

CITY OF WILLARD, MISSOURI

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



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

June 8, 2015

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Michael Barr-Mayor Pro-Tem

Jamie Buckley

David Larimore

Don Lee

Meredith Reaves

Larry Whitman

www.cityofwillard.org

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

**June 8, 2015
7:00 P.M.**

Posted June 1, 2015

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at 7:00 p.m. June 8, 2015 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Call the meeting to order

Roll Call

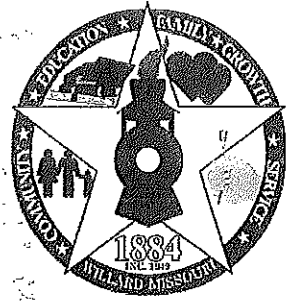
- 1. Agenda Amendments/Approval of Agenda.**
- 2. Approval of minutes:**
 - a. Approval of the Minutes from the April 27, 2015 meeting.
 - b. Approval of the Minutes from the May 11, 2015 meeting.
 - c. Approval of the minutes from the May 26, 2015 meeting.
- 3. Presentation to Reserve Office Bill Lingensfielser for his service to the City of Willard.**
- 4. Financial Reports.**
 - a. April 2015 Budget Summaries.
 - b. April 2015 Financial Statements.
 - c. May 2015 and April 2015 Outstanding Invoices, Paid Invoices, Online Payments and Transfers.
 - d. April 2015 Check Register.
 - e. May 2015 Water Loss Report.
 - f. May 2015 Utility Adjustments Report.
- 5. Department Head Reports.**
- 6. Citizen Input (5 minute limit per person).**
- 7. Ordinance accepting the reappointment of the Willard City Attorney, Ken Reynolds. (2nd Read) Discussion/Vote.**
- 8. Ordinance accepting the reappointment of the Willard Municipal Judge, Kristoffer Barefield. (2nd Read) Discussion/Vote.**
- 9. Ordinance accepting the gas franchise agreement between City Utilities and the City of Willard, MO. (2nd Read) Discussion/Vote.**
- 10. Ordinance accepting the electric franchise agreement between City Utilities and the City of Willard, MO. (2nd Read) Discussion/Vote.**

11. Ordinance accepting the contract with Cox Health for the lease of the Willard Fitness Center. (2nd Read). Discussion/Vote.
12. Ordinance Repealing Ordinances #140811B and #140609G Establishing Additional Duties of the City Administrator. (1st and 2nd Read). Discussion/Vote.
13. Amendments to Ordinance #101213 Section 120.040D Notice of Meetings. (1st and 2nd Read). Discussion/Vote.
14. Amendments to Ordinance # 150309 Employee Manual. (1st and 2nd Read). Discussion/Vote.
15. Ordinance entering into an Intergovernmental Cooperative Agreement with the City of Republic, MO as pertaining to mutual aid for jail and court services. (1st and 2nd Read). Discussion/Vote.
16. Discussion/Vote on the approval of the streetlight change out/installation at:
 - a. Change out at 207/209 John F. Kennedy Dr.
 - b. Installation of new streetlight at the intersection of Farm Rd. 94 and Megan Ln.
 - c. Installation of new streetlight at Fox River Rd. and Hughes Rd.
17. Discussion/Vote on the City Newsletter.
18. Discussion/Vote on the Deposit Return Policy for the Utility Accounts.
19. New Business.
20. Old Business.
21. Adjourn Open Meeting.
22. Open closed session pursuant to Section 610.021 (#1) Legal and (#13) Personnel.
23. Close executive session.
24. Close open session.

THE TENTATIVE AGENDA OF THIS MEETING INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO RSMO SECTION 610.021 # (1) LEGAL AND # (13) PERSONNEL.

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

Dale Duvall
City Clerk



AGENDA ITEM #2

Approval of Minutes:

- a. Approval of the minutes from the April 27, 2015 meeting.
- b. Approval of the minutes from the May 11, 2015 meeting.
- c. Approval of the minutes from the May 26, 2015 meeting.

This item is being presented by the City Clerk.

CITY OF WILLARD
BOARD OF ALDERMEN
OPEN MEETING
April 27, 2015

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Dale Duvall; Community Services Director, J.C. Loveland; Director of Development, Randy Brown; Court Clerk, Linda Murray; Utility Services Supervisor, Cheryl Bouton; Chief Financial Officer, Carolyn Halverson and Chief of Police, Tom McClain.

City Attorney Ken Reynolds was present.

Citizens in attendance: Mindy Latham, Sam Baird, Kate Hendrickson, Alice Mitchell, Brandi Hicks, Rick Halverson, Alyce Crosby, Mark Wilcox and Lucille Murray.

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 pm.

SWEAR/AFFIRM IN NEWLY ELECTED OFFICIAL

The City Clerk swore in the new Board of Alderman member: Alderman Buckley.

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley-present, Alderman Whitman-present, Alderman Barr-present, Alderman Lee--present, Alderman Larimore-present, Alderman Reaves-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

Motion made by Alderman Larimore and seconded by Alderman Reaves to accept the agenda. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Election of the Mayor Pro-Tem

Motion made by Alderman Lee with a second made by Alderman Buckley to appoint Alderman Barr as the Mayor Pro-Tem. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Citizen Input.

None.

Ordinance accepting the bid and the COP contract for the Parks Department. (1st and 2nd Read)
Discussion/Vote.

Jack Dillingham of Piper Jaffrey discussed the contract and the ordinance with the Board.

First read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Whitman to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Second read was conducted by the City Clerk.

Motion was made by Alderman Barr with a second by Alderman Larimore to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

A recess was called to allow for time to sign and notarize the documents for Mr. Dillingham at 7:25 p.m. and ended at 7:40 p.m.

Ordinance accepting the bid and contract for the Security Fence at the Meadows Wellhead. (1st and 2nd Read) Discussion/Vote.

The Director of Development discussed the fence bid with the Board and informed them that Carnahan-White was the only bid that was received and that it did come in under budgeted grant money. The project has a June 1, 2015 completion date and therefore 1st and 2nd read are necessary tonight.

First read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Lee to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Second read was conducted by the City Clerk.

Motion was made by Alderman Reaves with a second by Alderman Lee to approve the second read of the ordinance. The motion carried with a vote of 5-1. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore and Barr. Voting nay: Alderman Buckley.

Ordinance accepting the bid and contract for the repaving of the parking lot at the Jackson St. Park Aquatic Center. (1st and 2nd Read) Discussion/Vote.

The Community Services Director informed the Board that the bid from Whisler Construction was the only bid that was received. The reason for 1st and 2nd read tonight is so that the parking lot can be completed prior to the Aquatic Center opening on May 21st.

First read was conducted by the City Clerk.

Motion was made by Alderman Barr with a second by Alderman Larimore to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Second read was conducted by the City Clerk.

Motion was made by Alderman Barr with a second by Alderman Larimore to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Ordinance accepting the contract with Sunshine Nurseries for the purchase of trees for the Jackson St. Park. (1st and 2nd Read). Discussion/Vote.

Lucille Murray of the tree Board spoke to the Board about the purchase of the trees for the Jackson St. Park. There have been seventy (70) trees planted.

First read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Reaves to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Second read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Whitman to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Ordinance accepting the bid and contract with Varsity Scoreboards for the Parks and Recreation Department. (1st and 2nd Read). Discussion/Vote.

The Community Services Director spoke to the Board and stated that the City had received three (3) bids. The reason that the Parks Department was asking for approval of Varsity Scoreboards even though their bid came in a little higher than one of the other bids was due to the fact that Varsity could deliver the scoreboard before baseball season starts. The other companies could not.

First read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Barr to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Second read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Reaves to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Ordinance accepting the STP-5944 (802) Urban Agreement with the Missouri Highways and Transportation Commission. (2nd Read) Discussion/Vote.

Second read was conducted by the City Clerk.

Motion was made by Alderman Barr with a second by Alderman Buckley to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Ordinance accepting the contract between Olsson Associates and the City of Willard to provide Engineering Services for Sidewalk Improvements at Jackson St. and Main St. (2nd Read) Discussion/Vote.

Second read was conducted by the City Clerk.

Motion was made by Alderman Barr with a second by Alderman Lee to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Ordinance revising Ordinance #130610 Order of Business. (2nd Read) Discussion/Vote.

Second read was conducted by the City Clerk.

Motion was made by Alderman Larimore. Alderman Buckley expressed concern over the verbiage changes in the ordinance. After discussion among the Board no second motion was made. The motion dies for lack of a second.

Ordinance accepting the contract with Monkey Business for Freedom Fest 2015. (2nd Read) Discussion/Vote.

Second read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Buckley to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Ordinance accepting the Department of Natural Resources Source Water Protection Grant. (2nd Read) Discussion/Vote.

Second read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Lee to approve the second read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Reaves, Whitman, Larimore, Barr and Buckley.

Discussion/Vote on the Parks Rental Deposit Policy.

The Community Services Director spoke to the Board about the current procedure for the refunding of rental deposits. In waiting for the Board to approve the refunds, it currently is taking over a month in some situations for the refund to be issued.

Motion was made by Alderman Lee with a second by Alderman Larimore to allow for the Chief Financial Officer to process the refund in a more timely matter without going to the Board for pre-approval. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Lee, Buckley, Reaves, Whitman and Barr.

Discussion/Vote for the accepting the bid for the Depository and Banking Services for the City of Willard.

The Chief Financial Officer went over the three (3) bids that the City had received for the City's banking services. A request was made by the Chief Financial Officer that the City stay with Commerce Bank.

Motion was made by Alderman Lee with a second by Alderman Barr to approve the bid proposal of Commerce Bank. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Discussion/Vote on the acceptance of the bid from Backyard Living Source for the purchase of a pool vacuum.

The Director of Community Services discussed the three (3) bids that were received on the pool vacuum. The reason that approval was being requested for Backyard Living Source was due to the timely matter that the company responded to the bid.

Motion was made by Alderman Lee with a second by Alderman Barr to approve the bid proposal of Backyard Living Source. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Discussion of the City Newsletter.

The City Administrator discussed the three (3) examples of a city newsletter that were given to the Board. After discussion the Board asked for a draft to be brought to the Board for review and discussion at the meeting on June 8th.

Update on the future operation of the Willard Fitness Center.

The City Administrator explained to the Board that he had spoken with Cox Fitness and that Cox Fitness was asking for a significant decrease in rent for the first year. The rent would resume at the current rate for years' two (2) and three (3). The Board stated that they wanted to make sure that there was no out allowed for Cox Fitness in the new contract for the three (3) year period. The Board asked the City Administrator to work on a contract that would be acceptable for both parties.

New Business.

The City Clerk spoke to the Board about having Gary Markenson, formerly of MML come and do training for the Board members and any staff that are interested. The City Clerk is going to ask the City of Ash Grove if they would like to be included and possibly assist with the cost which is \$375.00.

The Board chose May 26th at 6 p.m. for the training. The City Clerk will arrange it. Alderman Barr asked that closed session for Personnel be placed on the agenda for the June 8th meeting. Alderman Lee stated that he agreed. The City Attorney reminded the Board that closed session could not be held for general discussion. Alderman Barr stated he had something specific in mind.

Old Business.

None.

Adjourn meeting.

Motion made by Alderman Lee and seconded by Alderman Larimore to adjourn the meeting. The motion carried with a vote of 6-0. Voting aye: Aldermen Whitman, Reaves, Buckley, Larimore, Barr and Lee.

Meeting adjourned at 9:20 p.m.

Dale Duvall, City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD
BOARD OF ALDERMEN
OPEN MEETING
May 11, 2015

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Dale Duvall; Community Services Director, J.C. Loveland; Director of Development, Randy Brown; Chief Financial Officer, Carolyn Halverson; Finance Clerk, Dona Slater; Utility Supervisor, Cheryl Bouton; Office Assistant, Lin Stonehouse and Chief of Police, Tom McClain.

City Attorney Ken Reynolds was present.

Citizens in attendance: Kate Hendrickson, Mindy Latham, Sam Baird, Mark Wilcox and Alyse Crosby.

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 pm.

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley—present, Alderman Whitman—present, Alderman Barr—present, Alderman Lee—present, Alderman Larimore—present, Alderman Reaves—present and Mayor Hendrickson—present.

Agenda Amendments/Agenda Approval.

Motion made by Alderman Barr and seconded by Alderman Reaves to accept the agenda. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Approve the Minutes of the Regular Meeting on April 13, 2015.

Motion made by Alderman Barr and seconded by Alderman Larimore to approve the minutes. The motion carried with a vote of 6-0. Voting aye: Aldermen Lee, Buckley, Reaves, Whitman, Larimore and Barr.

Approve the Minutes of the Special Meeting on April 27, 2015.

Alderman Lee stated that Alderman Barr had made the request for closed session. The City Clerk stated that she would check the audio and bring it back for a vote at the next meeting. **Motion** made by Alderman Larimore and seconded by Alderman Reaves to approve the minutes as presented. The motion tied with a vote of 3-3. Voting aye: Aldermen Reaves, Larimore and Whitman. Voting nay: Aldermen Lee, Buckley and Barr. The Mayor broke the tie with vote of no. The minutes will be brought back at the June 8th meeting.

Auditor Report.

The 2014 audit was presented to the Board by Rebecca Fredrickson of KPM CPAs, PC.

Financial Reports.

- a. **March 2015 Budget Summaries.**
Informational Only.
- b. **March 2015 Financial Statements.** **Motion** was made by Alderman Lee with a second by Alderman Barr to approve the statements. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Reaves, Buckley, Whitman, Lee and Barr.
- c. **April 2015 and May 2015 Outstanding Invoices, Paid Invoices, Online Payments and Transfers.** **Motion** was made by Alderman Larimore with a second by Alderman Lee to approve the items. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Whitman, Buckley, Reaves and Barr.

- d. March 2015 Check Register.
Informational Only.
- e. April 2015 Water Loss Report. Informational Only.
- f. April 2015 Utility Adjustments Report. Motion was made by Alderman Larimore with a second by Alderman Barr to approve the report. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Whitman, Lee, Buckley, Reaves and Barr.

Department Head Reports.

The Department Heads presented their reports to the Board.

Citizen Input.

Sam Baird spoke to the Board and thanked them for putting the video stream for the meeting online. He also asked that all supplements that are presented to the Board but that are not placed in the packet be placed on the website. Mr. Baird also thanked the Director of Public Works for the fast work on the leak on Mark St.

Ordinance accepting the reappointment of the Willard City Attorney, Ken Reynolds. (1st Read) Discussion/Vote.

First read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Lee to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Whitman, Lee and Barr.

Ordinance accepting the reappointment of the Willard Municipal Judge, Kristoffer Barefield. (1st Read) Discussion/Vote.

First read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Buckley to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Whitman, Lee and Barr.

Ordinance accepting the gas franchise agreement between City Utilities and the City of Willard, MO. (1st Read) Discussion/Vote.

First read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Whitman to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Whitman, Lee and Barr.

Ordinance accepting the electric franchise agreement between City Utilities and the City of Willard, MO. (1st Read) Discussion/Vote.

First read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Barr to approve the first read of the ordinance. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Whitman, Lee and Barr.

Ordinance accepting the contract with Cox Health for the lease of the Willard Fitness Center. (1st Read). Discussion/Vote.

First read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Buckley to approve the first read of the contract. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Lee, Whitman and Barr.

Ordinance accepting the contract with Commerce Bank for Depository and Banking services. (1st and 2nd Read). Discussion/Vote.

First read was conducted by the City Clerk.

Motion was made by Alderman Lee with a second by Alderman Larimore to approve the first read. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Lee, Whitman and Barr.

Second read was conducted by the City Clerk.

Motion was made by Alderman Larimore with a second by Alderman Lee to approve the second read of the contract. The motion carried with a vote of 6-0. Voting aye: Aldermen Larimore, Buckley, Reaves, Lee, Whitman and Barr.

Discussion/Vote on revisions to Ordinance #140609G Additional Duties of the City Administrator.

Alderman Buckley discussed the changes that he was proposing to Ordinance # 140609G. After discussion among the Board and the City Attorney, it was decided by the Board to repeal Ordinance #140609G. There will be a new ordinance based off of the proposed version by Alderman Buckley giving additional duties to the Mayor with the ability to delegate authority to the City Administrator. Additional modifications will be to strike out item number three (3) and to change the language in the ordinance from "appoint" to "hire". Motion by Alderman Barr with a second by Alderman Lee to make revisions to the City Employee Manual to empower the Mayor and allow for the City Administrator to be the Mayor's designee. There will also be an ordinance regarding the additional duties to the Mayor. The motion carried with a vote of 4-1. Voting aye: Aldermen Buckley, Lee, Whitman and Barr. Voting nay: Alderman Reaves. Abstention by Alderman Larimore. The City Administrator asked if the proposed changes that were being reviewed at by the Chief Financial Officer could be included in those changes. The Board concurred.

Discussion/Vote on revisions to Ordinance #101213 Open Meetings and Records Policy.

The City Clerk explained that Ordinance# 101213 is in conflict with Ordinance # 130610 and that after speaking with the Mayor, the recommended changes were being presented to the Board. Motion was made by Alderman Lee with a second by Alderman Buckley to accept the proposed changes with the following additional modifications: Three (3) days at noon for the establishment of an agenda for a closed session meeting. Seven (7) days by five o'clock (5:00) prior to a scheduled open meeting for the addition of an agenda item. Three (3) days by five o'clock (5:00) prior to a scheduled closed session for the addition of an agenda item. For the addition of a closed session there must be a request made by noon three (3) days prior to the requested meeting date. Any special meeting, closed or open must be requested by at least three (3) Aldermen or the Mayor.

There was discussion on the request made for a special closed session on June 8, 2015. The City Clerk asked that during old business that three (3) Aldermen request the special closed for June 8th as there are only two (2) requests on record now.

New Business.

The City Clerk informed the Board that a Donut/Sandwich Shop, a trash carrier and a Construction Clean-up Company had been issued or had expressed interest in a business license. The Chief Financial Officer explained that the City employee policy would need a change to page twenty (20) regarding the Public Works Department uniform allowance. The City now pays for the pants through a uniform company. The paid holiday schedule also needs to be adjusted to accommodate for a paid holiday that falls on the weekend. Alderman Barr asked that all documents presented to the Board be placed on the website as Sam Baird had requested.

Old Business.

Alderman Barr asked about a Parks rental deposit that was paid to the City on April 18, 2015 and still had not been refunded. The Chief Financial Officer stated that she had been busy and that it would be done soon. The City Clerk discussed looking into tablets for the Board. Alderman Lee asked that a closed session be added to the meeting on June 8, 2015. Alderman Barr made a second to the request and Alderman Buckley made the third required request.

Adjourn meeting.

Motion made by Alderman Lee and seconded by Alderman Buckley to adjourn the meeting. The motion carried with a vote of 6-0. Voting aye: Aldermen Whitman, Buckley, Reaves, Larimore, Barr and Lee.

Meeting adjourned at 10:32 p.m.

Dale Duvall, City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD
BOARD OF ALDERMEN
TRAINING SESSION
May 26, 2015

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Dale Duvall and Utility Clerk, Abby Wilson.

Guests in attendance: Rick Hess, Sharon Anderson, Diana Simpson, Rocky Compton, Marc Cerce, Warren Griffith, Debra Hickey and Linda Barboa.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 6:05 pm.

Roll Call.

Alderman Buckley—present, Alderman Whitman—present, Alderman Barr—present, Alderman Lee—present, Alderman Larimore—present, Alderman Reaves—present and Mayor Hendrickson—present.

Alderman Buckley arrived at 6:10 p.m.

Alderman Lee left at 7:00 p.m.

The Chief Financial Officer arrived at 7:40 p.m.

Speaker Gary Markenson took over the meeting and conducted the training session.

Adjourn meeting.

Meeting adjourned at 8:20 p.m.

Dale Duvall, City Clerk

Corey Hendrickson, Mayor of Willard

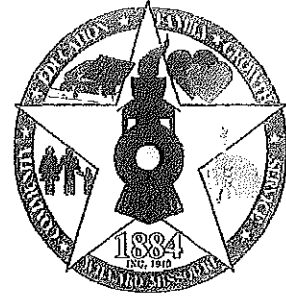


AGENDA ITEM #4

Financial Reports.

- a. April 2015 Budget Summaries.
- b. April 2015 Financial Statements.
- c. May 2015 and April 2015 Outstanding Invoices, Paid Invoices, Online Payments and Transfers.
- d. April 2015 Check Register.
- e. May 2015 Water Loss Report.
- f. ~~April~~ 2015 Utility Adjustments Report.

CITY OF WILLARD
BOARD OF ALDERMEN



AGENDA ITEM #4 (a)
FINANCE DEPARTMENT

ACTION REQUIRED: INFORMATION ONLY

April 2015 Financial Summary Report

JUNE 8, 2015 BOA MEETING
FINANCIAL SUMMARY REPORT

REVENUE AND EXPENSE

Summary of Revenue and Expense for all funds for April 2015.

General Fund

- Revenue for April 2015 has increased \$7,353.59 compared to April 2014. The majority of the increase is from franchise fees. This includes Mobile Phone, Electric, Gas, and Cable TV fees. Year to Date the 2015 revenues have increased \$141,346.70 compared to Year to Date 2014. Less the grant received in January this is a \$39,953.40 increase compared to last year.
- Expenses for the General City Government have decreased in April 2015 \$ 25,158.87 compared to April 2014. The majority of the 2014 higher expense included Audit Expense, Dues and Subscription, Group Insurance, Salary and Payroll Taxes. The Year to Date for 2015 shows a decrease of \$53,514.78 for expense this year compared to last year.
- Expenses for the Law and Public Safety Department shows an increase of \$476.77 for April compared to last year in April. The Year to Date comparison shows an increase of \$13,221.62 this year compared to last year. The Group Insurance and Salaries are the main reason for the higher expenses.
- Expenses for the Street Department have increased for the month of April and Year to Date compared to 2014. The main area of increase is for paving for the year to date. The total Year to Date increase is \$2,213.89 compared to last year.
- Expenses for Planning and Development have decreased \$8,203.53 compared to last year. Professional Fees and Legal Fee expense for public improvement projects is lower this year compared to last year.
- Expense for the Emergency Management Department increased \$3,971.20, but this is because of how the invoices were received from Greene County Emergency Management. The fees are still the same this year as they were last year.
- The Net Income Year to Date increased \$183,658.30 compared to last year. Not including the Grant payment the increase is still at \$82,265.00 compared to last year. A combination of higher revenue and a decrease in expenses have resulted in the higher Net Profit.

