ -
	Marktg & Program Coord.		\$ 7,500.00
	Fac Camp Coord	\$ 27,895.29	\$ 21,000.00
	Aquatic & Fit Spvr	\$ 12,000.00	\$ -
	Sports/ Concessions Spec	\$ 25,965.28	\$ 25,965.28
	Lands/Grounds Foreman	\$ 36,535.76	\$ 36,535.76
	Bldg Grnd Maint Spvr	\$ 30,772.87	\$ 30,772.87
	Grounds Tech I	\$ 23,523.26	\$ 23,523.26
	Grounds Tech I	\$ 23,523.26	\$ 23,523.26
	Fac Maint Tech	\$ 24,111.35	\$ 24,111.35
	Contingent salaries	\$ 5,402.53	\$ 9,402.53
30-800-90000	SUBTOTAL SALARIES	\$ 186,390.11	\$ 178,994.82
30-800-90500	Overtime	\$ 300.00	\$ 500.00
30-800-91000	Seasonal Employees	\$ 186,500.00	\$ 235,000.00
	SUBTOTAL OVERTIME & S	\$ 186,800.00	\$ 235,500.00
	TOTAL SALARIES	\$ 373,190.11	\$ 414,494.82
		J	J
30-800-91500	Employee taxes	\$ 29,855.21	\$ 33,159.59
30-800-92000	Retirement	\$ 13,279.21	\$ 13,279.21
30-800-93000	Group INS	\$ 47,588.14	\$ 47,588.14
	Related Expense	\$ 90,722.56	\$ 94,026.94
TOTAL SALARIES & RELATED		\$ 463,912.67	\$ 508,521.76

PARKS AND RECREATION

PARKS & RECREATION		Amended 7-22-19 2019	Amended 12/9/19 2019
SERVICES & SUPPLIES			
30-800-50000	Chemicals	\$ 14,000.00	\$ 14,200.00
30-800-50110	Supplies Grounds	\$ 450.00	\$ 450.00
30-800-50130	Supplies General	\$ 1,500.00	\$ 1,500.00
30-800-50140	Supplies Aquatic	\$ 7,000.00	\$ 6,000.00
30-800-50150	Supplies Sports Shirts	\$ 12,000.00	\$ 12,000.00
30-800-50170	Supplies Special Activity	\$ 5,000.00	\$ 5,000.00
30-800-50175	Supplies Youth Program	\$ 1,200.00	\$ 1,000.00
30-800-50177	Supplies Youth Camp	\$ 9,000.00	\$ 9,000.00
30-800-50180	Supplies Sports	\$ 9,000.00	\$ 9,000.00
30-800-50190	Tree City	\$ 8,500.00	\$ 8,500.00
30-800-50200	Concession Costs	\$ 22,500.00	\$ 22,500.00
30-800-50210	Turf Maintenance	\$ 2,000.00	\$ 2,100.00
30-800-50450	Freedom Fest	\$ 16,500.00	\$ 16,500.00
30-800-50500	Building Maint.	\$ 7,500.00	\$ 9,000.00
30-800-50550	Custodial Expense	\$ 5,000.00	\$ 5,000.00
30-800-50600	Miscellaneous	\$ 100.00	\$ 100.00
30-800-50700	Office Expense	\$ 1,000.00	\$ 1,000.00
30-800-50750	Postage	\$ 150.00	\$ 150.00
30-800-51000	Repairs & Maintenance	\$ 1,800.00	\$ 2,000.00
30-800-52000	Supplies-Small Equip	\$ 5,000.00	\$ 5,000.00
30-800-55200	Advertising	\$ 2,700.00	\$ 2,700.00
30-800-55201	Audit Expense	\$ 500.00	\$ 500.00
30-800-55500	Bank/Credit Card Fees	\$ 2,600.00	\$ 3,000.00
30-800-55600	Contract Labor	\$ 350.00	\$ 600.00
30-800-55800	Dues & Subscriptions	\$ 3,000.00	\$ 3,000.00
30-800-55850	Equipment Rental	\$ 2,100.00	\$ 1,650.00
30-800-56000	Insurance	\$ 33,000.00	\$ 33,000.00
30-800-56200	Legal Expense	\$ 1,000.00	\$ 2,000.00
30-800-56400	Professional	\$ 6,000.00	\$ 6,500.00
30-800-56450	Contract Services / Securit	\$ 500.00	\$ 600.00
30-800-56500	Safety Program	\$ 1,450.00	\$ 1,450.00
30-800-56900	Travel Expense	\$ 2,450.00	\$ 2,000.00
30-800-56950	Training & Education	\$ 3,100.00	\$ 3,300.00
30-800-57400	Equip & Software Cont	\$ 10,000.00	\$ 10,100.00
30-800-61000	Telephone	\$ 3,900.00	\$ 3,900.00
30-800-61050	Internet Services	\$ 5,700.00	\$ 5,700.00
30-800-62000	Utilities - Electricity	\$ 45,450.00	\$ 48,000.00
30-800-62100	Utilities - Natural Gas	\$ 5,050.00	\$ 5,050.00
30-800-62300	Utilities - Other	\$ 4,040.00	\$ 3,100.00
30-800-7000	Vehicles Fuel	\$ 5,050.00	\$ 5,050.00
30-800-70100	Equipment Fuel	\$ 5,555.00	\$ 5,000.00
30-800-71000	Vehicles R & M	\$ 2,500.00	\$ 2,500.00
30-800-71100	Equipment R&M	\$ 5,500.00	\$ 5,500.00
30-800-92500	Uniforms	\$ 1,500.00	\$ 1,800.00
30-800-96500	COP Insurance Costs	\$ -	\$ -
30-800-92503	Bad Debt Expense	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 282,195.00	\$ 286,000.00