Water & Sewer Fund

Water Department:

- Revenue Year to Date for the Water Department had a \$31,531.42 increase compared to Year to Date 2014. All areas including Water Sales, Meter Installation, and Trash Income increased.
- Expenses Year to Date compared to last year have increased \$4,805.87. The Group Insurance, Trash Expense, Salaries, and Utilities (Electric) have all increased slightly. In April a lawn mower was purchased. Several areas of expense had decreases.
- The Net Income Year to Date increased \$26,725.55 compared to Year to Date in 2014. In 2014 there was a loss of \$31,177.40, but this year the loss decreased to \$4,451.85. This was a result of an increase in revenue above the increase in expenses.

Sewer Department:

- Revenue Year to Date for the Sewer Department had a \$481.12 decrease compared to Year to Date 2014. The Sewer Sales were down slightly. The Penalty and Interest income had a very small increase.
- Expenses Year to Date compared to last year have increased \$36,181.96. The Utilities (Electric), Salaries, Group Insurance and equipment purchases increased, but the Springfield Sewer Charges and the Interest Expense decreased. The Interest Expense decreased \$ 23,459.35 compared to last year before the refinancing of the COPs.
- The Net Income Year to Date decreased \$36,663.08 compared to last year as a result of slightly lower revenue and higher expenses. This is partly because of an equipment purchase in April.

Parks Fund

- Revenue Year to Date has increased \$58,914.27 compared to Year to Date 2014. Increases include the Real Estate Tax, Sales Tax, Capitol Improvement Tax and Advertising Income. The Adult Programs decreased \$1,074.55 and Youth Programs decreased \$10,843.76 compared to last year. This spring has been a very wet season, which could be a result of the lower program fees for the Youth Programs.
- Expenses Year to Date have increased \$18,925.39 compared to Year to Date 2014. The Group Insurance and Utilities (Electric) have increased, but Salaries for full time and seasonal employees have decreased. The capital improvement for the lighting upgrade is the main reason for the increase in expenses.
- The Net Income Year to Date has increased \$39,988.88 compared to Year to Date last year.

DEBT

Long Term Debt and COP Debt balance as of April 30, 2015:

Mid-Missouri Bank (Parks)	\$ 31,920.42
Water/Sewer 2014 COP	2,140,000.00
Park COP Refunding	1,070,000.00
Aquatic Center	<u>2,945,000.00</u>
Total	\$ 6,187,920.42

The Park COP payment will be paid in May in the amount of \$243,778.13. The Parks COP will be refinanced in June. The next payment for Parks will be in 2016. The Water/Sewer COP interest will be paid later in November.

SUMMARY

Request for Proposals

The proposals presented for the remodel of the City Hall front office was determined not to cover the full scope of the work to be completed. The budget originally was to include the placement of a window and door to make the front office safer for the employees. After further consideration it was determined we need to get an architect to draw the requirements and rebid the remodel later in the year.

Tyler Technologies-Incode Conversion

During June the Finance Department will be training several days throughout the month. The Utility Department will begin more training in June as well.

Computer Purchases

The last meeting we pointed out the need for computers for the City Administrator, CFO and police station. We can get three computers for approximately \$2800.00. The computers will last longer than lower cost computers and have the specifications required. These computers were recommended by Jeremy Evans, the City IT Specialist. The CA and police station computers will cost approximately \$800.00 each and the computer for the CFO will be approximately \$1200.00 because of the higher use in the Finance Office. In order to purchase the computers, we need the Board to approve the use of the Capital Improvement Funds.

Time and Attendance Software and Equipment

This past month I have been looking at time and attendance software and equipment. I am in the process of comparing the different systems and would like to make a recommendation and ask for the approval to move forward at the next meeting this month. It will take 8 to 12 weeks to complete the installation and training on the software and equipment.

Incode Cash Management Equipment

The Cash Management Module of the software that was originally quoted was for one cash drawer. In order to have each cashier be personally responsible, we would need a cash drawer for each employee. We can get (2) two additional cash draws for \$570.00. I would recommend that we purchase the additional cash drawers, which would give us (3) three cash drawers to have each Utility Clerk be responsible for their own money count each day. This will lead to more accountability for the deposited money each day.

Year to Date 2015

	2015 Projected Revenues	Received As of April 2015	% Rec'd	2014 Budgeted Expenses	Expended As of April 2015	% Used	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration				\$243,777.24	\$79,882.75	32.8%	
Law and Public Safety Division				\$814,092.48	\$217,843.55	26.8%	
Street Division				\$375,970.81	\$68,773.44	18.3%	
Planning & Development Division				\$81,719.12	\$15,077.50	18.5%	
Emergency Management Division				\$22,031.68	\$9,508.30	43.2%	
Sub-Total	\$1,567,450.00	\$769,128.79	49.1%	\$1,537,591.33	\$391,085.54	25.4%	\$378,043.25
Park Fund							
Water Fund	\$955,956.00	\$331,501.53	34.7%	\$953,787.17	\$191,213.80	20.0%	\$140,287.73
Sewer Fund	\$1,183,500.00	\$379,699.35	32.1%	\$1,155,121.70	\$384,151.20	33.3%	(\$4,451.85)
	\$1,500,000.00	\$427,598.78	28.5%	\$1,484,757.40	\$413,265.24	27.8%	\$14,333.54
Totals	\$5,206,906.00	\$1,907,928.45	36.6%	\$5,131,257.60	\$1,379,715.78	26.9%	\$528,212.67

	Total Reserves Available As of Jan 1, 2015	Total Reserves Available As of April 2015	Operating Cash As of April 2015	Total Operating Cash As of April 2015	All Funds Total
Reserves					
General Fund	\$451,025.94	\$651,383.85	General Fund	\$148,376.20	\$799,760.05
Water & Sewer Fund	\$1,152,463.55	\$2,228,940.86	Water & Sewer Fund	\$148,010.45	\$2,376,951.31
Park Fund	\$97,854.27	\$117,889.13	Park Fund	\$63,339.28	\$181,228.41
Total Reserves	\$1,701,343.76	\$2,998,213.84	Total Operating	\$359,725.93	\$3,357,939.77

Assigned Funds	Water/Sewer Customer Deposits	Parks Project Parks Youth Scholarships	All Assigned Funds Total
General			
Judicial Education Fund	\$613.81		
Police Forfeiture Asset Funds	\$656.00		
Capital Improvement Fund	\$39,239.00		
Total Assigned Funds	\$39,239.00	\$188,975.07	\$229,842.05

Revenues by Month

2015

	Budget	JAN	FEB	MAR	APR	MAY	JUN	
General Fund	\$1,567,450.00	\$336,623.56	\$174,891.84	\$132,289.97	\$125,323.42	\$0.00	\$0.00	
Cumm. Total		\$336,623.56 21.5%	\$511,515.40 32.6%	\$643,805.37	\$769,128.79 41.1%	\$769,128.79 49.1%	\$769,128.79 49.1%	49.1%
Water	\$1,183,500.00	\$95,045.76	\$102,828.80	\$83,169.12	\$98,655.67	\$0.00	\$0.00	
Cumm. Total		\$95,045.76 8.0%	\$197,874.56 16.7%	\$281,043.68	\$379,699.35 23.7%	\$379,699.35 32.1%	\$379,699.35 32.1%	32.1%
Power	\$1,500,000.00	\$107,165.72	\$111,167.42	\$104,474.18	\$104,791.46	\$0.00	\$0.00	
Cumm. Total		\$107,165.72 7.1%	\$218,333.14 14.6%	\$322,807.32	\$427,598.78 21.5%	\$427,598.78 28.5%	\$427,598.78 28.5%	28.5%
Trunks	\$955,956.00	\$115,585.94	\$64,925.46	\$67,277.92	\$83,712.21	\$0.00	\$0.00	
Cumm. Total		\$115,585.94 12.1%	\$180,511.40 18.9%	\$247,789.32	\$331,501.53 25.9%	\$331,501.53 34.7%	\$331,501.53 34.7%	34.7%
Totals	\$5,206,906.00	\$654,420.98	\$453,813.52	\$387,211.19	\$412,482.76	\$0.00	\$0.00	
Cumm. Total		\$654,420.98 12.6%	\$1,108,234.50 21.3%	\$1,495,445.69 28.7%	\$1,907,928.45 36.6%	\$1,907,928.45 36.6%	\$1,907,928.45 36.6%	36.6%

Revenues by Month

2015

	Budget	July	Aug	Sept	Oct	Nov	Dec
General Fund	\$1,567,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total		\$769,128.79	\$769,128.79	\$769,128.79	\$769,128.79	\$769,128.79	\$769,128.79
		49.1%	49.1%	49.1%	49.1%	49.1%	49.1%
Water	\$1,183,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total		\$379,699.35	\$379,699.35	\$379,699.35	\$379,699.35	\$379,699.35	\$379,699.35
		32.1%	32.1%	32.1%	32.1%	32.1%	32.1%
Sewer	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total		\$427,598.78	\$427,598.78	\$427,598.78	\$427,598.78	\$427,598.78	\$427,598.78
		28.5%	28.5%	28.5%	28.5%	28.5%	28.5%
Parts	\$955,956.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total		\$331,501.53	\$331,501.53	\$331,501.53	\$331,501.53	\$331,501.53	\$331,501.53
		34.7%	34.7%	34.7%	34.7%	34.7%	34.7%
Totals	\$5,206,906.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumm. Total		\$1,907,928.45	\$1,907,928.45	\$1,907,928.45	\$1,907,928.45	\$1,907,928.45	\$1,907,928.45
		36.6%	36.6%	36.6%	36.6%	36.6%	36.6%

REVENUE SOURCES Year to Date	2015 Projected Revenues	Received As of April 2015	% of Projected Revenues Collected to Date
General Fund			
Asset Sales	\$0.00	0.00	0
Building Permits	\$40,000.00	4,163.00	10.4%
Cable TV Franchise Fees	\$16,500.00	7,279.29	44.1%
County Road & Bridge Tax	\$28,200.00	0.00	0.0%
Electric Franchise Fees	\$235,000.00	76,023.97	32.4%
Gas Franchise Fees	\$58,000.00	26,084.18	45.0%
*Grant Revenues	\$0.00	101,393.30	0.0%
Interest Income	\$1,000.00	357.91	35.8%
Law Enforcement Sales Tax	\$23,750.00	9,895.00	41.7%
Merchant Licenses	\$5,500.00	1,506.25	27.4%
Miscellaneous Revenues	\$2,000.00	4,381.80	219.1%
Mobile Phone Lease Fees	\$92,000.00	38,775.25	42.1%
Motor Vehicle Fuel Taxes	\$187,000.00	65,833.75	35.2%
Planning And Zoning	\$2,000.00	0.00	0.0%
Real Estate Taxes	\$182,000.00	149,780.93	82.3%
Recycling Center	\$0.00	0.00	0.0%
Sales & Use Taxes	\$415,000.00	148,307.43	35.7%
Sales Tax - Capital Improvement	\$201,000.00	112,559.23	56.0%
State LET Account	\$500.00	0.00	0.0%
Traffic Court Fines	\$55,000.00	16,835.91	30.6%
Other Fines	\$20,000.00	5,097.18	25.5%
Law Other Income	\$2,000.00	548.41	27.4%
Veterans' Memorial	\$1,000.00	306.00	30.6%
Transfer in	\$0.00	0.00	0.0%
Totals	\$1,567,450.00	769,128.79	49.1%

Dedicated per fund	Budget	Actual Year-to-date
Dedicated funds for General	\$1,251,000.00	569,525.24
Dedicated funds for Streets & Roads	\$215,200.00	164,859.71
Dedicated funds for Public Safety	\$101,250.00	32,376.50
*Grants listed in dedicated dept		
Total Funds	\$1,567,450.00	766,761.45

REVENUE SOURCES Year to Date	2015 Projected Revenues	Received As of April 2015	% of Projected Revenues Collected to Date
Water Fund			
Asset Sales	0.00	0.00	0.0%
Certificates of Participation	0.00	0.00	#DIV/0!
Grant Receipts	18,000.00	0.00	0.0%
Interest Income	1,500.00	344.29	23.0%
Meter Installations	5,000.00	4,200.00	84.0%
Miscellaneous Revenues	5,000.00	1,916.00	38.3%
Penalty Income	30,000.00	5,114.33	17.0%
Trash Income	191,000.00	81,569.30	42.7%
Water Sales - Commercial	55,000.00	15,978.74	29.1%
Water Sales - Residential	878,000.00	264,715.70	30.1%
Water-Non Profit	0.00	5,860.99	0.0%
Transfer in Reserves	0.00	0.00	0.0%
Totals	1,183,500.00	379,699.35	32.1%

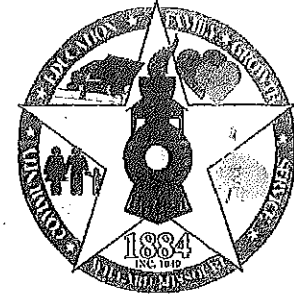
Sewer Fund			
Development Lift Station Fees	0.00	0.00	N/A
Asset Sales	0.00	0.00	N/A
Certificate of Participation	0.00	0.00	N/A
Hook-up Fees Received	6,500.00	0.00	0.0%
Interest Income	1,500.00	344.29	23.0%
Miscellaneous Revenues	0.00	0.00	0.0%
Penalty Income	30,000.00	12,032.88	40.1%
Sewer Sales	1,262,000.00	415,221.61	32.9%
Transfer in Reserves	200,000.00	0.00	0.0%
Totals	1,500,000.00	427,598.78	28.5%

Year To Date	REVENUE SOURCES	Projected Revenue	Received As of April 2015	% of Projected Revenues Collected to Date
	Park Fund			
	Adult Program Fees	\$19,500	3,777.25	19.4%
	Advertising Income	\$30,000	7,710.00	25.7%
	Asset Sales	\$0	0.00	0.0%
	Certificates of Participation	\$0	0.00	0.0%
	Concession Income	\$45,000	4,944.15	11.0%
	Fourth of July	\$9,500	0.00	0.0%
	Grant Receipts	\$0	0.00	0.0%
	Interest Income	\$1,000	34.86	3.5%
	Miscellaneous Revenues	\$1,000	6,801.75	680.2%
	Mobile Phone Tower Fees	\$13,056	4,264.80	32.7%
	Park Fees	\$3,000	0.00	0.0%
	Real Estate Taxes	\$56,000	69,096.34	123.4%
	Facility Rental Income	\$45,000	11,837.93	26.3%
	Sales Tax	\$262,650	98,576.73	37.5%
	Sales Tax - Capital Improvement	\$180,250	67,031.78	37.2%
	Special Event Income	\$15,000	3,010.00	20.1%
	Swimming Pool Income	\$90,000	1,917.50	2.1%
	Youth Programs	\$185,000	52,498.94	28.4%
	Transfers In or Out	\$0	0.00	0.0%
	Totals	\$955,956	331,502.03	34.7%

	JAN	FEB	MAR	APR	MAY	JUN	
General City Governme	\$19,844.52	\$17,755.50	\$20,165.55	\$22,117.18	\$0.00	\$0.00	
Cumm. Total	\$19,844.52	\$37,600.02	\$57,765.57	\$79,882.75	\$79,882.75	\$79,882.75	32.8%
Public Safety	\$63,906.71	\$54,813.65	\$49,521.00	\$49,602.19	\$0.00	\$0.00	
Cumm. Total	\$63,906.71	\$118,720.36	\$168,241.36	\$217,843.55	\$217,843.55	\$217,843.55	26.8%
ter	\$174,712.26	\$67,062.25	\$62,058.22	\$80,318.47	\$0.00	\$0.00	
Cumm. Total	\$174,712.26	\$241,774.51	\$303,832.73	\$384,151.20	\$384,151.20	\$384,151.20	33.3%
ver	\$169,237.41	\$73,728.25	\$81,061.31	\$89,238.27	\$0.00	\$0.00	
Cumm. Total	\$169,237.41	\$242,965.66	\$324,026.97	\$413,265.24	\$413,265.24	\$413,265.24	27.8%
ceets	\$10,694.33	\$34,717.15	\$10,291.73	\$13,070.23	\$0.00	\$0.00	
Cumm. Total	\$10,694.33	\$45,411.48	\$55,703.21	\$68,773.44	\$68,773.44	\$68,773.44	18.3%
nning & Developme	\$4,572.56	\$3,437.47	\$3,636.44	\$3,431.03	\$0.00	\$0.00	
Cumm. Total	\$4,572.56	\$8,010.03	\$11,646.47	\$15,077.50	\$15,077.50	\$15,077.50	18.5%
lks	\$40,842.66	\$36,202.83	\$54,024.44	\$60,143.87	\$0.00	\$0.00	
Cumm. Total	\$40,842.66	\$77,045.49	\$131,069.93	\$191,213.80	\$191,213.80	\$191,213.80	20.0%
ergency Manageme	\$4,273.92	\$221.87	\$221.87	\$4,790.64	\$0.00	\$0.00	
Cumm. Total	\$4,273.92	\$4,495.79	\$4,717.66	\$9,508.30	\$9,508.30	\$9,508.30	43.2%
als	\$488,084.37	\$287,938.97	\$280,980.56	\$322,711.88	\$0.00	\$0.00	
Cumm. Total	\$488,084.37	\$776,023.34	\$1,057,003.90	\$1,379,715.78	\$1,379,715.78	\$1,379,715.78	26.9%

Expenses	2015 Budget	JUL	AUG	SEPT	OCT	NOV	DEC
General City Govt	\$243,777.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$79,882.75	\$79,882.75	\$79,882.75	\$79,882.75	\$79,882.75	\$79,882.75
		32.8%	32.8%	32.8%	32.8%	32.8%	32.8%
Law	\$814,092.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$217,843.55	\$217,843.55	\$217,843.55	\$217,843.55	\$217,843.55	\$217,843.55
		26.8%	26.8%	26.8%	26.8%	26.8%	26.8%
Water	\$1,155,121.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$384,151.20	\$384,151.20	\$384,151.20	\$384,151.20	\$384,151.20	\$384,151.20
		33.3%	33.3%	33.3%	33.3%	33.3%	33.3%
Sewer	\$1,484,757.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$413,265.24	\$413,265.24	\$413,265.24	\$413,265.24	\$413,265.24	\$413,265.24
		27.8%	27.8%	27.8%	27.8%	27.8%	27.8%
Streets	\$375,970.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$68,773.44	\$68,773.44	\$68,773.44	\$68,773.44	\$68,773.44	\$68,773.44
		18.3%	18.3%	18.3%	18.3%	18.3%	18.3%
Plan & Dev	\$81,719.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$15,077.50	\$15,077.50	\$15,077.50	\$15,077.50	\$15,077.50	\$15,077.50
		18.5%	18.5%	18.5%	18.5%	18.5%	18.5%
Parks	\$953,787.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$191,213.80	\$191,213.80	\$191,213.80	\$191,213.80	\$191,213.80	\$191,213.80
		20.0%	20.0%	20.0%	20.0%	20.0%	20.0%
Emg Mgmt	\$22,031.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$9,508.30	\$9,508.30	\$9,508.30	\$9,508.30	\$9,508.30	\$9,508.30
		43.2%	43.2%	43.2%	43.2%	43.2%	43.2%
Totals	\$5,131,257.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cummm. Total		\$1,379,715.78	\$1,379,715.78	\$1,379,715.78	\$1,379,715.78	\$1,379,715.78	\$1,379,715.78
		26.9%	26.9%	26.9%	26.9%	26.9%	26.9%

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #4 (b)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

April 2015 Budget Financial Statements

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
APRIL 30, 2015

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 148,376.20	
CASH IN BANK - MID-MISSOURI BANK	19,585.53	
CASH IN BANK - CD'S	76,505.68	
CASH IN BANK - JIS	359.59	
CASH JUDICIAL EDUCATION FUND	613.81	
CASH IN REPURCHASE AGREEMENT	555,292.64	
CASH POLICE FORFEITURE ASSETS	656.00	
CASH CAPITAL IMPROVEMENT PROJECTS	39,239.00	
PETTY CASH	350.00	
DUE FROM WATER/SEWER FUND	151,412.96	
DUE FROM RECREATION FUND	77,114.66	
TOTAL ASSETS		\$ 1,069,506.07

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$ 3,642.00	
WAGES PAYABLE	40,808.05	
LAGERS PAYABLE	-1,079.10	
GROUP INSURANCE PAYABLE	17,573.25	
GARNISHMENTS PAYABLE	366.75	
DUE TO WATER/SEWER FUND	1,900.00	
DUE TO RECREATION FUND	250.00	
TOTAL LIABILITIES		\$ 63,460.95

EQUITY

FUND BALANCE	\$ 628,001.87	
NET INCOME -LOSS	378,043.25	
TOTAL FUND EQUITY		\$ 1,006,045.12

TOTAL LIABILITIES AND EQUITY	\$ 1,069,506.07

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
REVENUES							
ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING PERMITS	40000.00	1020.00	3333.33	4163.00	13333.32	-9170.32	-35837.00
CABLE TV FRANCHISE	16500.00	3633.70	1375.00	7279.29	5500.00	1779.29	-9220.71
COUNTY ROAD AND BRIDGE TA	28200.00	0.00	2350.00	0.00	9400.00	-9400.00	-28200.00
ELECTRIC FRANCHISE FEES	235000.00	19225.08	19583.33	76023.97	78333.32	-2309.35	-158976.03
GAS FRANCHISE FEES	58000.00	6861.95	4833.33	26084.18	19333.32	6750.86	-31915.82
GRANT REVENUES	0.00	0.00	0.00	101393.30	0.00	101393.30	101393.30
INTEREST INCOME	1000.00	46.50	83.33	357.91	333.32	24.59	-642.09
LAW ENFORCEMENT SALES TAX	23750.00	3958.00	1979.17	9895.00	7916.68	1978.32	-13855.00
MERCHANTS LICENSES	5500.00	150.00	458.33	1506.25	1833.32	-327.07	-3993.75
MISCELLANEOUS	2000.00	3779.77	166.67	4381.80	666.68	-3715.12	2381.80
MOBILE PHONE LEASE FEES	92000.00	4136.00	7666.67	38775.25	30666.68	8108.57	-53224.75
MOTOR VEHICLE TAXES	187000.00	16452.02	15583.33	65833.75	62333.32	3500.43	-121166.25
PLANNING AND ZONING	2000.00	0.00	166.67	0.00	666.68	-666.68	-2000.00
REAL ESTATE TAXES	182000.00	2031.44	15166.67	149780.93	60666.68	89114.25	-32219.07
SALES & USE TAX REVENUES	415000.00	36402.62	34583.33	148307.43	138333.32	9974.11	-266692.57
SALES TAX - CAP IMP	201000.00	22569.35	16750.00	112559.23	67000.00	45559.23	-88440.77
STATE LET ACCOUNT	500.00	0.00	41.67	0.00	166.68	-166.68	-500.00
TRAFFIC COURT FINES	55000.00	3759.81	4583.33	16835.91	18333.32	-1497.41	-38164.09
OTHER FINES	20000.00	991.18	1666.67	5097.18	6666.68	-1569.50	-14902.82
LAW OTHER INCOME	2000.00	0.00	166.67	548.41	666.68	-118.27	-1451.59
VETERAN'S MEMORIAL	1000.00	306.00	83.33	306.00	333.32	-27.32	-694.00
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1567450.00	\$ 125323.42	\$ 130620.83	\$ 769128.79	\$ 522483.32	\$ 246645.47	\$ -798321.21

EXPENDITURES

COMMUNITY BUILDING:

ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UTILITIES-OTHER (CB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMM.BLDG. EXPENS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	<---CURRENT BALANCE	--> <--- BUDGET	YEAR TO DATE BALANCE	--> <--- BUDGET	BUDGET TO DATE OVER/UNDER	DATE UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 2000.00	\$ 0.00	\$ 166.67	\$ 517.00	\$ 666.68	\$ 149.68	\$ 1483.00
AUDIT FEE	6000.00	4300.00	500.00	5590.00	2000.00	-3590.00	410.00
BUILDING MAINTENANCE (GCG)	0.00	201.47	0.00	201.47	0.00	-201.47	-201.47
CAPITAL ASSET EXPENDITURE	8150.00	364.37	679.17	515.62	2716.68	2201.06	7634.38
CONTRACT LABOR	500.00	0.00	41.67	0.00	166.68	166.68	500.00
DUES AND SUBSCRIPTIONS	6900.00	204.02	575.00	3796.10	2300.00	-1496.10	3103.90
ELECTION EXPENSE	5000.00	0.00	416.67	3017.00	1666.68	-1350.32	1983.00
GROUP INSURANCE	39600.00	2853.79	3300.00	10299.02	13200.00	2900.98	29300.98
INSURANCE	17500.00	111.31	1458.33	1291.00	5833.32	4542.32	16209.00
LEGAL	10000.00	1088.50	833.33	4321.55	3333.32	-988.23	5678.45
PROFESSIONAL (GCG)	20000.00	1837.09	1666.67	7905.32	6666.68	-1238.64	12094.68
MISCELLANEOUS EXPENSE	500.00	0.00	41.67	0.00	166.68	166.68	500.00
OFFICE SUPPLIES	20000.00	1343.02	1666.67	5075.84	6666.68	1590.84	14924.16
PAYROLL TAXES	5753.95	446.88	479.50	1861.09	1918.00	56.91	3892.86
REPAIRS AND MAINTENANCE	1000.00	36.17	83.33	451.24	333.32	-117.92	548.76
RETIREMENT PLAN	2948.90	449.63	245.74	2442.40	982.96	-1459.44	506.50
SALARIES	71924.39	5725.72	5993.70	24189.45	23974.80	-214.65	47734.94
SALARIES-OVERTIME	0.00	0.00	0.00	26.09	0.00	-26.09	-26.09
SUPPLIES	1500.00	1697.53	125.00	1979.93	500.00	-1479.93	-479.93
TELEPHONE	9000.00	590.64	750.00	2453.56	3000.00	546.44	6546.44
TRAVEL AND TRAINING	5000.00	260.00	416.67	987.65	1666.68	679.03	4012.35
UTILITIES-ELECTRIC (GCG)	5000.00	358.83	416.67	1441.98	1666.68	224.70	3558.02
UTILITIES-GAS (GCG)	1800.00	237.46	150.00	863.66	600.00	-263.66	936.34
UTILITIES-OTHER (GCG)	1500.00	10.75	125.00	356.88	500.00	143.12	1143.12
VEHICLE EXPENSES-GAS	500.00	0.00	41.67	0.00	166.68	166.68	500.00
VEHICLE EXPENSE-OTHER	200.00	0.00	16.67	0.00	66.68	66.68	200.00
VETERAN'S MEMORIAL EXPENS	1500.00	0.00	125.00	298.90	500.00	201.10	1201.10
TOTAL GENERAL CITY EXPE	\$ 243777.24	\$ 22117.18	\$ 20314.80	\$ 79882.75	\$ 81259.20	\$ 1376.45	\$ 163894.49

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
LAW AND PUBLIC SAFETY:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING MAINTENANCE (LAW)	1000.00	0.00	83.33	42.98	333.32	-290.34	957.02
CAPITAL ASSET EXPENDITURE	48190.00	66.25	4015.83	133.75	16063.32	15929.57	48056.25
CONTRACT LABOR	500.00	0.00	41.67	0.00	166.68	166.68	500.00
CVC FEES PAID	4500.00	223.11	375.00	984.20	1500.00	515.80	3515.80
COURT AUTOMATION FEES	3500.00	219.04	291.67	966.25	1166.68	200.43	2533.75
DARE	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
SHERIFF'S RETIREMENT FUND	1500.00	0.00	125.00	207.00	500.00	293.00	1293.00
DUES AND SUBSCRIPTIONS	2190.00	0.00	182.50	620.96	730.00	109.04	1569.04
GROUP INSURANCE	72600.00	4581.12	6050.00	21734.96	24200.00	2465.04	50865.04
INSURANCE	31000.00	222.68	2583.33	2645.33	10333.32	7687.99	28354.67
LEGAL AND PROFESSIONAL	20000.00	2546.12	1666.67	8403.44	6666.68	-1736.76	11596.56
PROFESSIONAL (LAW)	20000.00	1409.46	1666.67	2803.52	6666.68	3863.16	17196.48
MISCELLANEOUS EXPENSE	200.00	0.00	16.67	740.00	66.68	-673.32	-540.00
OFFICE EXPENSE (LAW)	7000.00	800.40	583.33	2310.38	2333.32	22.94	4689.62
PAYROLL TAXES	36280.46	2388.83	3023.37	10828.19	12093.48	1265.29	25452.27
POST FUND	600.00	47.89	50.00	154.63	200.00	45.37	445.37
REPAIRS AND MAINTENANCE	2500.00	0.00	208.33	57.50	833.32	775.82	2442.50
RETIREMENT PLAN	16326.21	1115.79	1360.52	5375.25	5442.08	66.83	10950.96
SALARIES	451005.81	30962.08	37583.82	141128.42	150335.28	9206.86	309877.39
SALARIES-OVERTIME	2500.00	232.16	208.33	383.96	833.32	449.36	2116.04
SUPPLIES	7000.00	176.24	583.33	927.71	2333.32	1405.61	6072.29
SUPPLIES-SMALL EQUIPMENT	7000.00	0.00	583.33	0.00	2333.32	2333.32	7000.00
TELEPHONE	10000.00	720.40	833.33	2881.98	3333.32	451.34	7118.02
TRAVEL AND TRAINING	6000.00	260.81	500.00	1390.55	2000.00	609.45	4609.45
UNIFORMS	7200.00	440.77	600.00	617.78	2400.00	1782.22	6582.22
UTILITIES-ELECTRIC (LAW)	5000.00	307.40	416.67	1118.46	1666.68	548.22	3881.54
UTILITIES-GAS (LAW)	3500.00	926.13	291.67	1840.51	1166.68	-673.83	1659.49
UTILITIES-OTHER (LAW)	1000.00	145.84	83.33	302.98	333.32	30.34	697.02
VEHICLE EXPENSES-GAS	35000.00	1550.69	2916.67	5581.17	11666.68	6085.51	29418.83
VEHICLE EXPENSE-OTHER	10000.00	258.98	833.33	3661.69	3333.32	-328.37	6338.31
TOTAL LAW AND SAFETY EX	\$ 814092.48	\$ 49602.19	\$ 67841.03	\$ 217843.55	\$ 271364.12	\$ 53520.57	\$ 596248.93

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
STREET DEPARTMENT:							
ADVERTISING	\$ 200.00	\$ 0.00	\$ 16.67	\$ 0.00	\$ 66.68	\$ 66.68	\$ 200.00
CAPITAL ASSET EXPENDITURE	15333.00	0.00	1277.75	0.00	5111.00	5111.00	15333.00
INSURANCE	9000.00	70.71	750.00	758.88	3000.00	2241.12	8241.12
PAVING	125000.00	0.00	10416.67	19483.20	41666.68	22183.48	105516.80
PAYROLL TAXES	3670.85	290.60	305.90	1199.16	1223.60	24.44	2471.69
PUBLIC IMPROVEMENTS (ST)	75000.00	0.00	6250.00	3458.74	25000.00	21541.26	71541.26
RECYCLE CENTER EXPENSE	2000.00	75.00	166.67	300.00	666.68	366.68	1700.00
REPAIRS AND MAINTENANCE	2500.00	476.13	208.33	1129.79	833.32	-296.47	1370.21
RETIREMENT PLAN	1881.31	126.00	156.78	530.45	627.12	96.67	1350.86
SALARIES	45385.65	3798.59	3782.14	15675.05	15128.56	-546.49	29710.60
SALARIES-OVERTIME	500.00	0.00	41.67	0.00	166.68	166.68	500.00
STREET LIGHTS	75000.00	4754.69	6250.00	19027.83	25000.00	5972.17	55972.17
SUPPLIES	12000.00	3205.94	1000.00	4388.14	4000.00	-388.14	7611.86
SUPPLIES SMALL TOOLS	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
TRAVEL AND TRAINING	500.00	0.00	41.67	0.00	166.68	166.68	500.00
UTILITIES-ELECTRIC (ST)	1700.00	264.69	141.67	1036.62	566.68	-469.94	663.38
UTILITIES-GAS (ST)	1300.00	0.00	108.33	0.00	433.32	433.32	1300.00
VEHICLE EXPENSES-GAS	3000.00	0.00	250.00	0.00	1000.00	1000.00	3000.00
VEHICLE EXPENSE-OTHER	1000.00	7.88	83.33	1785.58	333.32	-1452.26	-785.58
TOTAL STREET EXPENSES	\$ 375970.81	\$ 13070.23	\$ 31330.91	\$ 68773.44	\$ 125323.64	\$ 56550.20	\$ 307197.37

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	---CURRENT BALANCE	---<--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> UNEXPENDED
PLANNING & DEVELOPMENT							
ADVERTISING (P&D)	500.00	0.00	41.67	0.00	166.68	166.68	500.00
CAPITAL ASSET EXPENDITURE	5000.00	0.00	416.67	0.00	1666.68	1666.68	5000.00
CONTRACT LABOR (P&D)	15000.00	0.00	1250.00	0.00	5000.00	5000.00	15000.00
DUES & SUBSCRIPTIONS (P&D)	500.00	25.00	41.67	25.00	166.68	141.68	475.00
GROUP INSURANCE (P&D)	6600.00	561.19	550.00	2245.06	2200.00	-45.06	4354.94
LEGAL (P&D)	2500.00	0.00	208.33	28.00	833.32	805.32	2472.00
PROFESSIONAL	7500.00	40.00	625.00	200.00	2500.00	2300.00	7300.00
OFFICE SUPPLIES (P&D)	500.00	1.44	41.67	289.03	166.68	-122.35	210.97
PAYROLL TAXES (P&D)	2898.78	170.24	241.57	761.52	966.28	204.76	2137.26
RETIREMENT (P&D)	1485.62	166.81	123.80	749.16	495.20	-253.96	736.46
SALARIES (P&D)	36234.72	2225.20	3019.56	9954.15	12078.24	2124.09	26280.57
TELEPHONE (P&D)	1000.00	91.15	83.33	675.58	333.32	-342.26	324.42
TRAVEL & TRAINING (P&D)	1000.00	150.00	83.33	150.00	333.32	183.32	850.00
VEHICLE EXPENSE-GAS	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL P & D EXPENSES	\$ 81719.12	\$ 3431.03	\$ 6809.93	\$ 15077.50	\$ 27239.72	\$ 12162.22	\$ 66641.62
EMERGENCY MANAGEMENT							
CONTRACT LABOR (EM)	16000.00	3966.00	1333.33	7932.00	5333.32	-2598.68	8068.00
DUES & SUBSCRIPTIONS (EM)	100.00	0.00	8.33	0.00	33.32	33.32	100.00
PAYROLL TAXES (EM)	166.40	12.24	13.87	55.08	55.48	0.40	111.32
REPAIRS/MAINTENANCE (EM)	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
RETIREMENT (EM)	85.28	0.00	7.11	0.00	28.44	28.44	85.28
SALARIES (EM)	2080.00	160.00	173.33	720.00	693.32	-26.68	1360.00
SUPPLIES (EM)	1000.00	602.77	83.33	602.77	333.32	-269.45	397.23
TELEPHONE (EM)	600.00	49.63	50.00	198.45	200.00	1.55	401.55
TRAVEL & TRAINING (EM)	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMERGENCY MGMT EX	\$ 22031.68	\$ 4790.64	\$ 1835.96	\$ 9508.30	\$ 7343.84	\$ -2164.46	\$ 12523.38
TOTAL EXPENDITURES	\$ 1537591.33	\$ 93011.27	\$ 128132.63	\$ 391085.54	\$ 512530.52	\$ 121444.98	\$ 1146505.79
NET INCOME -LOSS	\$ 29858.67	\$ 32312.15	\$ 2488.20	\$ 378043.25	\$ 9952.80	\$ 368090.45	\$ 348184.58

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
APRIL 30, 2015

ASSETS

CURRENT ASSETS

CASH IN BANK -- CHECKING	\$ 148,010.45	
WATER/SEWER FUND TDOA	1,192,895.27	
CASH -- WATER PRINCIPAL AND INTEREST	1,036,045.59	
DUE FROM GENERAL FUND	1,900.00	
DUE FROM RECREATION FUND	371,227.75	
2014 COST OF ISSUANCE FUND	2,500.00	
2014 CERTIFICATE FUND	3,785.62	
RETURNED CHECKS	1,150.26	
ACCOUNTS RECEIVABLE	28,844.51	
TOTAL CURRENT ASSETS		\$ 2,786,359.45

FIXED ASSETS

LAND	\$.00	
ACCUMULATED DEPRECIATION	.00	
NET FIXED ASSETS		\$.00
TOTAL ASSETS		\$ 2,786,359.45

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
APRIL 30, 2015

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$	.00	
SALES TAX PAYABLE		1,840.77	
MISSOURI PRIMACY TAX		15,795.77	
WATER POLLUTION SERVICE CONNECTION FEE		11,516.03	
CUSTOMER DEPOSITS		5,161.12	
DUE TO GENERAL FUND		151,412.96	
TOTAL LIABILITIES	\$		185,726.65

EQUITY

RETAINED EARNINGS	2,592,751.11
NET INCOME -LOSS	7,881.69

TOTAL FUND EQUITY \$ 2,600,632.80

TOTAL LIABILITIES AND EQUITY \$ 2,786,359.45

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> DATE UNEXPENDED
WATER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
GRANT RECEIPTS	18000.00	0.00	1500.00	0.00	6000.00	-6000.00	-18000.00
INTEREST INCOME	1500.00	90.64	125.00	344.29	500.00	-155.71	-1155.71
METER INSTALLATIONS	5000.00	4200.00	416.67	4200.00	1666.68	2533.32	-800.00
MISCELLANEOUS INCOME	5000.00	1916.00	416.67	1916.00	1666.68	249.32	-3084.00
PENALTY INCOME	30000.00	909.51	2500.00	5114.33	10000.00	-4885.67	-24885.67
TRASH INCOME	191000.00	20105.75	15916.67	81569.30	63666.68	17902.62	-109430.70
WATER SALES - COMMERCIAL	55000.00	4003.11	4583.33	15978.74	18333.32	-2354.58	-39021.26
WATER SALES - RESIDENTIAL	878000.00	65187.57	73166.67	264715.70	292666.68	-27950.98	-613284.30
WATER SALES-NON PROFIT	0.00	2243.09	0.00	5860.99	0.00	5860.99	5860.99
TRANSFER IN RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1183500.00	\$ 98655.67	\$ 98625.01	\$ 379699.35	\$ 394500.04	\$ -14800.69	\$ -803800.65
EXPENSES							
ADVERTISING	\$ 250.00	\$ 11.00	\$ 20.83	\$ 11.00	\$ 83.32	\$ 72.32	\$ 239.00
AUDIT	4000.00	2850.00	333.33	3705.00	1333.32	-2371.68	295.00
BUILDING MAINTENANCE (WAT	1500.00	0.00	125.00	11.00	500.00	489.00	1489.00
CAPITAL ASSET EXPENDITURE	227775.00	5460.69	18981.25	10934.74	75925.00	64990.26	216840.26
CONTRACT LABOR	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
DUES AND SUBSCRIPTIONS	8000.00	0.00	666.67	2233.40	2666.68	433.28	5766.60
EQUIPMENT	8333.00	0.00	694.42	0.00	2777.68	2777.68	8333.00
FISCAL AGENT FEES	1500.00	0.00	125.00	0.00	500.00	500.00	1500.00
GROUP INSURANCE	39600.00	3362.34	3300.00	14302.08	13200.00	-1102.08	25297.92
INSURANCE	25000.00	144.95	2083.33	2012.83	8333.32	6320.49	22987.17
INTEREST EXPENSE	55000.00	0.00	4583.33	8066.25	18333.32	10267.07	46933.75
LEGAL	1500.00	70.00	125.00	140.00	500.00	360.00	1360.00
PROFESSIONAL (WATER)	45000.00	1205.48	3750.00	16044.08	15000.00	-1044.08	28955.92
MISCELLANEOUS EXPENSE	500.00	0.00	41.67	0.00	166.68	166.68	500.00
OFFICE SUPPLIES	18000.00	1941.43	1500.00	7720.32	6000.00	-1720.32	10279.68
PAYROLL TAXES	21628.10	1544.91	1802.34	6956.66	7209.36	252.70	14671.44
RENT (WATER)	3000.00	0.00	250.00	0.00	1000.00	1000.00	3000.00
REPAIRS AND MAINTENANCE	23000.00	6630.41	1916.67	14401.43	7666.68	-6734.75	8598.57
RETIREMENT PLAN	11084.40	569.10	923.70	2377.10	3694.80	1317.70	8707.30
SALARIES	264351.20	19771.24	22029.27	88411.18	88117.08	-294.10	175940.02
SALARIES-OVERTIME	5000.00	412.64	416.67	2512.15	1666.68	-845.47	2487.85
SUPPLIES	40000.00	6819.79	3333.33	12406.13	13333.32	927.19	27593.87
SUPPLIES SMALL TOOLS	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
TELEPHONE (WATER)	6000.00	612.18	500.00	2323.30	2000.00	-323.30	3676.70
TRASH EXPENSE	210000.00	18783.92	17500.00	73830.46	70000.00	-3830.46	136169.54
TRAVEL AND TRAINING	3500.00	785.85	291.67	785.85	1166.68	380.83	2714.15
UNIFORM (WATER)	3600.00	0.00	300.00	2109.77	1200.00	-909.77	1490.23
UTILITIES-ELECTRIC (WATER	85000.00	7435.01	7083.33	30723.88	28333.32	-2390.56	54276.12
UTILITIES-OTHER (WATER)	4000.00	473.67	333.33	1123.25	1333.32	210.07	2876.75
VEHICLE EXPENSES-GAS	12000.00	1012.48	1000.00	2643.58	4000.00	1356.42	9356.42
VEHICLE EXPENSE-OTHER	5000.00	421.38	416.67	1812.16	1666.68	-145.48	3187.84
PRINCIPAL EXPENSE (WATER)	20000.00	0.00	1666.67	76553.60	6666.68	-69886.92	-56553.60
TOTAL EXPENSES	\$ 1155121.70	\$ 80318.47	\$ 96260.14	\$ 384151.20	\$ 385040.56	\$ 889.36	\$ 770970.50
NET INCOME -LOSS	\$ 28378.30	\$ 18337.20	\$ 2364.87	\$ -4451.85	\$ 9459.48	\$ -13911.33	\$ -32830.15