PARKS AND RECREATION

PARKS & RECREATION			Amended 7-22-19	Amended 12/9/19
			2019	2019
DEBT SERVICE				
30-800-96000	Principal Expense	\$	195,000.00	\$ 195,000.00
30-800-96200	Interest Expense	\$	107,000.00	\$ 107,000.00
30-800-96400	Fiscal Agent Fees	\$	1,500.00	\$ 1,500.00
TOTAL DEBT SERVICE			\$ 303,500.00	\$ 303,500.00
PARKS CAPITAL OUTLAY				
CAPITAL PROJECTS				
		\$	8,000.00	\$ 8,000.00
		\$	10,000.00	\$ 6,000.00
		\$	-	\$ -
		\$	-	\$ -
		\$	-	\$ -
30-800-95100	SUBTOTAL CAPITAL PROJ	\$	18,000.00	\$ 14,000.00
CAPITAL EQUIPMENT				
		\$	5,000.00	\$ 5,000.00
		\$	10,000.00	\$ 2,500.00
		\$	-	\$ -
		\$	-	\$ -
		\$	-	\$ -
30-800-95500	SUBTOTAL EQUIP	\$	15,000.00	\$ 7,500.00
TOTAL CAPITAL OUTLAY			\$ 33,000.00	\$ 21,500.00
TOTAL ANNUAL EXPENSES			\$ 1,082,607.67	\$ 1,119,521.76
REVENUES OVER EXPENSES			\$ 2,192.33	\$ 278.24
ENDING FUND BALANCE			\$ 36,872.15	\$ 9,958.06

Budget Capital Improvement and Equipment

2019

General Fund

Capital Assets

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

Capital Assets Equipment

Barracuda Backup Upgrade \$ 10,000.00
2nd Server Replacement \$ 6,000.00
Laptop \$ 1,000.00

Total Capital Improvements

\$ -

Total Capital Improvements

\$ 17,000.00

2019

Public Safety (Law)

Capital Assets

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

Capital Assets Equipment

Vehicle \$ 36,000.00
Equipment \$ 2,000.00
Tough Books computer 2 P \$ 9,500.00
Tazers \$ 1,600.00

Total Capital Improvements

\$ -

Total Capital Improvements

\$ 49,100.00

2019

Court

Capital Assets

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

Capital Assets Equipment

Printer \$ 500.00
\$ -
\$ -
\$ -

Total Capital Improvements

\$ -

Total Capital Improvements

\$ 500.00

2019

Streets

Capital Assets

Streets Paving \$ 10,000.00
Miller Road (80/20) \$ 63,000.00
\$ -
\$ -
\$ -

Capital Assets Equipment

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

Total Capital Improvements

\$ 73,000.00

Total Capital Improvements

\$ -

2019

Planning & Development

Capital Assets

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

Capital Assets Equipment

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

Total Capital Improvements

\$ -

Total Capital Improvements

\$ -

**Budget Capital Improvement and Equipment
2019**

Emergency Management

Capital Assets

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

Total Capital Improvements

\$ -

Capital Assets Equipment

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

Total Capital Improvements

\$ -

2019

Water

Capital Assets

Chlorine Vacuum Regulators \$ 4,000.00
Pressure Zone Interconnects \$ -
\$ -
\$ -