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	<---CURRENT BALANCE	--> <--- BUDGET	YEAR TO DATE BALANCE	--> <--- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
SEWER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
HOOK-UP FEES RECEIVED (SE	6500.00	0.00	541.67	0.00	2166.68	-2166.68	-6500.00
INTEREST INCOME	1500.00	90.63	125.00	344.29	500.00	-155.71	-1155.71
PENALTY INCOME	30000.00	1416.64	2500.00	12032.88	10000.00	2032.88	-17967.12
SEWER SALES	1262009.00	103284.19	105166.67	415221.61	420666.68	-5445.07	-846778.39
TRANSFER IN RESERVES	200000.00	0.00	16666.67	0.00	66666.68	-66666.68	-200000.00
TOTAL REVENUES	\$ 1500000.00	\$ 104791.46	\$ 125000.01	\$ 427598.78	\$ 500000.04	\$ -72401.26	\$ -1072401.22
EXPENSES							
ADVERTISING	\$ 250.00	\$ 11.00	\$ 20.83	\$ 11.00	\$ 83.32	\$ 72.32	\$ 239.00
AUDIT	3000.00	2850.00	250.00	3705.00	1000.00	-2705.00	-705.00
BUILDING MAINTENANCE (SEW	500.00	0.00	41.67	10.99	166.68	155.69	489.01
CAPITAL ASSET EXPENDITURE	314850.00	5460.69	26237.50	9551.31	104950.00	95398.69	305298.69
CONTRACT LABOR	1000.00	0.00	83.33	641.47	333.32	-308.15	358.53
DUES AND SUBSCRIPTIONS	7000.00	0.00	583.33	2278.40	2333.32	54.92	4721.60
EQUIPMENT	5333.00	0.00	444.42	0.00	1777.68	1777.68	5333.00
FISCAL AGENT FEES	15000.00	0.00	1250.00	750.00	5000.00	4250.00	14250.00
GROUP INSURANCE	39600.00	3362.34	3300.00	14302.11	13200.00	-1102.11	25297.89
HOOK-UP EXPENSE (SEWER)	4000.00	0.00	333.33	0.00	1333.32	1333.32	4000.00
INSURANCE	25000.00	146.72	2083.33	1523.03	8333.32	6810.29	23476.97
INTEREST EXPENSE	66000.00	0.00	5500.00	8066.24	22000.00	13933.76	57933.76
LEGAL	1500.00	70.00	125.00	70.00	500.00	430.00	1430.00
PROFESSIONAL (SEWER)	10000.00	1777.23	833.33	8161.83	3333.32	-4828.51	1838.17
OFFICE SUPPLIES	10000.00	1941.43	833.33	7703.11	3333.32	-4369.79	2296.89
PAYROLL TAXES	19784.08	1426.11	1648.67	6421.58	6594.68	173.10	13362.50
RENT (SEWER)	3000.00	0.00	250.00	0.00	1000.00	1000.00	3000.00
REPAIRS AND MAINTENANCE	18000.00	7351.76	1500.00	19056.09	6000.00	-13056.09	-1056.09
RETIREMENT PLAN	10139.34	569.09	844.95	2377.11	3379.80	1002.69	7762.23
SALARIES	245300.98	18250.37	20441.75	81610.32	81767.00	156.68	163690.66
SALARIES-OVERTIME	2000.00	380.91	166.67	1677.46	666.68	-1010.78	322.54
SPRINGFIELD SEWER CHARGES	485000.00	32524.17	40416.67	133180.73	161666.68	28485.95	351819.27
SUPPLIES	20000.00	4783.27	1666.67	7940.79	6666.68	-1274.11	12059.21
SUPPLIES SMALL TOOLS	500.00	0.00	41.67	0.00	166.68	166.68	500.00
TELEPHONE (SEWER)	6000.00	612.18	500.00	2323.30	2000.00	-323.30	3676.70
TRAVEL AND TRAINING	2000.00	785.84	166.67	785.84	666.68	-119.16	1214.16
UNIFORM (SEWER)	0.00	0.00	0.00	2109.76	0.00	-2109.76	-2109.76
UTILITIES-ELECTRIC (SEWER	55000.00	4947.59	4583.33	16543.43	18333.32	1789.89	38456.57
UTILITIES-OTHER (SEWER)	5500.00	536.79	458.33	1029.69	1833.32	803.63	4470.31
VEHICLE EXPENSE-GAS	10500.00	1012.45	875.00	3052.04	3500.00	447.96	7447.96
VEHICLE EXPENSE-OTHER	4000.00	438.33	333.33	1829.01	1333.32	-495.69	2170.99
PRINCIPAL EXPENSE (SEWER)	95000.00	0.00	7916.67	76553.60	31666.68	-44886.92	18446.40
TOTAL EXPENSES	\$ 1484757.40	\$ 89238.27	\$ 123729.78	\$ 413265.24	\$ 494919.12	\$ 81653.88	\$ 1071492.16
NET INCOME -LOSS	\$ 15242.60	\$ 15553.19	\$ 1270.23	\$ 14333.54	\$ 5080.92	\$ 9252.62	\$ -909.06

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
APRIL 30, 2015

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	63,339.28	
CASH PROJECT PARKS		100.00	
CASH YOUTH SCHOLARSHIPS		1,527.98	
PARK FUND TDOA		117,889.13	
PETTY CASH		240.00	
DUE FROM GENERAL FUND		250.00	
2008 RESERVE FUND		301,000.00	
TOTAL ASSETS	\$		484,346.39

LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$	.00	
PAYROLL PAYABLE		6,915.15	
DUE TO GENERAL FUND		77,114.66	
DUE TO WATER/SEWER FUND		371,227.75	
MID-MISSOURI BANK		.00	

TOTAL LIABILITIES \$ 455,257.56

EQUITY

FUND BALANCE	\$ -	111,443.82	
NET INCOME -LOSS		140,532.65	

TOTAL FUND EQUITY \$ 29,088.83

TOTAL LIABILITIES AND EQUITY \$ 484,346.39

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 4 month period ended APRIL 30, 2015

	ANNUAL BUDGET	---CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	---> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
REVENUES							
ADULT PROGRAMS	\$ 19500.00	\$ 523.25	\$ 1625.00	\$ 3777.25	\$ 6500.00	\$ -2722.75	\$ -15722.75
ADVERTISING INCOME	30000.00	750.00	2500.00	7710.00	10000.00	-2290.00	-22290.00
CONCESSION INCOME	45000.00	1343.05	3750.00	4944.15	15000.00	-10055.85	-40055.85
FOURTH OF JULY	9500.00	0.00	791.67	0.00	3166.68	-3166.68	-9500.00
INTEREST INCOME	1000.00	9.69	83.33	34.86	333.32	-298.46	-965.14
MISCELLANEOUS INCOME	1000.00	6701.25	83.33	6801.25	333.32	6467.93	5801.25
MOBILE PHONE TOWER	13056.00	1066.20	1088.00	4264.80	4352.00	-87.20	-8791.20
PARK FEES	3000.00	0.00	250.00	0.00	1000.00	-1000.00	-3000.00
REAL ESTATE TAXES	56000.00	0.00	4666.67	69096.34	18666.68	50429.66	13096.34
FACILITY INCOME	45000.00	3394.67	3750.00	11837.93	15000.00	-3162.07	-33162.07
SALES TAX	262650.00	40500.82	21887.50	98576.73	87550.00	11026.73	-164073.27
SALES TAX - CAP IMP	180250.00	16313.83	15020.83	67031.78	60083.32	6948.46	-113218.22
SPECIAL EVENT INCOME	15000.00	595.00	1250.00	3010.00	5000.00	-1990.00	-11990.00
SWIM POOL INCOME	90000.00	1045.00	7500.00	1917.50	30000.00	-28082.50	-88082.50
YOUTH PROGRAMS	185000.00	11469.45	15416.67	52498.94	61666.68	-9167.74	-132501.06
TOTAL REVENUES	\$ 955956.00	\$ 83712.21	\$ 79663.00	\$ 331501.53	\$ 318652.00	\$ 12849.53	\$ -624454.47

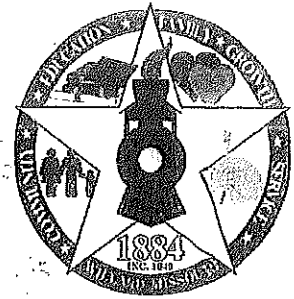
UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 4 month period ended APRIL 30, 2015

EXPENDITURES	ANNUAL BUDGET	---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> UNEXPENDED
ADVERTISING	\$ 1500.00	\$ 100.00	\$ 125.00	\$ 605.20	\$ 500.00	\$ -105.20	\$ 894.80
BUILDING MAINTENANCE (PAR	2000.00	188.70	166.67	188.70	666.68	477.98	1811.30
CAPITAL ASSET EXPENDITURE	1000.00	23137.81	83.33	39744.15	333.32	-39410.83	-38744.15
CHEMICALS	8000.00	0.00	666.67	0.00	2666.68	2666.68	8000.00
CONCESSIONS	15000.00	345.49	1250.00	2026.40	5000.00	2973.60	12973.60
CONTRACT LABOR	7000.00	2797.50	583.33	5673.75	2333.32	-3340.43	1326.25
DUES AND SUBSCRIPTIONS	1850.00	200.00	154.17	1139.96	616.68	-523.28	710.04
FIREWORKS	12000.00	0.00	1000.00	7000.00	4000.00	-3000.00	5000.00
FISCAL AGENT FEES	4000.00	0.00	333.33	750.00	1333.32	583.32	3250.00
GROUP INSURANCE	33000.00	2090.36	2750.00	11628.38	11000.00	-628.38	21371.62
INSURANCE	34500.00	125.48	2875.00	2583.20	11500.00	8916.80	31916.80
INTEREST EXPENSE	215950.00	148.83	17995.83	580.91	71983.32	71402.41	215369.09
LEGAL	1000.00	511.00	83.33	511.00	333.32	-177.68	489.00
PROFESSIONAL	7000.00	1225.93	583.33	1770.51	2333.32	562.81	5229.49
OFFICE SUPPLIES	6000.00	385.56	500.00	1801.72	2000.00	198.28	4198.28
PAYROLL TAXES	23099.55	1321.57	1924.96	5885.25	7699.84	1814.59	17214.30
REPAIRS AND MAINTENANCE	5000.00	0.00	416.67	108.85	1666.68	1557.83	4891.15
RETIREMENT PLAN	5743.19	424.56	478.60	608.62	1914.40	1305.78	5134.57
SALARIES	148494.43	11097.34	12374.54	52522.68	49498.16	-3024.52	95971.75
SALARIES-SEASONAL	140000.00	6178.61	11666.67	24409.26	46666.68	22257.42	115590.74
SALARIES-OVERTIME	250.00	0.00	20.83	0.00	83.32	83.32	250.00
SUPPLIES-GENERAL (PARK)	6000.00	307.08	500.00	1349.60	2000.00	650.40	4650.40
SUPPLIES-SPORTS (PARK)	16000.00	3908.91	1333.33	6305.86	5333.32	-972.54	9694.14
SUPPLIES-AQUATIC (PARK)	10000.00	159.41	833.33	260.34	3333.32	3072.98	9739.66
SUPPLIES-SPECIAL ACTIVITY	15000.00	824.24	1250.00	3902.53	5000.00	1097.47	11097.47
SUPPLIES - GROUNDS	500.00	0.00	41.67	0.00	166.68	166.68	500.00
TELEPHONE	7000.00	546.58	583.33	2185.94	2333.32	147.38	4814.06
TRAVEL AND TRAINING	2000.00	215.00	166.67	1898.62	666.68	-1231.94	101.38
TREE CITY USA	10400.00	0.00	866.67	0.00	3466.68	3466.68	10400.00
TURF MAINTENANCE	500.00	0.00	41.67	0.00	166.68	166.68	500.00
UTILITIES-ELECTRIC (PARK)	45000.00	2514.94	3750.00	10410.94	15000.00	4589.06	34589.06
UTILITIES-GAS	6000.00	875.81	500.00	3349.68	2000.00	-1349.68	2650.32
UTILITIES-OTHER (PARK)	4500.00	416.30	375.00	1533.52	1500.00	-33.52	2966.48
VEHICLE EXPENSE-GAS	3500.00	96.86	291.67	478.23	1166.68	688.45	3021.77
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	0.00	333.32	333.32	1000.00
PRINCIPAL EXPENSE	154000.00	0.00	12833.33	0.00	51333.32	51333.32	154000.00
TOTAL EXPENDITURES	\$ 953787.17	\$ 60143.87	\$ 79482.26	\$ 191213.80	\$ 317929.04	\$ 126715.24	\$ 762573.37
NET INCOME --LOSS	\$ 2168.83	\$ 23568.34	\$ 180.74	\$ 140287.73	\$ 722.96	\$ 139564.77	\$ 138118.90

UNAUDITED

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #4 (c)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices May 2015
and June 2015**
- **Paid Invoices May 13, 2015 to June 8, 2015**
- **Online Payments and Transfers**

Paid Invoices May 13 through May 29, 2015

Vendor	Check No	Issued	Description	Amount
USPS Postmaster 051315	13683	05/13/15	Water/Sewer - Postage for reminders	235.20
Bone, Aaron 050115	13684	05/13/15	Water/Sewer - Replaces check 34210	125.00
The Crackerjack Shack 216958	13685	05/19/15	Public Works - Banner	34.00
Stribbling Surveying 150504	13686	05/19/15	Public Works - Professional	300.00
Willard Pump Service B14486	13687	05/19/15	Public Works - Supplies	11.97
Carnahan-White 93140	13688	05/22/15	Public Works - Chain link fence	10,500.00
Postmaster 052115	13689	05/22/15	Postage - Utility billing	1,472.46
Carr, Kendra 051415	21419	05/19/15	Parks - Deposit Refund	75.00
Courtols, Marsha 051415	21420	05/19/15	Parks - Deposit Refund	75.00
Johnson, Mike 051415	21421	05/19/15	Parks - Deposit Refund	40.00
Keil, Cathy 051415	21422	05/19/15	Parks - Deposit Refund	125.00
Mid-Missouri Bank 051115	21423	05/19/15	Parks - Interest expense	144.03
Oglesby, Patti 051415	21424	05/19/15	Parks - Deposit Refund	75.00
Bone, Aaron 050115	34210	05/12/15	VOIDED Check - Incorrect amount	80.37
Family Support Payment Center 050915	34416	05/19/15	General - Garnishment payable	196.15
Family Support Registry 050915	34417	05/19/15	General - Garnishment payable	75.00
Kentucky Child Support Enforc. 050915	34418	05/19/15	General - Garnishment payable	145.00
State Disbursement Unit 050915	34419	05/19/15	General - Garnishment payable	111.60
Markenson, Gary 100	34420	05/26/15	General - Training	375.00
TOTAL				\$14,195.78

Unpaid Invoices May 12 through May 29, 2015

Vendor	Description	Amount
AC Electrical 155040	Public Works - Repair lift station	832.17
Adams Mfg. Corp. 115-799856	Parks - Chairs for WAC	746.88
Adams Mfg. Corp. 115-802796	Parks - Chaise lounge return	(44.24)
Advanced Key 17865	Parks - Supplies	45.00
Barnett, Chin S 052115	Water/Sewer - Deposit refund	32.25
Beacon Refuse 0521	Water/Sewer - Citizen trash service	572.00
BJ's Trophy Shop 115571	Parks - Soccer awards	539.00
Blue Water Pools 1858	Parks - Pool chemicals	3,288.94
BlueLine Rental 21054690001	Parks - Equipment rental to install scoreboards	75.00
Bouton, Cheryl 052115	Water/Sewer - Deposit refund	51.90
Brenntag 7997	Public Works - Liquid chlorine and cylinders	1,781.50
Brown, Randy 052615	Planning & Development - Reimbursement for postage	16.95
BWI 13010724	Parks - Baseball field maintenance	94.30
City of Springfield 060115	Sewer - May sewer charges	34,118.87
City of Willard 052015	Police - Water usage	14.25
City of Willard 052015	General - Water and sewer usage	67.89
Consulting Analytical Services 35939	Public Works - Water testing	115.00
Corwin Dodge 410296	Police - Vehicle maintenance	1,354.32
Corwin Dodge 410535	Police - Vehicle repair	1,448.94
Flynn Drilling Co. 382109	Public Works - Annual Well inspections	800.00
Foster, David 052115	Water/Sewer - Deposit refund	109.87
Fouraker Printing Company 052015	Water/Sewer - Envelopes for Utility billing	245.00
Frank's Uniforms 73752	Police - Uniform allowance	59.00
Frank's Uniforms 73821	Police - Uniform allowance	292.85
Furlong, Abbey 052115	Water/Sewer - Deposit refund	38.10
Grainger 9742766471	Sewer - Supplies	107.25
Griffin, Stephen 201	Parks - DJ service for Splash Bash	300.00
Hamilton Builders LLC 052115	Water/Sewer - Deposit refund	182.77
Harbor Freight 05125119	Parks - Baseball supplies	13.48
Hawkins 3732238	Public Works - Credit for chlorine cylinders	(1,312.97)
Hicks, Danny 165551	Parks - Baseball field maintenance	100.00
Higgins, Christopher 051815	Police - Uniform allowance	642.15
Hillyard 601615671	Parks - Supplies	417.94
Hoffman, Trevor 052015	Public Works - May cell phone reimbursement	50.00
Hohensee Construction Cleanup 051815	Streets - Stump removal	1,600.00
Irwin Printing 150504	Parks - Posters for Freedom Fest	40.00
Kelley's Police & Tactical Supply 141052	Police - Vests	1,199.90
Kiefer Swim Products 514233	Parks - WAC supplies	435.76
KPM CPA 257895	General - Audit fees	1,500.00
Kubota KC107157	Public Works - Mower blades	180.18
LegalShield 052515	Police - Group insurance	53.85
Leo Journagan Construction 052115	Water/Sewer - Deposit refund	229.85
Lowe's 08074	Parks - Pool supplies	141.55
MailFinance N5319702	Water/Sewer - Folding machine lease	210.02
Mayfield, Christopher L 052115	Water/Sewer - Deposit refund	58.69
McIlvain, De'onna 052115	Water/Sewer - Deposit refund	51.68
Meyers, Jeff 052115	Water/Sewer - Deposit refund	80.18
Missouri Gas Energy (MGE) 051215	All Departments - Gas utilities	222.62
MO State Hwy Patrol 812HP531027610	Police - MULES Circuit charges April, May & June	705.00

Murfin's Market 108	Public Works - Office supplies	111.60
Olsson Associates 231025	Public Works - Professional services through May 2	7,514.00
Olzak, Betty 052115	Water/Sewer - Deposit refund	32.57
O'Reilly 364715	Police - Vehicle supplies	43.47
O'Reilly 364993	Public Works - Mower belts	9.78
O'Reilly 366106	Public Works - Supplies	1.26
O'Reilly 366265	Public Works - Vehicle supplies	22.88
O'Reilly 366710	Public Works - Vehicle supplies	11.78
O'Reilly 367441	Parks - Supplies	3.46
O'Reilly 367660	Police - Vehicle supplies	7.99
O'Reilly 367667	Public Works - Vehicle supplies	46.56
O'Reilly 367804	Public Works - Supplies	32.97
O'Reilly 369064	Public Works - Supplies	5.98
O'Reilly 369202	Public Works - Vehicle supplies	15.27
O'Reilly 370185	Parks - Lawnmower supplies	20.72
Ozark Greenways 060115	Public Works - June rent	500.00
Ozark Mountain Installations 2015-22	Parks - Supervision of Playground installation	1,300.00
Ozarks Coca-Cola 25429903	Parks - Soft drinks for Concessions	210.84
Ozarks Coca-Cola 25429917	Parks - Soft drinks for Concessions	599.00
Ozarks Coca-Cola 25434279	Parks - Supplies for Concessions	141.00
Ozarks Coca-Cola 25434283	Parks - Soft drinks for Concessions	312.06
Ozarks Coca-Cola 25435728	Parks - Soft drinks for Concessions	80.95
Ozarks Coca-Cola 25435735	Parks - Soft drinks for Concessions	166.99
Play It Again Sports 16581	Parks - Baseball supplies	170.00
Race Brothers 672133	Public Works - Supplies	118.97
Reid, James 052115	Water/Sewer - Deposit refund	93.55
Renner Supply Company 294516	Public Works - Supplies	250.00
Rex Smith Oil Co. 86682	Public Works - Clear diesel	800.27
Sawyer Tire 620014	Police - Vehicle maintenance	34.95
Sawyer Tire 620099	Police - Vehicle maintenance	34.95
Scott-Gross 211375546	Public Works - Acetylene and oxygen	60.34
Southwest MO Police Chief's Assoc. 0514	Police - Annual dues	25.00
Spfld-Greene County Health Dept. 681	Public Works - Routine water testing	91.00
Springfield Winwater Works Co 296658	Public Works - Supplies	88.26
Squibb Media 052715	Public Works - Advertising Water Quality Report	576.00
Staton, Susie 052115	Water/Sewer - Deposit refund	80.85
Stidham, Heather 052115	Water/Sewer - Deposit refund	72.04
SWMOCCFOA 050115	General - Annual dues	20.00
Taylor, Melina 052115	Water/Sewer - Deposit refund	16.01
The Commerce Trust Company 5018524	Public Works - Semi-annual fees COP Series 2014	750.00
The Crackerjack Shack 216769	Parks - Volleyball shirts	492.50
The Crackerjack Shack 216997	Parks - Shirts	123.50
The Crackerjack Shack 217023	Parks - Lifeguard shirts	127.00
The Crackerjack Shack 217030	Parks - Camp staff t-shirts	348.25
The Crackerjack Shack 217069	Parks - Baseball shirts	2,407.75
The Crackerjack Shack 217069	Parks - Baseball shirts	2,407.75
Walmart/Sam's 001113	Parks - Food for Concessions	121.78
Walmart/Sam's 001508	Parks - Supplies	9.62
Walmart/Sam's 001747	Parks - Supplies	32.23
Walmart/Sam's 008836	Parks - Food for Concessions	903.44
Waste Corporation (WCA) 2001685	Water/Sewer - Citizen trash service	(13.00)
Waste Corporation (WCA) 2008458	Water/Sewer - Citizen trash service	5,172.21
Waste Corporation (WCA) 2009313	Water/Sewer - Citizen trash service	322.56

Waterwork Specialties, Inc 06904	Public Works - Supplies	2,942.00
Willard Area Chamber of Commerce 2372	Parks - May luncheon	14.00
Willard True Value A12077	Public Works - Supplies	9.49
Willard True Value A12971	Parks - Painting supplies for Aquatics	12.64
Willard True Value A13044	Parks - Supplies	16.98
Willard True Value A13127	Public Works - Supplies	19.99
Willard True Value A13935	Parks - Supplies	34.65
Willard True Value A13950	Parks - Supplies	7.96
Willard True Value A13968	Parks - Supplies	6.35
Willard True Value A9792	Public Works - Supplies	29.25
Willard True Value B15564	Public Works - Bug repellent supplies	31.47
Willard True Value B15615	Parks - Pool supplies	63.99
Willard True Value B15690	Parks - Pool supplies	18.27
Willard True Value B16190	Parks - Concrete for scoreboards	15.96
Willard True Value B16287	Parks - Hardware for scoreboards	27.17
Willard True Value B16371	Parks - Hardware for scoreboards	36.00
Willard True Value B16785	Parks - Pool supplies	16.48
Willard True Value B16883	Streets - Supplies	73.39
Willard True Value B9576	Public Works - Lockset	21.99
Windstream 14482598	All Departments - Telephone service	2,286.43
Winston, Jason 051215	Police - Uniform allowance	469.78
Winston, Jason 051315	Police - Uniform allowance	120.00
Young, Danny 052115	Water/Sewer - Deposit refund	30.96
Zott's Creamery 22	Parks - Ice cream for Concessions	100.00
Zott's Creamery 23	Parks - Ice cream for Concessions	100.00
TOTAL		\$ 87,339.75

General Fund On line Payments, transfers, and payroll

<u>April</u>	<u>2015</u>	<u>May</u>	<u>2015</u>
Cr Cd Proc. Fee	265.62	Cr Cd Proc. Fee	0.00
Humana	18,905.69	Humana	20,021.07
Lagers	6,891.22	Lagers	6,898.37
Hartford	99.54	Colonial	340.10
VSP	290.61	VSP	299.87
Delta Dental	838.36	Delta Dental	943.37
Hartford	99.54	Hartford	113.94
Payroll 3/28/15	27,751.67	Payroll 4/25/15	0.00
Payroll Tax	11,258.65	Payroll Tax	11,773.61
Payroll 4/11/15	28,976.77	Payroll 5/9/15	0.00
Payroll Tax	11,769.92	Payroll Tax	11,885.14
State PR Tax	3,556.50	State PR Tax	3,594.50
Tasc Flex Plan	346.12	Tasc Flex Plan	519.18
Transfer to 4593	0.00	Transfer to 4593	0.00
Sales Tax	3,807.80	Payroll 5/23/15	0.00
		Payroll Tax	12,153.69
	<u>114,858.01</u>		<u>68,542.84</u>

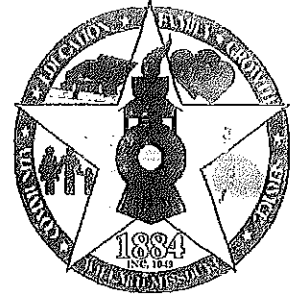
Water Sewer Fund On line Payments , transfers, and payroll

<u>April</u>	<u>2015</u>	<u>May</u>	<u>2015</u>
Bank Service Charge	1,410.96	Bank Service Charge	0.00
Transfer to 4599	50,000.00	Transfer to 4592	150,000.00
Returned Items	1,150.26	Returned Items	0.00
Transfer to 4592	170,000.00	Transfer to 4592	50,000.00
Transfer to 4594	50,000.00		
	<u>272,561.22</u>		<u>200,000.00</u>

Parks Fund On line Payments, transfers, and payroll

<u>April</u>	<u>2015</u>	<u>May</u>	<u>2015</u>
Bank Service Charge	236.00	Bank Service Charge	0.00
Payroll 3/28/15	5,789.18	Payroll 4/25/15	0.00
Payroll 4/11/15	7,294.60	Payroll	0.00
Transfer to 4595	0.00	Payroll 5/23/15	0.00
Transfer to 4592	50,000.00	Transfer to 4592	100,000.00
Transfer to 4597	0.00	Transfer to 4597	0.00
	<u>63,319.78</u>		<u>100,000.00</u>

CITY OF WILLARD
BOARD OF ALDERMEN



AGENDA ITEM #4 (d)
FINANCE DEPARTMENT

ACTION REQUIRED: INFORMATION ONLY

April 2015 Checks Register

City of Willard
Disbursements Journal
APRIL 30, 2015

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
2664	4/30/15	TREASURER STATE OFMO POST	1 1905	16.60		16.60
2665	4/30/15	CLIENT SERVICES	1 740	261.00		261.00
2667	4/30/15	CASEYS GENERAL STORE	1 740	33.81		33.81
2668	4/30/15	DEPT OF REV COURT AUTO FUND	1 1833	219.04		219.04
2669	4/30/15	MO SHERIFFS RETIREMENT	1 740	93.00		93.00
2670	4/30/15	DEP OF REV VICTIMS FUND	1 1830	223.11		223.11
2671	4/30/15	TREASUER STATE OF MO POST	1 1905	31.29		31.29
2673	4/30/15	CITY OF WILLARD MUNI COURT	1 740	3,633.75		3,633.75
13681	4/30/15	POSTMASTER	2 885 2 1885	117.60 117.60		235.20
13682	4/30/15	POSTMASTER	2 885 2 1885	739.45 739.45		1,478.90
21418	4/30/15	MID-MISSOURI BANK	3 870	148.83		148.83
33944	4/30/15	AC ELECTRICAL SYSTEMS	1 140	721.35		721.35
33945	4/30/15	ALEXANDER OPEN SYSTEM	1 140 1 140 1 150 1 876 1 1876	754.38 754.38 754.38 754.38 754.38		3,771.90

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
33946	4/30/15	AMERICAN BUSINESS SYSTEMS	1 150	58.00		
			1 885	133.00		
			1 885	623.33		
			1 900	36.17		
			1 1885	58.00		
			1 1885	14.78		923.28
33947	4/30/15	AMERIPRIDE SERVICES	1 140	70.26		
			1 140	70.26		
			1 150	34.12		
			1 935	19.72		
			1 1935	15.64		210.00
33948	4/30/15	ARNALL, LAURA	1 150	75.00		75.00
33949	4/30/15	ASH GROVE CONCRETE & SUPPLIES	1 2935	215.00		215.00
33950	4/30/15	BAGLEY, TARYN	1 150	45.00		45.00
33951	4/30/15	BATTERIES PLUS	1 140	24.66		
			1 140	24.66		
			1 140	159.50		
			1 935	18.50		
			1 2935	24.66		
			1 5935	295.92		547.90
33952	4/30/15	BEACON REFUSE	1 140	468.00		468.00
33953	4/30/15	BJ'S TROPHY SHOP	1 150	492.50		492.50
33954	4/30/15	BLAKEYMORE, DAVE	1 140	50.00		50.00
33955	4/30/15	BLAYLOCK, NIKITA	1 150	5.00		5.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
33956	4/30/15	BRENTAG MID-SOUTH	1 2935	845.00		845.00
33957	4/30/15	CHERYL BOUTON	1 1945	22.52		22.52
33958	4/30/15	BRABO, BRANDI	1 150	10.00		10.00
33959	4/30/15	CAMPBELL, CHELSEA	1 140	24.22		24.22
33960	4/30/15	CARTER, JOHN	1 140	70.86		70.86
33961	4/30/15	CORWIN DODGE RAM	1 1965	34.63		34.63
33962	4/30/15	CARD-EVANS, TONYA	1 140	81.71		81.71
33963	4/30/15	CITY OF WILLARD	1 1959 1 1959	45.44 12.00		57.44
33964	4/30/15	CITY OF SPRINGFIELD, MO	1 140	32,524.17		32,524.17
33965	4/30/15	CRACKERJACK SHACK	1 150	1,961.25		1,961.25
33966	4/30/15	CLEAN THE UNIFORM CO JOPLIN	1 140	297.68		297.68
33967	4/30/15	COURIER, CAREY	1 150	40.00		40.00
33968	4/30/15	STAMPS.COM	1 140 1 140 1 140 1 140 1 140 1 140	8.16 8.16 13.00 13.00 22.49 22.49		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 140	226.72		
			1 140	226.72		
			1 150	1.19		
			1 150	188.70		
			1 150	150.00		
			1 150	11.84		
			1 150	1.44		
			1 150	16.10		
			1 150	99.00		
			1 150	22.49		
			1 150	278.00		
			1 840	204.02		
			1 876	192.71		
			1 885	251.42		
			1 885	51.53		
			1 885	89.97		
			1 885	15.99		
			1 885	21.90		
			1 1876	269.99		
			1 1885	33.75		
			1 1885	208.05		
			1 4885	1.44		
			1 5935	236.85		2,887.12
33969	4/30/15	EPIC SPORTS	1 150	218.83		
			1 150	215.00		
			1 150	237.95		
			1 876	100.00		
			1 885	121.00		
			1 885	27.38		920.16
33970	4/30/15	CONCO QUARRIES	1 140	297.37		297.37
33971	4/30/15	CONSULTING ANALYTICAL SVC	1 140	115.00		115.00
33972	4/30/15	CROWN POWER AND EQUIPMENT	1 140	476.12		
			1 140	476.13		
			1 2900	476.13		1,428.38

City of Willard
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
33973	4/30/15	CRUZ, SANDRA	1 140	50.76		50.76
33974	4/30/15	CLEVER STONE CO	1 2935	1,376.29		1,376.29
33975	4/30/15	DALTON, MARK	1 140	58.36		58.36
33976	4/30/15	DAVIS, RYAN	1 140	69.68		69.68
33977	4/30/15	DIRECTV	1 150	102.99		102.99
33978	4/30/15	EVANS ENTERPRISES, INC - TULSA	1 140	3,425.00		3,425.00
33979	4/30/15	ELKINS-SWYERS CO	1 1885	207.23		207.23
33980	4/30/15	EMPIRE DISTRICT	1 140 1 140 1 150 1 955 1 1955 1 2930 1 2955	4,947.59 7,435.01 2,514.94 358.83 307.40 4,754.69 264.69		20,583.15
33981	4/30/15	FAMILY SUPPORT PAYMENT CENTER	1 368	196.15		196.15
33982	4/30/15	FEDERAL PROTECTION INC	1 150	114.00		114.00
33983	4/30/15	FERGUSON ENTERPRISES INC	1 140	47.96		47.96
33984	4/30/15	FORSHEE, APRIL	1 150	75.00		75.00
33985	4/30/15	FOURAKER PRINTING CO	1 140	245.00		245.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
33986	4/30/15	FRANK'S UNIFORMS	1 1950 1 1950 1 1950	158.95 53.95 137.90		350.80
33987	4/30/15	FAMILY SUPPORT REGISTRY	1 368	75.00		75.00
33988	4/30/15	GENERAL CODE	1 935	1,616.93		1,616.93
33989	4/30/15	GRAINGER	1 150	55.65		55.65
33990	4/30/15	HAWKINS, ERICA	1 150	75.00		75.00
33991	4/30/15	HAWKINS, INC	1 140	762.00		762.00
33992	4/30/15	HICKLE, CHUCK	1 140	14.69		14.69
33993	4/30/15	HILLYARD / SPRINGFIELD	1 150 1 150 1 150 1 1935	93.69 119.72 19.55 45.62		278.58
33994	4/30/15	HUGUES, CHRISTIPHER L	1 140	91.31		91.31
33995	4/30/15	HALVERSON, CAROLYN	1 940	50.00		50.00
33996	4/30/15	INDEPENDENT ELECTRIC	1 140	8,883.57		8,883.57
33997	4/30/15	ITX LLC	1 140 1 140 1 150 1 876 1 1876	160.00 160.00 80.00 760.00 240.00		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 4876	40.00		1,440.00
33998	4/30/15	IVEY, MIKAYLA	1 140	80.27		80.27
33999	4/30/15	KATROSH, LINDSAY	1 150	75.00		75.00
34000	4/30/15	KENTUCKY CHILD SUPPORT ENFORCE	1 368	170.00		170.00
34001	4/30/15	KELLEY'S POLICE & TACTICAL SUP	1 1950	89.97		89.97
34002	4/30/15	KEY EQUIPMENT & SUPPLY CO	1 140 1 140 1 2935	325.00 325.00 325.00		975.00
34003	4/30/15	KPM CPAS	1 140 1 140 1 805	2,850.00 2,850.00 4,300.00		10,000.00
34004	4/30/15	LAWSON, JONEL	1 140	121.87		121.87
34005	4/30/15	LEGALSHIELD	1 1865	53.85		53.85
34006	4/30/15	LISENBY, JAY	1 150	3.25		3.25
34007	4/30/15	KRISTOFFER BAREFIELD LLC	1 1875	869.12		869.12
34008	4/30/15	LOWES CREDIT SERVICES	1 150	87.08		87.08
34009	4/30/15	MACA	1 4840 1 4945	25.00 150.00		175.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
34010	4/30/15	MAPLES, DONNIE	1 140	66.29		66.29
34011	4/30/15	MAGEE, JESSICA	1 150	18.75		18.75
34012	4/30/15	MARMIC FIRE & SAFETY	1 150 1 876 1 1876	178.55 30.00 42.00		250.55
34013	4/30/15	MEDIACOM	1 140 1 140 1 140 1 140 1 140 1 150 1 959	73.70 73.70 38.72 38.73 69.95 10.75		305.55
34014	4/30/15	MIDWEST FIBER SALES	1 2898	75.00		75.00
34015	4/30/15	MISSOURI GAS ENERGY	1 140 1 140 1 150 1 958	37.46 341.80 875.81 237.46		1,492.53
34016	4/30/15	MO DEPT OF NATURAL RESOURCES	1 150	200.00		200.00
34017	4/30/15	MISSOURI MUNICIPAL LEAGUE	1 945	260.00		260.00
34018	4/30/15	MSSU	1 1945	100.00		100.00
34019	4/30/15	MISSOURI RURAL WATER ASSOC	1 140	1,000.00		1,000.00
34020	4/30/15	MAILFINANCE	1 140	420.04		420.04
34021	4/30/15	MORIDGE MANUFACTURING INC	1 140	9,762.00		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
34022	4/30/15	MISSOURI ONE CALL	1 140	120.90		120.90
34023	4/30/15	MOPERM	1 140 1 140 1 150 1 865 1 1865 1 2865	146.72 144.95 125.48 111.31 168.83 70.71		768.00
34024	4/30/15	MELTON PROPANE INC	1 140 1 140 1 140 1 1958 1 1958 1 1958	170.19 82.90 114.38 269.85 276.34 379.94		1,293.60
34025	4/30/15	MURFIN'S MARKET	1 140 1 150 1 1885	4.05 69.44 8.97		82.46
34026	4/30/15	ONLINE INFORMATION SERVICES	1 140	105.30		105.30
34027	4/30/15	OLSSON ASSOCIATES	1 140	573.75		573.75
34028	4/30/15	OPPEAU, AMBER	1 150	10.00		10.00
34029	4/30/15	O'REILLY AUTOMOTIVE	1 140 1 140 1 140 1 140 1 140 1 140 1 140 1 140 1 140	4.37 4.37 49.94 49.95 4.74 4.74 113.69 113.70 30.99		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 140	2.64		
			1 140	2.65		
			1 140	6.27		
			1 140	6.27		
			1 140	3.49		
			1 140	3.50		
			1 140	14.38		
			1 140	14.38		
			1 140	11.99		
			1 140	11.99		
			1 140	17.01		
			1 140	16.62		
			1 140	16.62		
			1 140	9.99		
			1 140	10.00		
			1 140	4.90		
			1 140	4.90		
			1 1965	5.98		
			1 1965			
					-30.99	
						503.10
					-5.98	
34030	4/30/15	O'REILLY AUTOMOTIVE	1 140	30.07		
			1 140	30.08		
			1 140	56.38		
			1 140	56.38		
			1 140	3.93		
			1 140	3.94		
			1 140	44.60		
			1 140	44.60		
			1 140	52.15		
			1 140	52.15		
			1 140	13.96		
			1 140	13.96		
			1 140	22.99		
			1 140	23.00		
			1 140	4.38		
			1 140	4.39		
			1 140	41.36		
			1 140	41.36		
			1 140	16.23		
			1 140	16.24		
			1 140			
			1 140			
					-22.99	
					-23.00	

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 140		-19.39	
			1 140	1.23	-19.39	
			1 140	1.23		
			1 140	99.99		
			1 140	100.00		
			1 140	38.98		
			1 1965	14.06		
			1 1965			742.87
34031	4/30/15	O'REILLY AUTOMOTIVE	1 1950	10.74	-10.74	
			1 1950	55.97		
			1 1965	10.49		66.46
			1 1965			
34032	4/30/15	ORTEGA, NADIA	1 140	86.25		86.25
34033	4/30/15	OTRADOVEC, ASHLEY	1 150	75.00		75.00
34034	4/30/15	OWINGS, LUCAS	1 140	23.08		23.08
34035	4/30/15	OZARKS COCA COLA	1 150	152.90		152.90
34036	4/30/15	OZARK GREENWAYS	1 140	500.00		500.00
34037	4/30/15	PLAY IT AGAIN SPORTS	1 150	70.00		70.00
34038	4/30/15	TUTTLE, PATRICE	1 150	2,797.50		2,797.50
34039	4/30/15	LEAH PINNON	1 150	75.00		75.00
34040	4/30/15	PARTSMASER	1 140	108.64		108.64
34041	4/30/15	PRIME STRIPE INC	1 150	802.10		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
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802.10

34042	4/30/15	RACE BROS FARM SUPPLY	1 140	74.99		
			1 140	74.98		
			1 140	419.99		
			1 140	419.99		
			1 1935	74.98		
			1 2935	419.99		

1,484.92

34043	4/30/15	RADIOPHONE ENGINEERING	1 5935	70.00		70.00
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70.00

34044	4/30/15	REAVES, JUSTIN	1 140	100.00		100.00
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100.00

34045	4/30/15	REDDEN, LAURIE	1 140	83.14		83.14
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83.14

34046	4/30/15	REPUBLIC SERVICES	1 140	19.44		
			1 140	19.44		
			1 140	12,965.76		
			1 150	121.68		
			1 150	121.68		
			1 1959	49.52		
			1 1959	38.88		

13,336.40

34047	4/30/15	REAVES, RON	1 140	86.43		86.43
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86.43

34048	4/30/15	REX SMITH OIL CO	1 140	1,271.86		1,271.86
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1,271.86

34049	4/30/15	REYNOLDS, GOLD & GROSSER PC	1 140	70.00		
			1 140	70.00		
			1 150	511.00		
			1 875	1,088.50		

1,739.50

34050	4/30/15	RICHTER, BRANDY	1 150	45.00		45.00
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45.00

34051	4/30/15	RIGGS, REGENNA	1 150	45.00		
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45.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	Page 13
34052	4/30/15	ROONEY MCBRIDE & SMITH LLC	1 1875	1,677.00		
34053	4/30/15	ROMERO, CONNIE	1 140	56.95		45.00
34054	4/30/15	SATTERLEE, COURTNI	1 150	75.00		1,677.00
34055	4/30/15	SAWYER, SHIRLEY	1 140	81.68		56.95
34056	4/30/15	SCOTT GROSS CON INC	1 140	19.75		75.00
34057	4/30/15	STATE DISBURSEMENT UNIT	1 368	111.60		81.68
34058	4/30/15	CITY OF SPRINGFIELD	1 1876	145.00		19.75
34059	4/30/15	SPFLD-GRN CNTY OFFICE OF EM	1 5825	3,966.00		111.60
34060	4/30/15	SPRINGFIELD-GREENE COUNTY	1 1885	4.00		145.00
34061	4/30/15	SMITH, JAMES	1 140	142.25		3,966.00
34062	4/30/15	SNIDER, BYRON	1 150	45.00		4.00
34063	4/30/15	SPFD FAMILY MEDICAL WALK-IN	1 140	122.00		142.25
34064	4/30/15	CITY OF SPRINGFIELD	1 140	117.00		45.00
34065	4/30/15	SPRINGFIELD WINWATER WORKS CO	1 140	754.86		122.00
						117.00
						754.86

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
34066	4/30/15	SCHENDEL PEST SERVICES	1 140	40.00		
			1 140	30.00		
			1 150	40.00		
			1 935	30.00		
			1 1935	40.00		180.00
34067	4/30/15	SQUIBB MEDIA LLC	1 140	22.00		22.00
34068	4/30/15	SPRINGFIELD STAMP & ENGRAVING	1 140	11.50		11.50
34069	4/30/15	STAR WHOLESALE SUPPLY	1 140	76.02		76.02
34070	4/30/15	STEPHEN GRIFFIN	1 150	300.00		300.00
34071	4/30/15	SAMMY TIRE	1 140	9.19		
			1 140	9.19		
			1 1965	34.95		
			1 1965	34.95		
			1 1965	34.95		
			1 2965	7.88		131.11
34072	4/30/15	SULLIVAN, RONNY	1 150	12.09		12.09
34073	4/30/15	SYNERGY ENERGY LLC	1 150	23,071.56		23,071.56
34074	4/30/15	TAHTINEN, TIM	1 360	16.02		16.02
34075	4/30/15	JEREMIAH TAYMAN	1 1945	88.29		88.29
34076	4/30/15	THE DAILY EVENTS	1 150	100.00		100.00
34077	4/30/15	TEAGUE, KENNETH D	1 140	59.30		59.30

5/30/15
5:58:51City of Willard
Disbursements Journal
APRIL 30, 2015

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
34078	4/30/15	THOMAS, ANGELA	1 150	40.00		40.00
34079	4/30/15	HOFFMAN, TREVOR	1 140	50.00		50.00
34080	4/30/15	TURNER, CHRISTINA R	1 140	57.82		57.82
34081	4/30/15	TYLER TECHNOLOGIES INC	1 140 1 140 1 140 1 140 1 140 1 140 1 140 1 140 1 150 1 150 1 150 1 150 1 150 1 810 1 810 1 810 1 810 1 1810 1 1810 1 1810	43.75 43.75 306.25 306.25 98.44 98.44 131.25 131.25 5.00 35.00 11.25 15.00 27.50 192.50 61.87 82.50 5.00 35.00 11.25 15.00		1,656.25
34082	4/30/15	VERIZON WIRELESS	1 140 1 140 1 150 1 940 1 1940 1 4940 1 5940	30.23 30.23 89.64 83.69 263.45 91.15 49.63		
34083	4/30/15	WALMART COMMUNITY / RFCSLLC	1 150	299.86		638.02 299.86