Total Capital Improvements

\$ 4,000.00

Capital Assets Equipment

Radio Detection Locator \$ 3,100.00
\$ -
\$ -
\$ -

Total Capital Improvements

\$ 3,100.00

2019

Sewer

Capital Assets

I&I \$ 2,000.00
EQ Design and Engineering \$ 800,000.00
Sewer Project-Par line Lift Station \$ 475,000.00
Rocky Lane \$ 2,000.00
Pumps B Lift Station \$ 8,000.00
Sewer Improvements \$ 363,000.00
Total Capital Improvements \$ 1,650,000.00

Capital Assets Equipment

Radio Detection Locator \$ 3,100.00
\$ -
\$ -
\$ -
\$ -
\$ -
Total Capital Improvements \$ 3,100.00

2019

Parks

Capital Assets

Improvements \$ 8,000.00
Baseball Shed/ Rec Storage \$ 6,000.00
\$ -
\$ -

Total Capital Improvements

\$ 14,000.00

Capital Assets Equipment

Dump Trailer \$ 5,000.00
Rec Center Sewage Grinde \$ 2,500.00
\$ -
\$ -

Total Capital Improvements

\$ 7,500.00

POSITION	2019	TOTAL SALARY		DISTRIBUTION											
		2019	General	10-100-90000	Law	10-200-90000	10-250-90000	10-300-90000	10-400-90000	10-500-90000	20-600-90000	20-700-90000	30-800-90000	Administration Distributions	
GENERAL															
Mayor			\$ 5,400.00												\$ 5,400.00
City Administrator	30-2	Full Time	67,133.35	67,133.33		671.33	671.33			29,867.34	29,867.34				67,133.35
City Clerk	22-4	Full Time	47,738.82	37,803.88		595.78	477.39			13,844.36	13,844.36				47,738.82
Director of Finance	24-7	Full Time	56,678.96	5,667.96		566.79	566.79			24,371.95	24,371.95				56,678.96
Finance Clerk A/P	15-4	Full Time	33,927.09	3,392.71		339.27	339.27			14,588.65	14,249.38				33,927.09
Finance Clerk Human Resources	15-5	Full Time	34,775.26	3,477.53		347.75	347.75			14,953.26	14,953.26				34,775.26
Utility Clerk 20 hours	11-1	Part-Time	9,719.61	1,943.92						3,887.55	3,887.55				9,719.61
TOTAL GENERAL			\$ 255,373.08	\$ 44,258.75	\$ 2,879.92	\$ -	\$ 2,741.81	\$ 2,402.53	\$ -	\$ 100,513.40	\$ 100,174.13	\$ -		\$ 213,124.33	\$ 255,373.08

PUBLIC SAFETY													
Chief of Police	26-12	Full Time	64,127.04			64,127.04							64,127.04
Lieutenant	Full Time	52,726.09			52,726.09								52,726.09
Corporal/PTO	19-5	Full Time	45,519.68			45,519.68							45,519.68
Corporal/Investigator	19-4	Full Time	41,238.58			41,238.58							41,238.58
Police Officer	Full Time	37,404.61			37,404.61								37,404.61
Police Officer	17-4	Full Time	37,404.61			37,404.61							37,404.61
Police Officer	Full Time	35,602.25			35,602.25								35,602.25
Police Officer	17-3	Full Time	37,404.61			37,404.61							37,404.61
Police Officer	17-2	Full Time	35,602.25			35,602.25							35,602.25
Police Officer	17-1	Full Time	33,927.09			33,927.09							33,927.09
Administrative Assistant Police	15-4	Full Time	458,361.42			458,361.42							458,361.42
TOTAL PUBLIC SAFETY			\$ 458,361.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Office Assistant Police	8-4	Part Time	9,041.75			9,041.75							9,041.75
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
Police Officer Reserve	5-4	Part Time	1,922.61			1,922.61							1,922.61
TOTAL PART-TIME/RESERVES			\$ 26,345.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,345.26
TOTAL PUBLIC SAFETY			\$ 484,706.67	\$ -	\$ -	\$ 484,706.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 484,706.67