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City of Willard
Disbursements Journal
APRIL 30, 2015

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
34084	4/30/15	WATERWORK SPECIALTIES INC	1 140	6,359.83		6,359.83
34085	4/30/15	WALLACE, ZEB	1 140	52.81		52.81
34086	4/30/15	WCA WASTE CORPORATION	1 140	5,350.16		5,350.16
34087	4/30/15	WILKINS, DEBBIE	1 150	355.00		355.00
34088	4/30/15	WILLARD CHAMBER OF COMMERCE	1 150 1 885	21.00 7.00		28.00
34089	4/30/15	WINDSTREAM COMMUNICATIONS	1 140 1 140 1 150 1 940 1 1940	456.95 456.95 456.94 456.95 456.95		2,284.74
34090	4/30/15	POSTMASTER	1 140	440.00		440.00
34091	4/30/15	WEX BANK	1 140 1 140 1 150 1 1960	376.53 376.54 96.86 1,550.69		2,400.62
34092	4/30/15	WILLARD TRUE VALUE	1 140 1 140 1 140 1 150 1 150 1 150 1 150 1 150 1 150 1 808	6.99 6.99 29.99 8.99 9.41 13.41 28.37 2.19 4.38 9.96 3.28 42.98		

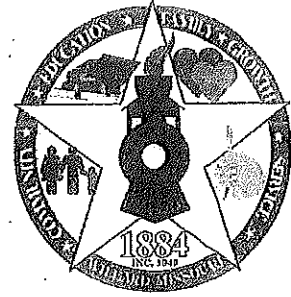
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City of Willard
Disbursements Journal
APRIL 30, 2015

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 808	69.97		
			1 808	32.99		
			1 808	18.76		
			1 808	35.28		
			1 808	1.49		
			1 935	12.38		
						337.81
34127	4/30/15	FAMILY SUPPORT PAYMENT CENTER	1 368	196.15		
						196.15
34128	4/30/15	FAMILY SUPPORT REGISTRY	1 368	75.00		
						75.00
34129	4/30/15	KENTUCKY CHILD SUPPORT REGISTR	1 368	185.00		
						185.00
34130	4/30/15	MISSOURI STATE UNIVERSITY	1 1945	50.00		
						50.00
34131	4/30/15	STATE DISURSEMENT UNIT	1 368	111.60		
						111.60
	4/30/15	Contra Entry	1 100	- 195,612.47		.00
	4/30/15	Contra Entry	1 125	-4,511.60		.00
	4/30/15	Contra Entry	2 100	-1,714.10		.00
	4/30/15	Contra Entry	3 100	- 148.83		.00
						.00
Journal Totals				202,119.48	- 202,119.48	

CITY OF WILLARD
BOARD OF ALDERMEN



AGENDA ITEM #4(e)
FINANCE DEPARTMENT

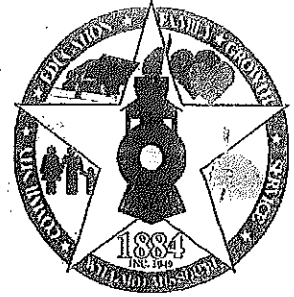
ACTION REQUIRED: Information Only

May, 2015 Water Loss Report

Monthly Water Loss 2015

Month	January	February	March	April	May
Amount of Gallons Pumped	23,793,200	23,437,900	23,492,300	23,106,800	23,372,800
Dollar Amount Sold	72,114.03	64,320.79	62,446.67	71,448.14	65,214.29
Gallons of Water Sold	16,893,561	13,548,032	12,920,823	16,719,357	14,029,574
Flushing	15,690	9,870	8,560	262,130	37,130
Leaks	545,271	5,000	620,000	100,000	20,000
City Usage (not billed)	17,030	21,590	15,040	19,890	341,400
Fire Department Usage	0	2,500	3,550	850	8,000
Tower Overflows	600,000	600,000	0	0	0
Residuals	5,690	4,870	5,010	6,280	7,130
Total Gallons Accounted For	18,077,242	14,191,862	13,572,983	17,108,507	14,443,234
% Water Loss	24.02%	39.45%	42.22%	25.96%	38.20%
Amount of Water Lost	5,715,958	9,246,038	9,919,317	5,998,293	8,929,566
Customers - Water Use	3183	3181	3179	3202	3198

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #4 (f)
FINANCE DEPARTMENT**

ACTION REQUIRED: Approval Requested

April 2015 Utility Adjustments

UBBADJRP Fri May 1, 2015 9:33 AM
10.31.14

*** CITY OF WILLARD MO ***
UTILITY BILLING ADJUSTMENTS REPORT

OPER: CB

PAGE 1

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	SERV	ADJ	ADJ DATE	PERIOD	NAME	PENALTY	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
			SERVICE		TAX						
603120201	WA	MISC	4/06/15	1	NEWMAN ENTERPRISES		CB-Move overpmt from acct 932066501				
	PREVIOUS		.00		.00	.00	.00	.00	.00	.00	.00
	ADJUSTMENT		44.14-		.00	.00	.00	.00	.00	.00	44.14-
	CURRENT		44.14-		.00	.00	.00	.00	.00	.00	44.14-
932066501	WA	MISC	4/06/15	1	NICK NEWMAN		CB-Move over pmt to acct 603120201.				
	PREVIOUS		50.82-		.00	.00	.00	.00	.00	.00	50.82-
	ADJUSTMENT		44.14		.00	.00	.00	.00	.00	.00	44.14
	CURRENT		6.68-		.00	.00	.00	.00	.00	.00	6.68-
180083001	SC	BAD	4/14/15	2	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		.00		.00	.07	.00	.00	.00	.00	.07
	ADJUSTMENT		.00		.00	.07-	.00	.00	.00	.00	.07-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	SC	BAD	4/14/15	3	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		.00		.00	.07	.00	.00	.00	.00	.07
	ADJUSTMENT		.00		.00	.07-	.00	.00	.00	.00	.07-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	SC	BAD	4/14/15	4	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		.70		.00	.28	.00	.00	.00	.00	.98
	ADJUSTMENT		.70-		.00	.28-	.00	.00	.00	.00	.98-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	SE	BAD	4/14/15	1	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		3.68		.00	.00	.00	.00	.00	.00	3.68
	ADJUSTMENT		3.68-		.00	.00	.00	.00	.00	.00	3.68-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	SE	BAD	4/14/15	2	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		18.48		.00	14.29	.00	.00	.00	.00	32.77
	ADJUSTMENT		18.48-		.00	14.29-	.00	.00	.00	.00	32.77-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	SE	BAD	4/14/15	3	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		18.48		.00	12.94	.00	.00	.00	.00	31.42
	ADJUSTMENT		18.48-		.00	12.94-	.00	.00	.00	.00	31.42-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	SE	BAD	4/14/15	4	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		105.88		.00	38.82	.00	.00	.00	.00	144.70
	ADJUSTMENT		105.88-		.00	38.82-	.00	.00	.00	.00	144.70-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	WA	BAD	4/14/15	1	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		12.00		.27	.00	.00	.00	.00	.00	12.27
	ADJUSTMENT		12.00-		.27-	.00	.00	.00	.00	.00	12.27-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	WA	BAD	4/14/15	2	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		12.00		.27	3.60	.00	.00	.00	.00	15.87
	ADJUSTMENT		12.00-		.27-	3.60-	.00	.00	.00	.00	15.87-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	WA	BAD	4/14/15	3	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		12.00		.27	59.40	.00	.00	.00	.00	71.67
	ADJUSTMENT		12.00-		.27-	59.40-	.00	.00	.00	.00	71.67-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
180083001	WA	BAD	4/14/15	4	DANIEL GETMAN		CB-BAD DEBT PIF 11/2014				
	PREVIOUS		12.00		1.85	32.80	.00	.00	.00	.00	46.65
	ADJUSTMENT		12.00-		1.85-	32.80-	.00	.00	.00	.00	46.65-
	CURRENT		.00		.00	.00	.00	.00	.00	.00	.00
200062002	WA	MISC	4/14/15	1	MEGAN GETMAN		CB-3 YEAR OLD PENNY CREDIT REMOVED.				
	PREVIOUS		.01-		.00	.00	.00	.00	.00	.00	.01-

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	SERV	ADJ	ADJ DATE	PERIOD	NAME	TAX	PENALTY	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
					ADJUSTMENT	.01	.00		.00	.00	.00	.01
					CURRENT	.00	.00		.00	.00	.00	.00
110018903	SE	MISC	4/22/15	1	JOSH/FELICIA HOMEN			CB-Move bal from old acct#200069004				
					PREVIOUS	19.19	.00		.00	.00	.00	19.19
					ADJUSTMENT	14.24	.00		.00	.00	.00	14.24
					CURRENT	33.43	.00		.00	.00	.00	33.43
110018903	WA	MISC	4/22/15	1	JOSH/FELICIA HOMEN			CB-Move bal from old acct#200069004				
					PREVIOUS	14.25	.33		.00	.00	.00	14.58
					ADJUSTMENT	4.88	.11		.00	.00	.00	4.99
					CURRENT	19.13	.44		.00	.00	.00	19.57
150009005	SE	MISC	4/22/15	1	SHELBY/KATHRYN CARROLL			CB-Move bal from old acct#310009002				
					PREVIOUS	35.76	.00		.00	.00	.00	35.76
					ADJUSTMENT	24.34	.00		.00	.00	.00	24.34
					CURRENT	60.10	.00		.00	.00	.00	60.10
150009005	TR	MISC	4/22/15	1	SHELBY/KATHRYN CARROLL			CB-Move bal from old acct#310009002				
					PREVIOUS	9.63	.00		.00	.00	.00	9.63
					ADJUSTMENT	5.69	.00		.00	.00	.00	5.69
					CURRENT	15.32	.00		.00	.00	.00	15.32
150009005	WA	MISC	4/22/15	1	SHELBY/KATHRYN CARROLL			CB-Move bal from old acct#310009002				
					PREVIOUS	12.00	.29		.00	.00	.00	12.29
					ADJUSTMENT	16.50	.39		.00	.00	.00	16.89
					CURRENT	28.50	.68		.00	.00	.00	29.18
200011006	SE	MISC	4/22/15	1	JENNIFER TEUSCHER			CB-Move balance to new acct#200069005				
					PREVIOUS	30.71	.00		.00	.00	.00	30.71
					ADJUSTMENT	30.71-	.00		.00	.00	.00	30.71-
					CURRENT	.00	.00		.00	.00	.00	.00
200011006	WA	MISC	4/22/15	1	JENNIFER TEUSCHER			CB-Moved balance to new acct#200069005				
					PREVIOUS	16.50	.39		.00	.00	.00	16.89
					ADJUSTMENT	16.50-	.39-		.00	.00	.00	16.89-
					CURRENT	.00	.00		.00	.00	.00	.00
200017006	SE	MISC	4/22/15	1	BRITTNY TRIPICCHIO			CB-Move balance from old acct#200022007				
					PREVIOUS	.00	.00		.00	.00	.00	.00
					ADJUSTMENT	19.90	.00		.00	.00	.00	19.90
					CURRENT	19.90	.00		.00	.00	.00	19.90
200017006	WA	MISC	4/22/15	1	BRITTNY TRIPICCHIO			CB-Move old balance from acct#200022007				
					PREVIOUS	.00	.00		.00	.00	.00	.00
					ADJUSTMENT	14.25	.33		.00	.00	.00	14.58
					CURRENT	14.25	.33		.00	.00	.00	14.58
200022007	SE	MISC	4/22/15	1	BRITTNY TRIPICCHIO			CB-Move balance to new acct#200017006				
					PREVIOUS	19.90	.00		.00	.00	.00	19.90
					ADJUSTMENT	19.90-	.00		.00	.00	.00	19.90-
					CURRENT	.00	.00		.00	.00	.00	.00
200022007	WA	MISC	4/22/15	1	BRITTNY TRIPICCHIO			CB-Move balance to new acct#200017006				
					PREVIOUS	14.25	.33		.00	.00	.00	14.58
					ADJUSTMENT	14.25-	.33-		.00	.00	.00	14.58-
					CURRENT	.00	.00		.00	.00	.00	.00
200069004	SE	MISC	4/22/15	1	FELICIA/JOSH HOMEN			CB-Move bal to new acct#110018903				
					PREVIOUS	14.24	.00		.00	.00	.00	14.24
					ADJUSTMENT	14.24-	.00		.00	.00	.00	14.24-
					CURRENT	.00	.00		.00	.00	.00	.00
200069004	WA	MISC	4/22/15	1	FELICIA/JOSH HOMEN			CB-Move bal to new acct#110018903				
					PREVIOUS	4.88	.11		.00	.00	.00	4.99
					ADJUSTMENT	4.88-	.11-		.00	.00	.00	4.99-
					CURRENT	.00	.00		.00	.00	.00	.00

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	SERV	ADJ	ADJ DATE	PERIOD	NAME	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
			SERVICE		TAX					
200069005	SE	MISC	4/22/15	1	JENNIFER TEUSCHER	CB-Move balance from old acct#200011006				
	PREVIOUS		.00		.00	.00	.00	.00	.00	.00
	ADJUSTMENT		30.71		.00	.00	.00	.00	.00	30.71
	CURRENT		30.71		.00	.00	.00	.00	.00	30.71
200069005	WA	MISC	4/22/15	1	JENNIFER TEUSCHER	CB-Move balance from old acct#200011006				
	PREVIOUS		.00		.00	.00	.00	.00	.00	.00
	ADJUSTMENT		16.50		.39	.00	.00	.00	.00	16.89
	CURRENT		16.50		.39	.00	.00	.00	.00	16.89
310003001	SE	MISC	4/22/15	1	EDWARD L ROLLINS	CB-Billed after customer was deceased.				
	PREVIOUS		29.29		.00	.00	.00	.00	.00	29.29
	ADJUSTMENT		29.29-		.00	.00	.00	.00	.00	29.29-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310003001	SE	MISC	4/22/15	2	EDWARD L ROLLINS	CB-Billed after customer was deceased.				
	PREVIOUS		37.78		.00	7.56	.00	.00	.00	45.34
	ADJUSTMENT		37.78-		.00	7.56-	.00	.00	.00	45.34-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310003001	WA	MISC	4/22/15	1	EDWARD L ROLLINS	CB-Billed after customer was deceased.				
	PREVIOUS		7.50		.18	.00	.00	.00	.00	7.68
	ADJUSTMENT		7.50-		.18-	.00	.00	.00	.00	7.68-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310003001	WA	MISC	4/22/15	2	EDWARD L ROLLINS	CB-Billed after customer was deceased.				
	PREVIOUS		12.00		.29	3.08	.00	.00	5.00	20.37
	ADJUSTMENT		12.00-		.29-	3.08-	.00	.00	5.00-	20.37-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310003001	WA	MISC	4/22/15	3	EDWARD L ROLLINS	CB-Billed after customer was deceased.				
	PREVIOUS		.00		.00	37.63	.00	.00	.00	37.63
	ADJUSTMENT		.00		.00	37.63-	.00	.00	.00	37.63-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310009002	SE	MISC	4/22/15	1	SHELBY/KATHRYN CARROLL	CB-Move Bal to new acct#150009005				
	PREVIOUS		24.34		.00	.00	.00	.00	.00	24.34
	ADJUSTMENT		24.34-		.00	.00	.00	.00	.00	24.34-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310009002	TR	MISC	4/22/15	1	SHELBY/KATHRYN CARROLL	CB-Move bal to new acct#150009005				
	PREVIOUS		5.69		.00	.00	.00	.00	.00	5.69
	ADJUSTMENT		5.69-		.00	.00	.00	.00	.00	5.69-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
310009002	WA	MISC	4/22/15	1	SHELBY/KATHRYN CARROLL	CB-Move bal to new acct#150009005				
	PREVIOUS		16.50		.39	.00	.00	.00	.00	16.89
	ADJUSTMENT		16.50-		.39-	.00	.00	.00	.00	16.89-
	CURRENT		.00		.00	.00	.00	.00	.00	.00
965015001	WA	MISC	4/22/15	1	TAMMY COBURN	CB-Small Old Credit Adjustment.				
	PREVIOUS		.17-		.00	.00	.00	.00	.00	.17-
	ADJUSTMENT		.17		.00	.00	.00	.00	.00	.17
	CURRENT		.00		.00	.00	.00	.00	.00	.00
921007001	WA	METR	4/24/15	1	LEE/COLLENE POPPE	CB-METER MISREAD CAUSING OVERCHARGE OF 5000 GAL				
	PREVIOUS		15.68		.14	.00	.00	.00	.00	15.82
	ADJUSTMENT		11.25-		.09-	.00	.00	.00	.00	11.34-
	CURRENT		4.43		.05	.00	.00	.00	.00	4.48
932061502	WA	LEAK	4/24/15	1	MATTHEW/TALLY MORRIS	CB-One time per year leak adj, repair bill attached.				
	PREVIOUS		67.76		.59	.00	.00	.00	.00	68.35
	ADJUSTMENT		16.12-		.14-	.00	.00	.00	.00	16.26-
	CURRENT		51.64		.45	.00	.00	.00	.00	52.09
954058001	WA	METR	4/24/15	1	JACK/JOYCE COURTNEY	CB-Meter was misread for 3 months, over charged by 6000 gal				
	PREVIOUS		18.16		.16	.00	.00	.00	.00	18.32

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	SERV ADJ	ADJ DATE SERVICE	PERIOD	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
					.11-	.00	.00	.00	13.61-
					.05	.00	.00	.00	4.71
804490000 SE MISC		4/29/15	1	HEATHER & BRAD HARRIS		CB-Deposit applied in error.			
					.00	.00	.00	.00	.00
					.00	.00	.00	.00	22.63
					.00	.00	.00	.00	22.63
804490000 WA MISC		4/29/15	1	HEATHER & BRAD HARRIS		CB-Deposit applied in error.			
					.00	.00	.00	.00	.00
					.29	.00	.00	.00	12.29
					.29	.00	.00	.00	12.29
943071501 WA LEAK		4/29/15	1	RAYMOND PITTS		CB-One time lead adj, plumber invoice provided.			
					.29	.00	.00	.00	33.33
					.06-	.00	.00	.00	6.79-
					.23	.00	.00	.00	26.54
965078002 SE MISC		4/29/15	1	JOSHUA/AMBER LEDBETTER		CB-Courtesy adjustment per CA.			
					.00	.00	.00	.00	141.65
					.00	.00	.00	.00	47.22-
					.00	.00	.00	.00	94.43
921007502 WA LEAK		4/30/15	1	TANYA/CURTIS BARNETT		CB-One time per year Leak adj per Plumbers Invoice			
					.87	.00	.00	.00	37.62
					.21-	.00	.00	.00	9.11-
					.66	.00	.00	.00	28.51
		350.70-		3.45-	172.91-	37.63-	.00	5.00-	569.69-
*** ADJUSTMENT TOTALS ***									
		781.67		7.02	172.91	37.63	.00	5.00	1004.23
		350.70-		3.45-	172.91-	37.63-	.00	5.00-	569.69-
		430.97		3.57	.00	.00	.00	.00	434.54

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	ADJ CODE	DATE SERVICE	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
330022004	BAD	4/06/15	** ACCOUNT NOT FOUND **					
	PRIMACY FEE	.00	.00	.00	.00	.00	.00	.00
330022004	BAD	4/06/15	** ACCOUNT NOT FOUND **					
	SEWER CONNECT	.00	.00	.00	.00	.00	.00	.00
330022004	BAD	4/06/15	** ACCOUNT NOT FOUND **					
	SEWER	.00	.00	.00	.00	.00	.00	.00
330022004	BAD	4/06/15	** ACCOUNT NOT FOUND **					
	TRASH	.00	.00	.00	.00	.00	.00	.00
330022004	BAD	4/06/15	** ACCOUNT NOT FOUND **					
	WATER	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00
180083001	BAD	4/14/15	** ACCOUNT NOT FOUND **		PIF 11/2014			
	PRIMACY FEE	.00	.00	.00	.00	.00	.00	.00
180083001	BAD	4/14/15	** ACCOUNT NOT FOUND **		PIF 11/2014			
	SEWER CONNECT	.70	.00	.42	.00	.00	.00	1.12
180083001	BAD	4/14/15	** ACCOUNT NOT FOUND **		PIF 11/2014			
	SEWER	146.52	.00	66.05	.00	.00	.00	212.57
180083001	BAD	4/14/15	** ACCOUNT NOT FOUND **		PIF 11/2014			
	WATER	48.00	2.66	95.80	.00	.00	.00	146.46
		195.22	2.66	162.27	.00	.00	.00	360.15
605270106	BAD	4/15/15	** ACCOUNT NOT FOUND **		CB-PIF 4-14-2015			
	PRIMACY FEE	.00	.00	.00	.00	.00	.00	.00
605270106	BAD	4/15/15	** ACCOUNT NOT FOUND **		CB-PIF 4-14-2015			
	SEWER CONNECT	.00	.00	.00	.00	.00	.00	.00
605270106	BAD	4/15/15	** ACCOUNT NOT FOUND **		CB-PIF 4-14-2015			
	SEWER	55.41	.00	5.59	.00	.00	.00	61.00
605270106	BAD	4/15/15	** ACCOUNT NOT FOUND **		CB-PIF 4-14-2015			
	WATER	24.00	3.62	.00	.00	.00	.00	27.62
		79.41	3.62	5.59	.00	.00	.00	88.62
401970001	BAD	4/27/15	LANETTE CARTER		House Repo 12/31/14			
	PRIMACY FEE	.00	.00	.00	.00	.00	.00	.00
401970001	BAD	4/27/15	LANETTE CARTER		House Repo 12/31/14			
	SEWER CONNECT	.80-	.00	.00	.00	.00	.00	.80-
401970001	BAD	4/27/15	LANETTE CARTER		House Repo 12/31/14			
	SEWER	51.32-	.00	3.27-	.00	.00	.00	54.59-
401970001	BAD	4/27/15	LANETTE CARTER		House Repo 12/31/14			
	TRASH	27.50-	.00	.00	.00	.00	.00	27.50-
401970001	BAD	4/27/15	LANETTE CARTER		House Repo 12/31/14			
	WATER	28.50-	.66-	1.43-	.00	.00	.00	30.59-
		108.12-	.66-	4.70-	.00	.00	.00	113.48-
921074500	BAD	4/27/15	HARRY C. BARNES III, (LL)					
	PRIMACY FEE	3.00-	.00	.00	.00	.00	.00	3.00-
921074500	BAD	4/27/15	HARRY C. BARNES III, (LL)					
	SEWER CONNECT	.70-	.00	.00	.00	.00	.00	.70-
921074500	BAD	4/27/15	HARRY C. BARNES III, (LL)					
	SEWER	118.39-	.00	10.33-	.00	.00	.00	128.72-