COURT													
Court Clerk	15-1	Full Time	31,504.67			31,504.67							31,504.67
Deputy Court Clerk (25 hrs/week)	12-1	Part Time	1,620.00			1,620.00							1,620.00
Court Administrator (15 hrs/week)	12-1	Part Time	1,620.00			1,620.00							1,620.00
TOTAL COURT			\$ 34,744.67	\$ -	\$ -	\$ 34,744.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,744.67

PLANNING & DEV													
Director of P & D	24-5	Full Time	59,095.93			59,095.93							59,095.93
Planning Assistant/Clerk	14-13	Full Time	40,352.65			8,070.53	16,141.06						40,352.65
TOTAL P&D			\$ 98,448.58	\$ -	\$ -	\$ 8,070.53	\$ 16,141.06	\$ -	\$ -	\$ 19,689.72	\$ -	\$ -	\$ 98,448.58

\$ 59,069.15

POSITION 2019 TOTAL SALARY 2019 DISTRIBUTION

	10-100-90000	10-200-90000	10-250-90000	10-300-90000	10-400-90000	10-500-90000	20-600-90000	20-700-90000	30-800-90000
	General	Law	Court	Streets	P&D	EM	Water	Sewer	Parks

Administration
Distributions

PUBLIC WORKS									
Director of Public Works	26-4	52,632.05							
Mechanic	15-4	33,927.09		10,536.41			21,052.82	21,052.82	
*Included in Totals below									
		\$ 86,559.13	\$ -	\$ 17,511.83	\$ -	\$ -	\$ 34,623.65	\$ 34,623.65	\$ -
Maintenance Superintendent - See Full Time									
Maintenance Tech I - Streets	12-2	41,312.27							
Maintenance Tech I - Streets	12-2	27,895.29							
Maintenance Tech I - Streets	12-1								
Maintenance Tech I - Streets	12-1								
TOTAL STREETS									
		\$ 80,519.39	\$ -	\$ -	\$ -	\$ -	\$ 11,158.12	\$ 23,551.80	\$ -
Maintenance Superintendent - See Full Time									
Maintenance Tech II - Water	14-13	37,426.88							
Maintenance Tech I - Water	14-4	40,352.65							
Maintenance Tech I - Water	14-4	32,311.51							
Maintenance Tech I - Water	12-1								
Utility Clerk I	11-4	27,911.90							
TOTAL WATER									
		\$ 372,696.59	\$ -	\$ -	\$ -	\$ -	\$ 138,002.94	\$ -	\$ -
Maintenance Superintendent - See Full Time									
Maintenance Tech I - Sewer	14-1								
Maintenance Tech I - Sewer	14-5	33,947.28							
Maintenance Tech I - Sewer	12-2	27,895.29							
Maintenance Tech I - Sewer	12-1								
Utility Clerk II	11-4	27,911.90							
TOTAL SEWER									
		\$ 105,392.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,566.14	\$ -
TOTAL PUBLIC WORKS									
		\$ 444,528.69	\$ -	\$ -	\$ 46,700.57	\$ -	\$ 140,161.05	\$ 162,117.94	\$ -

PARKS									
Director of Parks and Recreation	21-3	44,356.62					2,217.83	2,217.83	39,920.95
Assistant Parks Director	21-3								
Facilities and Camp Coordinator	12-2	27,895.29							27,895.29
Aquatics and Fitness Supervisor	12-1	32,000.00							32,000.00
Sports and Concessions Specialist	8-7	25,965.28							25,965.28
Landscaping/Grounds Foreman	15-7	36,535.76							36,535.76
Building and Grounds Maintenance	13-4	30,772.87							30,772.87
Grounds Tech I	8-3	23,523.26							23,523.26
Grounds Tech I	8-3	23,523.26							23,523.26
Facilities Maintenance Tech	8-4	24,111.35	1,205.57						23,700.21
TOTAL PARKS									
		\$ 248,683.70	\$ 1,205.57	\$ -	\$ -	\$ -	\$ 32,473.96	\$ 32,473.96	\$ 183,328.64
SEASONAL									
Seasonal/Temporary - Various Proj Seasonal		\$ 188,165.00							\$ 188,165.00
TOTAL PARKS									
		\$ 436,848.70	\$ 1,205.57	\$ -	\$ -	\$ -	\$ 32,473.96	\$ 32,473.96	\$ 369,493.64
Total Contributions									
		\$ 19,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Overtime									
		\$ 399,832.18	\$ 12,205.57	\$ 14,156.02	\$ 17,944.72	\$ 4,402.53	\$ 17,787.60	\$ 17,787.60	\$ 5,402.53
TOTAL ALL DEPARTMENTS									
		\$ 1,285,860.39	\$ 56,664.32	\$ 37,244.67	\$ 71,754.10	\$ 43,981.07	\$ 141,455.78	\$ 154,077.40	\$ 375,194.18