ACCOUNT #	ADJ CODE	DATE SERVICE	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
921074500	BAD	4/27/15	HARRY C. BARNES III, (LL)					
WATER		40.02-	1.18-	2.45-	50.00-	.00	.00	93.65-
		162.11-	1.18-	12.78-	50.00-	.00	.00	226.07-
112110104	BAD	4/28/15	ANTHONY MCGEHEE					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
112110104	BAD	4/28/15	ANTHONY MCGEHEE					
SEWER CONNECT		.00	.00	.00	.00	.00	.00	.00
112110104	BAD	4/28/15	ANTHONY MCGEHEE					
SEWER		18.92-	.00	.00	.00	.00	.00	18.92-
112110104	BAD	4/28/15	ANTHONY MCGEHEE					
TRASH		14.00-	.00	.00	.00	.00	.00	14.00-
112110104	BAD	4/28/15	ANTHONY MCGEHEE					
WATER		.00	.00	.00	.00	.00	.00	.00
		32.92-	.00	.00	.00	.00	.00	32.92-
200010004	BAD	4/28/15	KAYLA WHITE					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
200010004	BAD	4/28/15	KAYLA WHITE					
SEWER CONNECT		.80-	.00	.00	.00	.00	.00	.80-
200010004	BAD	4/28/15	KAYLA WHITE					
SEWER		107.27-	.00	21.41-	.00	.00	.00	128.68-
200010004	BAD	4/28/15	KAYLA WHITE					
WATER		41.49-	.98-	7.80-	15.65-	.00	10.00-	75.92-
		149.56-	.98-	29.21-	15.65-	.00	10.00-	205.40-
200040006	BAD	4/28/15	DON PIERCE					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
200040006	BAD	4/28/15	DON PIERCE					
SEWER CONNECT		.80-	.00	.00	.00	.00	.00	.80-
200040006	BAD	4/28/15	DON PIERCE					
SEWER		76.97-	.00	32.72-	.00	.00	.00	109.69-
200040006	BAD	4/28/15	DON PIERCE					
WATER		37.31-	.90-	11.20-	100.00-	.00	25.00-	174.41-
		115.08-	.90-	43.92-	100.00-	.00	25.00-	284.90-
200070504	BAD	4/28/15	JEREMY WELCH					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
200070504	BAD	4/28/15	JEREMY WELCH					
SEWER CONNECT		.80-	.00	.00	.00	.00	.00	.80-
200070504	BAD	4/28/15	JEREMY WELCH					
SEWER		60.51-	.00	15.79-	.00	.00	.00	76.30-
200070504	BAD	4/28/15	JEREMY WELCH					
WATER		24.00-	.58-	3.83-	50.00-	.00	5.00-	83.41-
		85.31-	.58-	19.62-	50.00-	.00	5.00-	160.51-
205550100	BAD	4/28/15	TOM MERRIOTT					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
205550100	BAD	4/28/15	TOM MERRIOTT					

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	ADJ CODE	DATE SERVICE	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
SEWER CONNECT		.00	.00	.00	.00	.00	.00	.00
205550100	BAD	4/28/15	TOM MERRIOTT					
SEWER		.49-	.00	.00	.00	.00	.00	.49-
205550100	BAD	4/28/15	TOM MERRIOTT					
WATER		.00	.00	.00	.00	.00	.00	.00
		.49-	.00	.00	.00	.00	.00	.49-
401760004	BAD	4/28/15	MARY L BROWN					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
401760004	BAD	4/28/15	MARY L BROWN					
SEWER CONNECT		.80-	.00	.00	.00	.00	.00	.80-
401760004	BAD	4/28/15	MARY L BROWN					
SEWER		28.12-	.00	.00	.00	.00	.00	28.12-
401760004	BAD	4/28/15	MARY L BROWN					
TRASH		14.00-	.00	.00	.00	.00	.00	14.00-
401760004	BAD	4/28/15	MARY L BROWN					
WATER		.00	.00	.00	.00	.00	.00	.00
		42.92-	.00	.00	.00	.00	.00	42.92-
404003505	BAD	4/28/15	MARK FITZGERALD					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
404003505	BAD	4/28/15	MARK FITZGERALD					
SEWER CONNECT		.80-	.00	.00	.00	.00	.00	.80-
404003505	BAD	4/28/15	MARK FITZGERALD					
SEWER		78.39-	.00	17.91-	.00	.00	.00	96.30-
404003505	BAD	4/28/15	MARK FITZGERALD					
WATER		36.00-	.87-	6.46-	10.57-	.00	10.00-	63.90-
		115.19-	.87-	24.37-	10.57-	.00	10.00-	161.00-
502300100	BAD	4/28/15	SMOKE BBQ					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
502300100	BAD	4/28/15	SMOKE BBQ					
SEWER CONNECT		3.00-	.00	.00	.00	.00	.00	3.00-
502300100	BAD	4/28/15	SMOKE BBQ					
SEWER		125.19-	.00	41.09-	.00	.00	.00	166.28-
502300100	BAD	4/28/15	SMOKE BBQ					
WATER		54.00-	4.05-	16.44-	50.08-	.00	10.03-	134.60-
		182.19-	4.05-	57.53-	50.08-	.00	10.03-	303.88-
703710005	BAD	4/28/15	CHELSEY SMITH					
PRIMACY FEE		.00	.00	.00	.00	.00	.00	.00
703710005	BAD	4/28/15	CHELSEY SMITH					
SEWER CONNECT		.00	.00	.00	.00	.00	.00	.00
703710005	BAD	4/28/15	CHELSEY SMITH					
SEWER		36.49-	.00	.00	.00	.00	.00	36.49-
703710005	BAD	4/28/15	CHELSEY SMITH					
TRASH		14.00-	.00	.00	.00	.00	.00	14.00-
703710005	BAD	4/28/15	CHELSEY SMITH					
WATER		.00	.00	.00	.00	.00	.00	.00

FROM 4/01/2015 TO 4/30/2015

ACCOUNT #	ADJ CODE	DATE SERVICE	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
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		50.49-	.00	.00	.00	.00	.00	50.49-
** BAD DEBT TOTALS *		769.75-	2.94-	24.27-	276.30-	.00	60.03-	1133.29-

UBBADJRP
10.31.14

Fri May 1, 2015 9:33 AM

*** CITY OF WILLARD MO ***
UTILITY BILLING ADJUSTMENTS REPORT
ADJUSTMENT CODE TOTALS

OPER: CB

PAGE 9

FROM 4/01/2015 TO 4/30/2015

ADJ DESC	SERVICE	TAX	PENALTY	MISC CHRG	MISC TAX	MISC PEN	TOTAL
ADJUSTMENTS							
BAD DEBT	195.22-	2.66-	162.27-	.00	.00	.00	360.15-
LEAK ADJUSTMENT	31.75-	.41-	.00	.00	.00	.00	32.16-
METER MISREAD	24.75-	.20-	.00	.00	.00	.00	24.95-
MISC ADJUSTMENT	98.98-	.18-	10.64-	37.63-	.00	5.00-	152.43-
	350.70-	3.45-	172.91-	37.63-	.00	5.00-	569.69-
BAD DEBT							
BAD DEBT	769.75-	2.94-	24.27-	276.30-	.00	60.03-	1133.29-
	769.75-	2.94-	24.27-	276.30-	.00	60.03-	1133.29-
*** GRAND TOTALS ***	1120.45-	6.39-	197.18-	313.93-	.00	65.03-	1702.98-

	ADJUSTMENTS	BAD DEBT	TOTAL
BAD DEBT	360.15-	1133.29-	1493.44-
LEAK ADJUSTMENT	32.16-	.00	32.16-
METER MISREAD	24.95-	.00	24.95-
MISC ADJUSTMENT	152.43-	.00	152.43-
	569.69-	1133.29-	1702.98-

AW	4/21/2015	934058001	[REDACTED]	[REDACTED]	N/A	4/24/2015	(13.61)	CB
WE RECEIVED INCORRECT READS FOR THIS METER SINCE JANUARY CAUSING AN OVER CHARGE FOR 6000 GALLONS.								
AW	4/21/2015	921007001	[REDACTED]	[REDACTED]	N/A	4/24/2015	(11.34)	CB
WE RECEIVED AN INCORRECT READ OF THIS METER LAST MONTH CAUSING AN OVER CHARGE OF 5000 GAL.								
CB	4/24/2015	932061502	[REDACTED]	[REDACTED]		4/24/2015	(16.26)	CB
CUSTOMER PROVIDED REPAIR BILL FROM CULLIGAN OF SPRINGFIELD								
AW	4/28/2015	943071501	[REDACTED]	[REDACTED]	N/A	4/29/2015	(6.75)	CB
CUSTOMER PROVIDED PLUMBER BILL TO RECEIVE ADJUSTMENT								
AW	4/30/2015	921007502	[REDACTED]	[REDACTED]		4/30/2015	(9.14)	CB
HAS SUBMITTED A PLUMBER'S BILL TO RECEIVE AN ADJUSTMENT/ PLEASE CALL WITH RESULTS								
AW	5/4/2015	921037002	[REDACTED]	[REDACTED]		5/4/2015	(30.89)	CB
SUBMITTED A PLUMBERS BILL TO RECEIVE ADJUSTMENT ON HIS SE AVERAGE								



AGENDA ITEM #5

Department Head Reports.

- a. Emergency Management Department
- b. Parks Department
- c. Planning and Development
- d. Police Department
- e. Public Works Department

EMERGENCY MANAGEMENT DEPARTMENT REPORT

JUNE 8, 2015

The Storm Siren Malfunction that occurred on May 17, 2015 was due to a failure in procedure by Greene County.

Greene County has taken full responsibility for the incident.

Greene County conducted a siren test for the sirens in Willard on May 18th at 2:00 p.m. and all sirens functioned properly.

Stacy Winters

Emergency Management Director

PARKS DEPARTMENT REPORT

JUNE 8, 2015

Baseball Registration – As of May 27

Resident	189	\$45	\$8,505
Non-Resident	192	\$50	\$9,600
Late Fee	45	\$10	\$450

Summer Camp Registration – As of May 27

Resident	52
Non-Resident	24

Pool Sales – As of May 27

Total Revenue	\$7,602.54
Season Pass - R	22
Season Pass Add - R	74
Season Pass - Non	1
Season Pass Add - Non	3
Swim Team - R	8
Swim Team - Non	7
Swim Lesson - R	6
Swim Lesson - Non	2
Swim Lesson - Private	9

Project Report

- **Pool**
 - Pool Opened May 21
 - Splash Bash – Postponed until June 6
- **Fitness Room**
 - Will be seeking bids the week of June 1
- **Jackson Street Parking lot**
 - Overlay complete
 - Front drive will be complete in the next couple weeks
- **Miller Farm Park Property**
 - Eagle Scout constructing a plan to make a permanent sign for property
 - Researching what it would cost to make a drive into property and a gravel parking lot
- **Highline Soccer Park**
 - Closed down for the summer

Upcoming Programs / Events

- **Willard Aquatic Center Opened** – May 21, 2015
- **Summer Adventure Camp Started** – May 26, 2015
- **Splash Bash** – June 6, 2015
- **Indoor Garage Sale** – June 6, 2015
- **Freedom Fest** – June 27, 2015
- **Midnight Swims** – July 11 & August 1, 2015
- **Back to School Dance** – August 21, 2015
- **Triathlon/Jr. Triathlon** – August 22, 2015
- **Doggie Dive** – September 12, 2015

Other Information

- Website – *Visitors From 5/1/15 to 5/27/15*
 - www.willardparks.com – 2,736 unique visitors, 16,181 visitors
 - www.willardfreedomfest.com – 1,168 unique visitors, 2,720 visitors
 - www.willardaquatics.com – 1,166 unique visitors, 3,612 visitors
- Facebook – *1317 likes as of 5/27/15*
 - <https://www.facebook.com/WillardParksAndRec>

J.C. Loveland
Director of Community Services

PLANNING AND DEVELOPMENT REPORT

JUNE 8, 2015

Ongoing Project Update –

Fox River Subdivision – The Community building and first two (2) apartment buildings are nearing completion. Black base has been laid on Hamilton St. The electric service has been installed on building #6 and #7, both duplexes. The concrete subcontractor is finishing driveways and sidewalks on the duplexes. The developer is tentatively asking for temporary occupancies for the first two apartments around the end of June. This is subject to final inspections by the Engineer, City staff, and the State. The dirt subcontractor is working on the detention basin.

TEAP Grant – Traffic counts are being gathered for improvement recommendations as part of the traffic study.

Jackson Street / Main Street Sidewalk Project – MO DOT has received all paperwork and has ask for approval and obligation of funds from the FHA (Federal Highway Administration).

Hughes Rd. / Highway 160 – MO DOT has reviewed and approved the agreements and application for the design of intersection improvements / turn signal installation and has asked for obligation of funds from FHA.

Source Water Protection Grant – The security fence has been installed and the private well has been plugged. The combined amount of all subcontracted labor and materials totaled \$11,341.97. The paperwork affiliated with the reimbursement from the State has been submitted. The City contributed \$1100.00 in labor and equipment as in kind match effort, making the total grant amount \$12,441.97.

Staff has completed the review of the updated official City Zoning map completed by the OTO staff which includes the Greene County 911 addresses.

Staff is investigating and processing 10 nuisance complaints, and or violations.

Staff has received word that the Chamber of Commerce has invited Chrystal Irons –University of Missouri Small Business and Technology representative to be guest speaker at the June Chamber meeting.

I attended the Ozark Transportation Organization Long Range Transportation Planning Subcommittee meeting on May 28, 2015. This was the first of several monthly meetings to provide input into the updating of the regional long range plan as required by MAP 21 for the MPO / OTO to be in compliance with Federal guidelines to continue to receive Federal funding. This is important because of the need to keep the Highway 160 widening project on the list of priorities.

If you have any questions concerning my report feel free to contact me for further information.

Randy Brown
Director of Development

POLICE DEPARTMENT REPORT

JUNE 8, 2015

DEPARTMENT INFORMATION:

- ☉ Chief McClain was nominated to serve a 2nd term as President of SWMO Police Chiefs Association.
- ☉ Officer Chris Higgins began full-time employment on May 22nd. He is doing well, to date, in our FTO program.
- ☉ A Department meeting was held at Willard Police Station on May 15th. The Mayor swore in all the full-time officers.
- ☉ We will graduate a PAL Basic Level Boxing class on June 26th.
- ☉ Long-time Reserve Officer, Bill Lingenfelter, has retired after 11 years of successful service.

	Officer Statistics	Case #s		Reserves	Case #s	Hours
1601	Tom McClain, Chief	10	1640	Doug Thomas, Reserve	0	0
1602	Shannon Shipley, Lt./Det.	8	1641	Brian Gordon, Reserve	0	0
1603	Robert Bell, Cpl	39	1642	JD Landon, Reserve	0	8
1604	Steve Purdy, Cpl./Investigator	47	1643	Davis Hughes, Reserve	0	0
1605	Chris Higgins, Officer (FTO)	19	1644	Bill Lingenfelter, Reserve	0	4
1606	Aaron Roberts, Officer	47	1645	Brian Hinkle, Reserve	0	0
1607	Kyle Gramley, Officer	53	1646	Andy Hunt, Reserve	0	0
1608	Jeremiah Tayman, Officer (FTO)	60		TOTAL HRS	0	12
1609	Danny Wroolie, Officer	69				
1610	Jason Winston, Officer	47				
1630	Glenn Cozzens, SRO	0				
1631	Clint Heimbach, SRO	1				
	TOTAL INCIDENTS	400				

INCIDENT STATISTICS

Felony	6
Misdemeanor	10
Infraction	188
Other (Services)	206
HBO (Handled By Officers)	318

VEHICLE	ODOMETER READING	MONTHL Y MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST MONTH YTD	
WPD-01 2009 Dodge Charger	125650	610	20	31	0.00	\$499.01
WPD-02 2013 Dodge Charger	31426	979	25	39	0.00	\$688.61
WPD-03 2013 Dodge charger	37789	1582	23	69	0.00	\$648.75
WPD-04 2013 Dodge Charger	45825	1688	26	65	\$1354.32	\$1424.22
WPD-05 2008 Dodge Charger-	161540	129	10	13	0.00	\$34.95
WPD-06 2013 Dodge Charger	33296	1574	27	58	\$34.95	\$793.40
WPD-08M 2008 Harley-Davidson Motorcycle	4,798	0	0	0		\$0.00

Chief Tom McClain
Police Chief

PUBLIC WORKS DEPARTMENT REPORT

JUNE 8, 2015

Water

- Water tap at 2190 N. Fr. 89
- Read meters
- Leak at 704 S. Main
- Installed 2 inch meters and 1 ¾ inch meter
- Replaced broke meters and erts
- Contacted Missouri Rural Water Association to help with water loss.
- Fence is up at the meadows well # 1
- DNR inspection took 3 days

Sewer

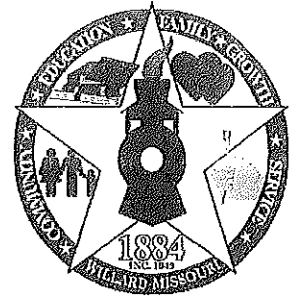
- Cleaned grease off the floats at liftstations
- Installed preasure guage at D liftstation
- Jerry Jesky from Ollsen has been evaluating liftstations for the sewer study
- Cleaned up the dirt and put seed and straw on the site where we had fixed an air relief valve

Streets

- Repaired the sidewalk at Megan and Shelly
- Removed the tree at Knight and Pershing and also removed and formed up the sidewalk
- Replaced street signs
- Repaired the whole by the storm drain on Meadowlark
- Lots of mowing

Justin Reaves

Director of Public Works



AGENDA ITEM #7

Ordinance accepting the reappointment of the Willard City Attorney, Ken Reynolds. (2nd Read) Discussion/Vote.

AN ORDINANCE

An Ordinance appointing the City Attorney for the City of Willard, Greene County, Missouri for the term commencing April 07, 2015 through April 24, 2017.

First Read was passed on 5/11/2015.

This ordinance is sponsored by the Mayor and the Board.

First Reading: 05-11-15

Second Reading: 06-08-15

Council Bill No.

Ordinance No.

AN ORDINANCE

AN ORDINANCE APPOINTING THE CITY ATTORNEY FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI FOR THE TERM COMMENCING APRIL 07, 2015 THROUGH APRIL 24, 2017.

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

Section 1: Upon the recommendation and appointment by the Mayor of Ken Reynolds, with the firm of Reynolds, Gold and Grosser P.C. as Willard's city attorney, the Board of Aldermen hereby consent to said appointment.

Section 2: This appointment shall be effective from April 07, 2015 through April 24, 2017 *at the pay rate of \$140.00 per hour. DW*
READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 8th DAY OF June, 2015.

Approved as to form: _____
City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Corey Hendrickson, Mayor

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

YES

NO

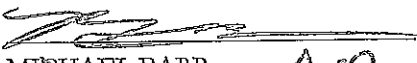
ABSTAINED


MEREDITH REAVES

X


DAVID LARIMORE

X


MICHAEL BARR

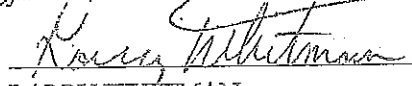
X


DON LEE

X


JAMIE BUCKLEY

X


LARRY WHITMAN

X

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

YES

NO

ABSTAINED

MEREDITH REAVES

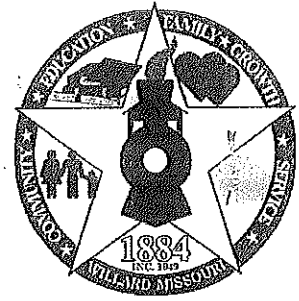
DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



AGENDA ITEM #8

**Ordinance accepting the reappointment of the Willard Municipal Judge,
Kristoffer Barefield. (2nd Read) Discussion/Vote.**

AN ORDINANCE

An Ordinance appointing the Municipal Court Judge for the City of Willard, Greene County, Missouri, for the term commencing on April 08, 2015 through April 24, 2017, and establishing the judges hourly rate.

First Read was passed on 5/11/2015.

This ordinance is sponsored by the Mayor and the Board.

First Reading: 05-11-15
Council Bill No.

Second Reading: 06-08-15
Ordinance No.:

AN ORDINANCE

AN ORDINANCE APPOINTING THE MUNICIPAL COURT JUDGE FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, FOR THE TERM COMMENCING ON APRIL 08, 2015 THROUGH APRIL 24, 2017, AND ESTABLISHING THE JUDGES HOURLY RATE.

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

Section 1: Following the recommendation and appointment by the Mayor of Kristoffer Barefield as Willard's Municipal Court Judge, the Board of Aldermen agreed to and affirmed said appointment.

Section 2: This appointment shall be effective from April 08, 2015 through April 24, 2017.