Administration
Distributions

Comp-Time
Total Contributions
Overtime

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 Chapter 710: Sewer Use and Sewer Rates. (2nd Read) Discussion/Vote.

Sponsored by the Director of Development.

FIRST READING: 11/25/19
BILL NO. 19-35

SECOND READING:
ORDINANCE NO. 191125D

**AN ORDINANCE
AMENDING CHAPTER 710 OF THE WILLARD MUNICIPAL CODE TITLED
"SEWER USE AND SEWER RATES"**

WHEREAS, the City of Willard and the City of Springfield entered into a wastewater contract dated April 15, 2004 whereby Springfield would accept and treat sewage from Willard; and

WHEREAS, pursuant to Section 403 of the Willard-Springfield sewer contract, Willard must adopt and maintain at all times while the contract is in effect, ordinances and regulations governing usage and connection to such sewers at least as restrictive as Springfield may require; and

WHEREAS, Willard has amended Chapter 710 of its municipal code to comply with Section 403 of its contract with Springfield.

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

Section 1: The Board of Aldermen of the City of Willard hereby amends Chapter 710 of its municipal ordinances as set forth on the attached Exhibit "A".

Section 2: Savings Clause: Nothing in the ordinances in Chapter 710 as amended, shall be construed to affect any suit or proceeding now pending in any court, or any right acquired, or liability incurred, nor any cause or causes of actions occurred or existing, under any act or ordinances 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 the new amended ordinances contained in Exhibit "A" and any other laws, regulations or ordinances, the more restrictive shall apply.

Section 3: Severability Clause. If any sections, subdivisions, sentences, clauses or phrases of the ordinances amended under Chapter 710 are for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinances amended under Chapter 710. The Board of Aldermen hereby declare that it would have adopted the ordinances and each sections, subsections, sentences, clauses, or phrases thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phases be declared invalid.

Section 4: These amendments will be in full force and effect from and after its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES BY TITLE ONLY AND PASSED AT THE MEETING OF THE BOARD OF ALDERMEN,
THE CITY OF WILLARD, GREENE COUNTY, MISSOURI ON THIS ____ DAY OF
_____, 201__.

FIRST READING: 11/25/19
BILL NO. 19-35

SECOND READING:
ORDINANCE NO. 191125D

Approved as to form: _____
Kenneth P. Reynolds, City Attorney

Attested by:

Approved by:

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor

**MEMBERS OF THE BOARD OF ALDERMEN
FIRST (1ST) READING**

YES

NO

ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

**MEMBERS OF THE BOARD OF ALDERMEN
SECOND (2ND) READING**

YES

NO

ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

BILL NO. 19-35

ORDINANCE NO. 191125D

ABSTAINED

Age Group	Percentage
18-24	10
25-34	20
35-44	25
45-54	20
55-64	15
65-74	10
75-84	5
85+	5

FIRST READING: 11/25/19
BILL NO. 19-35

SECOND READING:
ORDINANCE NO. 191125D

EXHIBIT A:

Section 710.215:

It shall be unlawful to operate Fats, Oil & Grease (FOG) management equipment without possessing a valid City of Willard FOG Permit detailing required cleaning and maintenance frequencies, as detailed in the Willard FOG Management Plan. The FOG permit will be issued annually and will be renewed at the time the Business License is renewed. The cost associated for the permit is \$10.00 as listed in Section 500.110 of the Willard Municipal Code.

ARTICLE 1: Definitions

PERMIT: A non-transferable City of Willard permit issued to a generator of FOG bearing wastewater detailing type and cleaning frequency of FOG management equipment used by the generator. A FOG permit is issued annually with the Business License.

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 Chapter 500.110 Fee Schedule. (2nd Read) Discussion/Vote.

Sponsored by the Director of Development.

First Read: 11/25/19

Second Read: _____

Bill: 19-36

Ordinance: 191125E

**AN ORDINANCE APPROVING THE AMENDMENTS TO THE CITY OF WILLARD
MUNICIPAL CODE BOOK: CHAPTER 500.110: FEE SCHEDULE.**

WHEREAS, The City of Willard has determined a need to amend the Building and Development Fee

Schedule; and,

WHEREAS, the Board of Aldermen of the City of Willard, Missouri, has considered the amendments to

the Building and Development Fee Schedule.

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: The City does hereby approve the amendments to the City of Willard Municipal Code Building and

Development Fee Schedule as that document attached hereto and incorporated herein by reference as Exhibit

“A”.

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

Aldermen and approval of the Mayor.

Mayor

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE
CITY OF WILLARD, MISSOURI ON THE _____DAY OF _____2019.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____	_____	_____	_____
CLARK MCENTIRE			

_____	_____	_____	_____
SAMUEL SNIDER			

_____	_____	_____	_____
DONNA STEWART			

_____	_____	_____	_____
LARRY WHITMAN			

_____	_____	_____	_____
SAM BAIRD			

_____	_____	_____	_____
JON JONES			

2nd READ

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____	_____	_____	_____
CLARK MCENTIRE			

_____	_____	_____	_____
SAMUEL SNIDER			

_____	_____	_____	_____
DONNA STEWART			

_____	_____	_____	_____
LARRY WHITMAN			

_____	_____	_____	_____
SAM BAIRD			

_____	_____	_____	_____
JON JONES			

Exhibit A

ARTICLE X Fees

Section 500.110. Fee Schedule.

- A. Adoption of Fee Schedule. There is hereby adopted a fee schedule for building fees and development fees associated with the construction, alteration, enlargement, repair, demolition, conversion, removal, remodeling, use or maintenance of all buildings and structures within the City.
- B. Collection of Fees. All fees due and payable pursuant to the fee schedule herein adopted relating to commercial and residential buildings or structures shall be paid to the Willard City Clerk. All fees due and payable pursuant to the development fee schedule herein adopted shall be payable to the Willard City Clerk.
- C. City of Willard Building Fee Schedule.

Building Fees	
Building Fee:	
Use International Building Code\2012 Permit Fee Schedule with the following multipliers:	
Gross Area Modifier = 70	
Permit Fee Modifier = .0020	
* Formula for permit fee (Gross Area X Gross Area Modifier X Type of Construction X Permit Fee Multiplier)	
The following fees deviate from the building fee:	
All accessory buildings in zoning classifications of "A-1," "A-R" or "R" shall use construction type U in the fee schedule.	
Issuance of permit	\$10.00
Blasting permit/excavation permit	\$50.00
A performance bond of one thousand dollars (\$1,000.00) cash as surety for performance shall be deposited with the Willard City Clerk for any excavation within the right-of-way limits of any street, alley or sidewalk within the City, such cash bond shall be refunded after meeting the requirements of Section 400.1500.	
Building permit fee minimum	\$55.00
Building appeals request - non-refundable	\$225.00
Change of owner or contractor on permit	\$50.00
Accessory structure permit	
Fence building permit	\$10.00
<120 square feet building permit	\$10.00
120 to 300 square feet building permit	\$25.00
>300 square feet building permit	\$35.00
Conditional use permit	\$100.00
Decks	
Deck < 30 inches and/or < 120 square feet	\$40.00
Deck > 30 inches and/or > 120 square feet	\$50.00
Elevator	\$150.00

Building Fees

Fire suppression system		
	Plan review	\$100.00
	Permit for new system	\$200.00
	Permit for modification of system	\$100.00
Grading permit		\$75.00
Infrastructure fee		
	Residential	\$450.00
	Commercial	\$600.00
Mobile home (fee includes building, electric, plumbing and mechanical fee)		
	Park	\$100.00
	Other than park	\$100.00
	Replace with existing services	\$100.00
Park fee		
	Residential	\$250.00 per lot
Certificate of occupancy		\$20.00
Areas (parking lots, tennis courts, etc.)		\$0.15 per 100 square feet up to 20,000 square feet. 20,000 square feet or more, \$30.00 plus \$0.10 for each additional 100 square feet. A minimum of \$25.00
Paved driveways - curb and gutter		\$50.00
On-site wastewater systems (septic system)		\$100.00
Re-roofing permit		\$25.00
Signs		
	Billboards	\$0.20 per square foot
	Building signs - detached	\$25.00
	Building signs - attached	\$25.00
Illuminated signs		Add \$10.00
Storage tanks (per tank)		
	< than 500 gallons	\$75.00
	> than 500 gallons	\$100.00
Storm shelter		\$75.00
Swimming pools (fee includes building, electric, plumbing and mechanical)		
	Residential (one- and two-family)	
	Above grade	\$35.00
	Below grade	\$75.00
	All other pools (commercial)	\$185.00
	Plan review fee for commercial pools	\$75.00
Temporary use permit		\$100.00
Towers (in height)		
	Plan review fee	\$100.00

Building Fees	
<100 feet	\$100.00
Each additional 100 feet	\$25.00
Antennas added to existing tower	\$100.00 per antenna assembly
Variance permit	\$300.00 plus any additional costs to City
Well	\$100.00
Reinspection fees:	
2nd reinspection	\$100.00
3rd reinspection, stop work order and fee	\$100.00
Moving of structure or building:	
Preinspection of building	\$45.00
Moving a structure	\$65.00 (plus electrical, plumbing, mechanical, etc.)
A cash bond of one thousand five hundred dollars (\$1,500.00) shall be deposited with the Willard City Clerk. The cash bond shall be refunded after the structure has been moved, all proper inspections completed and the certificate of occupancy permit is issued.	
Remodel: The fee for remodeling shall be based on one-half (½) of the amount for a new building, but not less than the minimum fees.	
Commercial in-fill: The fee for in-fill construction in existing commercial buildings shall be one-half (½) of the amount for a new structure, but not less than the minimum fees.	
Demolition: The fee for demolition of a building shall be one hundred dollars (\$100.00). A cash bond of five hundred dollars (\$500.00) shall be deposited with the City of Willard. The bond shall be refunded after the proper inspections have been completed and all required documents are submitted.	
Work without permit: Where work has commenced without proper permits, an additional fee equal to the amount of the permit [not to exceed one hundred dollars (\$100.00)] will be charged. Emergency work (situations wherein life, health and/or safety would be affected) will be exempt from this charge if the proper permit is obtained within seventy-two (72) hours after notification.	
Electrical fees:	
Electrical	35% of building fee
Minimum fee	\$50.00
Plumbing fees:	
Plumbing fees	35% of building fee
Minimum fee	\$50.00
Mechanical fees:	
Mechanical fees	35% of building fee
Minimum fee	\$50.00
Mechanical fee for the change out of a furnace or water heater	\$40.00
All permit fees shall be rounded to nearest dollar amount	
Examples: \$129.49 = \$129.00 and \$129.50 = \$130.00	

D. City of Willard Development Fee Schedule.

Development Fees	
All legal, recording, advertising and/or consulting fees will be billed to the applicant in addition to the following:	
Sketch plan review	

Development Fees		
	Residential	\$100.00
	Commercial	\$100.00
	Planned development district	\$100.00
Application major subdivision		\$50.00
Application minor subdivision		\$50.00
Preliminary plat		
	Residential	\$250.00 plus \$2.50 per lot
	Commercial	\$335.00 plus \$3.35 per lot
	Planned development district	\$300.00 plus \$6.00 per lot
All appeals		\$100.00
Major site application		\$50.00
Minor site application		\$50.00
Final plat		
	Residential	\$300.00 plus \$10.00 per lot
	Commercial	\$300.00 plus \$10.00 per lot
	Planned development district	\$300.00 plus \$10.00 per lot
Floodplain development fees		\$250.00
Stormwater buyout		See Section 400.1460 (K)
Rezoning		\$300.00
Text amendment		\$100.00
Lot split/replat		\$300.00
Annexation		\$100.00
Pro rata reimbursement		See Section 400.1460

E. City of Willard Miscellaneous Fee Schedule.

Miscellaneous Fees		
Fireworks:		
	Fireworks display	\$50.00
	Fireworks license-dealer	\$200.00
Occupancy without a permit		\$150.00/daily
Recording fees		Varies per project
Water connection fees		See Section 705.090
Sewer connection fees		See Section 710.470
FOG Permit		\$10.00
Abatement fees		Varies per violation
Locate fee		\$5.00
Medical Marijuana		