Section 3: The Board of Aldermen also hereby approves Judge Kristoffer Barefield the hourly rate of one hundred forty dollars, (\$140.00).

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 8th DAY OF June, 2015.

Approved as to form: _____
City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Corey Hendrickson, Mayor

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

YES NO ABSTAINED


MEREDITH REAVES

X _____


DAVID LARIMORE

X _____


MICHAEL BARR

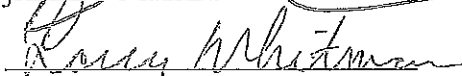
e _____


DON LEE

X _____


JAMIE BUCKLEY

X _____


LARRY WHITMAN

X _____

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

YES

NO

ABSTAINED

MEREDITH REAVES

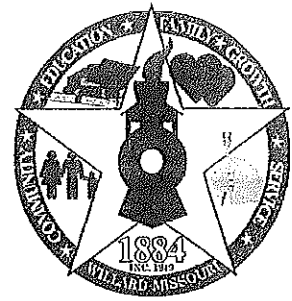
DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



AGENDA ITEM #9 and #10

- 9. Ordinance accepting the gas franchise agreement between City Utilities and the City of Willard, MO. (2nd Read) Discussion/Vote.**
- 10. Ordinance accepting the electric franchise agreement between City Utilities and the City of Willard, MO. (2nd Read) Discussion/Vote.**

AN ORDINANCE

An Ordinance accepting the gas franchise agreement between City Utilities and the City of Willard, MO.

An Ordinance accepting the electric franchise agreement between City Utilities and the City of Willard, MO.

First Read was passed on 5/11/2015.

This ordinance is sponsored by the City Administrator.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE GRANTING THE BOARD OF PUBLIC UTILITIES OF SPRINGFIELD, MISSOURI, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE TO OPERATE A GAS DISTRIBUTION SYSTEM IN A LIMITED PORTION OF THE CITY OF WILLARD, MISSOURI; AND IMPOSING A FRANCHISE FEE (LICENSE TAX) RELATING THERETO.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI:

Section 1: That there is hereby granted to the Board of Public Utilities of Springfield, Missouri, herein called the Grantee, its successors and assigns, the right, privilege, and non-exclusive franchise for a period of twenty (20) years from the effective date hereof to construct, maintain, and operate on the streets, alleys, bridges, and public ways, and public places in the City of Willard, a gas distribution system together with the right, privilege, and franchise to acquire, construct, maintain, and operate therein and thereon such additions and extensions thereto as may be necessary or desirable, all for the purpose of supplying gas to the inhabitants and consumers of a limited portion of said city legally described and reflected on Exhibit A and attached hereto and for all purposes made a part of the ordinance as if set out herein in full.

Section 2: All rates established and charges made by Grantee for gas distributed and sold hereunder shall be subject to valid and lawful orders of the Public Service Commission of the state of Missouri, if it has jurisdictional authority thereof, or other competent authority having jurisdiction in the premises and the sale of gas to consumers shall be governed by the present operating rules, regulations, and customers of Grantee and such rules and regulation as may hereafter be prescribed or approved. The Grantee shall never establish rates to the patrons and consumers served within the city limits of Willard in excess of rates charged by Grantee for comparable patrons and consumers of Grantee located outside the city limits of Springfield.

Section 3: All mains, pipes and services, which shall be laid or installed under this grant, shall be so located and laid so as not to obstruct or interfere with any water pipes, drains, sewers or other structures already installed; and Grantee shall, in working in connection with such mains, pipes and services, avoid, so far as may be practicable, interfering with the use of any street, alley or public thoroughfare, and where Grantee disturbs the surface of a street, alley or public thoroughfare, it shall at its own expense and in a manner satisfactory to the duly authorized representatives of the City of Willard replace such pavement or surface in substantially as good condition as before said work was commenced and in accordance with all city ordinances pertaining thereto.

Section 4: Whenever because of public necessity or welfare, the City of Willard engages in any public improvement construction project or any property owned by the City of Willard or dedicated portion of Grantee's system interferes with or obstructs such public improvement project, Grantee shall, as soon as reasonably possible after written request from the

City of Willard, alter, reset, or relocate at its own expense such portions of Grantee's system located on such property for which the sole legal basis for occupancy is this franchise ordinance; provided, however, that where the City acquires additional property or right-of-way over Grantee's existing plant system, and thereafter requires Grantee to alter, reset or relocate its system, such alteration, resetting or relocation shall be at the expense of the City of Willard.

Section 5: Grantee shall, not later than October 31 of each year, make a report to the Governing Body of the City of Willard of its gross receipts from the sale of gas for domestic and commercial purposes within the corporate limits of Willard for the previous fiscal year beginning October 1 and ending on September 30. The report shall provide an accounting showing how Grantee calculated the franchise fee. At the time of making such reports, Grantee shall pay into the City of Willard's treasury a percentage of said gross receipts subsequent to the effective date of this franchise, which shall be charged to the operating expenses of the Grantee and not passed onto the customers, in accordance with the following schedule: 2015 through 2019, 3.5%; 2020 through 2024, 4%; 2025 through 2035, 4.5%. So long as Grantee shall be required by any regulatory authority having jurisdiction to state separately the franchise tax increment on its charges for gas service rendered under the franchise hereby granted, the term, "gross receipts" as used herein shall not include the separately stated tax increment. Said percentage of Grantee's gross receipts is hereby levied and assessed as an occupation and license tax [in lieu of all other occupation or license fees (not ad valorem taxes)] for the privilege of engaging in the business herein recited during the term hereof; and as a further consideration for this franchise, Grantee agrees to recognize the same as a valid tax and make said payments during such period.

Section 6: This ordinance and the franchise herein granted has remained on file with the City Clerk of Willard for public inspection at least thirty (30) days before the effective date of the ordinance. The franchise herein granted shall be fully effective upon the Board of Public Utilities of Springfield, Missouri, filing its written acceptance of the franchise; unless within thirty days after the adoption of this ordinance by the Board of Aldermen and its approval by the Mayor a petition signed by twenty-five percent (25%) of the voters of Willard, as appears from the number of voters who voted for the Mayor at the last preceding municipal election, files with the City Clerk, a petition in the following form, calling for the submission of the question of approval or disapproval of the grant of the franchise or contract to the voters of Willard at a special election or at a regular municipal election:

To the City Clerk of Willard:

We, the undersigned, hereby request the appropriate election authority to submit the grant of the gas franchise by the City of Willard to the Board of Public Utilities of Springfield, Missouri, to the electors of the City of Willard for approval.

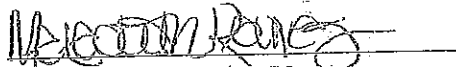
Section 7: This ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval by the Mayor. The gas franchise currently held by the Board of Public Utilities of Springfield, Missouri, Ordinance No. 140609B, shall terminate when this ordinance becomes effective.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THE ____ DAY OF _____, 2015.

MEMBERS OF THE BOARD OF ALDERMEN:

FIRST (1st) READING

YES NO ABSTAINED


MEREDITH REAVES

K _____


DAVID LARIMORE

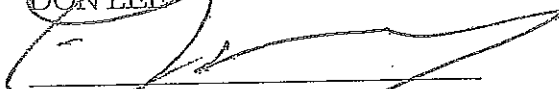
g _____


MICHAEL BARR

r _____


DON LEE

K _____


JAMIE BUCKLEY

X _____


LARRY WHITMAN

A _____

APPROVED AS TO FORM: _____, City Attorney

ATTEST: _____, City Clerk

_____, Mayor

ACCEPTANCE OF FRANCHISE

The Board of Public Utilities of the City of Springfield, Missouri, hereby accepts the franchise granted in the foregoing ordinance and agrees to comply with the terms thereto.

Dated this ____ day of _____, 2015.

BOARD OF PUBLIC UTILITIES OF THE
CITY OF SPRINGFIELD, MISSOURI

By: _____

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

YES NO ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

EXHIBIT A

All of Sections 31 and 32 of Township 30 North, Range 22 West, within the city limits of Willard, lying North and East of U.S. Highway 160, all in Willard, Greene County, Missouri.

Electric Ordinance

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE GRANTING THE BOARD OF PUBLIC UTILITIES OF SPRINGFIELD, MISSOURI, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE TO OPERATE AN ELECTRIC DISTRIBUTION SYSTEM IN A LIMITED PORTION OF THE CITY OF WILLARD, MISSOURI; AND IMPOSING A FRANCHISE FEE (LICENSE TAX) RELATING THERETO.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI:

Section 1: That there is hereby granted to the Board of Public Utilities of Springfield, Missouri, herein called the Grantee, its successors and assigns, the right, privilege, and non-exclusive franchise for a period of twenty (20) years from the effective date hereof to construct, maintain, and operate on the streets, alleys, bridges, and public ways, and public places in the City of Willard, an electric distribution system together with the right, privilege, and franchise to acquire, construct, maintain, and operate therein and thereon such additions and extensions thereto as may be necessary or desirable, all for the purpose of supplying electricity to the inhabitants and consumers of a limited portion of said city legally described and reflected on Exhibit A and attached hereto and for all purposes made a part of the ordinance as if set out herein in full.

Section 2: All rates established and charges made by Grantee for electricity distributed and sold hereunder shall be subject to valid and lawful orders of the Public Service Commission of the state of Missouri, if it has jurisdictional authority thereof, or other competent authority having jurisdiction in the premises and the sale of electricity to consumers shall be governed by the present operating rules, regulations, and customers of Grantee and such rules and regulation as may hereafter be prescribed or approved. The Grantee shall never establish rates to the patrons and consumers served within the city limits of Willard in excess of rates charged by Grantee for comparable patrons and consumers of Grantee located outside the city limits of Springfield.

Section 3: All lines, poles, wires, and fixtures, which shall be laid or installed under this grant, shall be so located and laid so as not to obstruct or interfere with any water pipes, drains, sewers or other structures already installed; and Grantee shall, in working in connection with such lines, poles, wires, and fixtures, avoid, so far as may be practicable, interfering with the use of any street, alley or public thoroughfare, and where Grantee disturbs the surface of a street, alley or public thoroughfare, it shall at its own expense and in a manner satisfactory to the duly authorized representatives of the City of Willard replace such pavement or surface in substantially as good condition as before said work was commenced and in accordance with all city ordinances pertaining thereto.

Section 4: Whenever because of public necessity or welfare, the City of Willard engages in any public improvement construction project or any property owned by the City of Willard or dedicated portion of Grantee's system interferes with or obstructs such public improvement project, Grantee shall, as soon as reasonably possible after written request from the City of Willard, alter, reset, or relocate at its own expense such portions of Grantee's system located on such property for which the sole legal basis for occupancy is this franchise ordinance; provided, however, that where the City acquires additional property or right-of-way over Grantee's existing plant system, and thereafter requires Grantee to alter, reset or relocate its system, such alteration, resetting or relocation shall be at the expense of the City of Willard.

Section 5: Grantee shall, not later than October 31 of each year, make a report to the Governing Body of the City of Willard of its gross receipts from the sale of electricity for domestic and commercial purposes within the corporate limits of Willard for the previous fiscal year beginning on October 1 and ending on September 30. The report shall provide an accounting showing how Grantee calculated the franchise fee. At the time of making such reports, Grantee shall pay into the City of Willard's treasury a percentage of said gross receipts subsequent to the effective date of this franchise, which shall be charged to the operating expenses of the Grantee and not passed onto the customers, in accordance with the following schedule: 2015 through 2019, 3.5%; 2020 through 2024, 4%; 2025 through 2035, 4.5%. So long as Grantee shall be required by any regulatory authority having jurisdiction to state separately the franchise tax increment on its charges for electric service rendered under the franchise hereby granted, the term, "gross receipts" as used herein shall not include the separately stated tax increment. Said percentage of Grantee's gross receipts is hereby levied and assessed as an occupation and license tax [in lieu of all other occupation or license fees (not ad valorem taxes)] for the privilege of engaging in the business herein recited during the term hereof; and as a further consideration for this franchise, Grantee agrees to recognize the same as a valid tax and make said payments during such period.

Section 6: This ordinance and the franchise herein granted has remained on file with the City Clerk of Willard for public inspection at least thirty (30) days before the effective date of the ordinance. The franchise herein granted shall be fully effective upon the Board of Public Utilities of Springfield, Missouri, filing its written acceptance of the franchise; unless within thirty days after the adoption of this ordinance by the Board of Aldermen and its approval by the Mayor a petition signed by twenty-five percent (25%) of the voters of Willard, as appears from the number of voters who voted for the Mayor at the last preceding municipal election, files with the City Clerk, a petition in the following form, calling for the submission of the question of approval or disapproval of the grant of the franchise or contract to the voters of Willard at a special election or at a regular municipal election:

To the City Clerk of Willard:

We, the undersigned, hereby request the appropriate election authority to submit the grant of the electric franchise by the City of Willard to the Board of Public Utilities of Springfield, Missouri, to the electors of the City of Willard for approval.

Section 7: This ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval by the Mayor. The electric franchise currently held by the Board of Public Utilities of Springfield, Missouri, Ordinance No. 140609A, shall terminate when this ordinance becomes effective.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THE ____ DAY OF _____, 2015.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

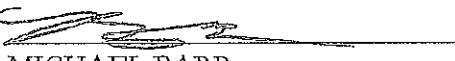
FIRST (1st) READING


MEREDITH REAVES

X


DAVID LARIMORE

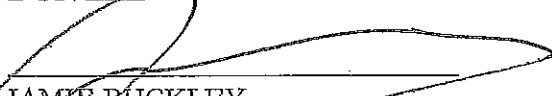
X


MICHAEL BARR

e


DON LEE

X


JAMIE BUCKLEY

X


LARRY WHITMAN

a

APPROVED AS TO FORM : _____, City Attorney

ATTEST: _____, City Clerk

_____, Mayor

ACCEPTANCE OF FRANCHISE

The Board of Public Utilities of the City of Springfield, Missouri, hereby accepts the franchise granted in the foregoing ordinance and agrees to comply with the terms thereto.

Dated this _____ day of _____, 2015.

BOARD OF PUBLIC UTILITIES OF THE
CITY OF SPRINGFIELD, MISSOURI

By: _____

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

YES

NO

ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

EXHIBIT A

All of Sections 30, 31, and 32 of Township 30 North, Range 22 West, within the city limits of Willard, Greene County, Missouri.



AGENDA ITEM #11

Ordinance accepting the contract with Cox Health for the lease of the Willard Fitness Center. (2nd Read). Discussion/Vote

AN ORDINANCE

ACCEPTING the proposal of Lester E. Cox Medical Centers, a Missouri pro-forma corporation, doing business as CoxHealth to provide operational services for the City of Willard Fitness Center, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, to accept the proposal.

First Read was passed on 5/11/2015.

This ordinance is sponsored by the Director of Community Services and the City Administrator.

First Reading: 05-11-15

Second Reading: 06-08-15

Council Bill No.: _____

Ordinance No.: _____

AN ORDINANCE

ACCEPTING

Medical Centers PD
the proposal of Lester E. Cox Medical Centers, a Missouri pro-forma corporation, doing business as CoxHealth to provide operational services for the City of Willard Fitness Center, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, to accept the proposal.

WHEREAS, the City of Willard has selected Cox Health to provide said services as itemized in detail in Exhibit A as attached hereto;

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri, is hereby authorized to accept the proposal of CoxHealth to provide the services described in Exhibit A.

Section 2: This contract shall be in effect from July 1, 2015 through June 30, 2018.

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 (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE _____ DAY OF _____ 2015.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

FIRST (1st) READING

Meredith Reaves
MEREDITH REAVES

X _____

David Larimore
DAVID LARIMORE

X _____

Michael Barr
MICHAEL BARR

X _____

Don Lee
DON LEE

X _____

Jamie Buckley
JAMIE BUCKLEY

X _____

Larry Whitman
LARRY WHITMAN

X _____

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

YES

NO

ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



AGENDA ITEM #12

Ordinance Repealing Ordinances #140811B and #140609G Establishing Additional Duties of the City Administrator.

(1st and 2nd Read). Discussion/Vote.

This ordinance is sponsored by the Board of Aldermen

FIRST READING: 06-08-2015

SECOND READING: 06-08-2015

BILL NO.

ORDINANCE NO.

AN ORDINANCE

AN ORDINANCE REPEALING ORDINANCE # 140811B AND #140609G ESTABLISHING ADDITIONAL DUTIES OF THE CITY ADMINISTRATOR.

WHEREAS, Willard established Ordinance #140811B on August 11, 2015 and Ordinance # 140609G on June 9, 2015; and

WHEREAS, The City of Willard has determined there is no need for the continuation of Ordinance #140811B or 140609G.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI as follows:

Ordinance # 140811B and Ordinance # 140609G shall be and are hereby repealed.

All Ordinances and parts of the Ordinances contrary to this are hereby amended.

This Ordinance shall be effective from and after its passage,

READ TWO (2) TIMES AND PASSED AT THE MEETING OF THE BOARD OF ALDERMEN, THE CITY OF WILLARD, GREENE COUNTY, MISSOURI ON THIS 8th DAY OF June 2015.

Approved as to form: _____
Ken Reynolds, City Attorney

MEMBERS OF THE BOARD OF ALDERMEN: FIRST(1 st) READING	YES	NO	ABSTAINED
_____ DAVID LARIMORE	_____	_____	_____
_____ MEREDITH REAVES	_____	_____	_____
_____ MICHAEL BARR	_____	_____	_____
_____ DON LEE	_____	_____	_____
_____ LARRY WHITMAN	_____	_____	_____
_____ JAMIE BUCKLEY	_____	_____	_____

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

YES

NO

ABSTAINED

DAVID LARIMORE

MEREDITH REAVES

MICHAEL BARR

DON LEE

LARRY WHITMAN

JAMIE BUCKLEY

ATTEST:

Dale Duvall, City Clerk

APPROVED:

Corey Hendrickson, Mayor

BILL NO.

14-17

ORDINANCE NO.

140109 G

AN ORDINANCE

AN ORDINANCE ESTABLISHING ADDITIONAL DUTIES FOR THE CITY ADMINISTRATOR.

WHEREAS the Board of Alderman have determined the need for uniformity in the appointment, discharge, and discipline of city employees; and

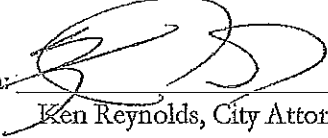
WHEREAS, the City of Willard has previously established the position of a City Administrator; and

WHEREAS, the Board of Aldermen wishes to delegate the authority to the City Administrator to appoint, discharge, and discipline city employees, subject to review by the Board of Aldermen.

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

1. That the City Administrator shall have the authority to appoint, discharge, and discipline city employees.
2. That the authority of the City Administrator to appoint, discharge, and discipline city employees is subject to review by the Board of Aldermen as set forth in the City of Willard's employee policy manual.
3. That in the event that there is no City Administrator, the Mayor will have the authority to appoint, discharge, and discipline city employees subject to the approval of the Board of Aldermen.
4. The Ordinance shall be effective from and after its passage.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF
THE CITY OF WILLARD, MISSOURI ON THE 9 DAY OF JUNE 2014.

Approved as to form: 

Ken Reynolds, City Attorney

Attested by:



Dale Duvall, City Clerk

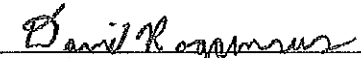
Approved by:



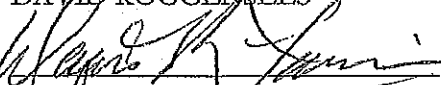
Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

YES NO ABSTAINED


DAVID ROGGENSEES

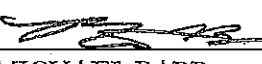
☒ ☐ ☐


DAVID LARIMORE

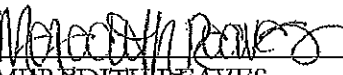
☐ ☐ ☐


BRADLEY MOWELL

☒ ☐ ☐


MICHAEL BARR

☒ ☐ ☐


MEREDITH REAVES

☒ ☐ ☐

FIRST READING: 8/11/14

SECOND READING: 8/11/14

BILL NO. 14-34

ORDINANCE NO. 140811B

AN ORDINANCE

AN ORDINANCE ESTABLISHING ADDITIONAL DUTIES FOR THE CITY ADMINISTRATOR.

WHEREAS the Board of Aldermen have determined the need for uniformity in the appointment, discharge, and discipline of city employees; and

WHEREAS, the City of Willard has previously established the position of a City Administrator; and

WHEREAS, the Board of Aldermen wishes to delegate the additional authority to the City Administrator in matters ~~to~~ of the appointment, discharge, and disciplining of city employees, subject to review by the Board of Aldermen.

sunneberry pp.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI THOSE CHANGES AS SET FORTH IN THE ATTACHED EMPLOYEE POLICY MANUAL DOCUMENT LABELED EXHIBIT "A" TO REFLECT THE CITY ADMINISTRATOR'S AUTHORITY TO APPOINT, DISCIPLINE AND DISCHARGE CITY EMPLOYEES.

1. ~~That the City Administrator shall have the authority to appoint, discharge, and discipline city employees;~~
2. ~~That the authority of the City Administrator to appoint, discharge, and discipline city employees is subject to review by the Board of Aldermen as set forth in the City of Willard's employee policy manual;~~
3. ~~That in the event that there is no City Administrator, the Mayor will have the authority to appoint, discharge, and discipline city employees subject to the approval of the Board of Aldermen;~~
4. The Ordinance shall be effective from and after its passage.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 11th DAY OF August 2014.

Approved as to form:


Ken Reynolds, City Attorney

Attested by:


Dale Duvall, City Clerk

Approved by:


Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

David Roggensees
DAVID ROGGENSEES

YES

NO

ABSTAINED

✓

David Larimore
DAVID LARIMORE

✓

Bradley Mowell
BRADLEY MOWELL

✓

Michael Barr
MICHAEL BARR

✓

Meredith Reaves
MEREDITH REAVES

✓

Don Lee
DON LEE

✓



AGENDA ITEM #13

Amendments to Ordinance #101213 Section 120.040D Notice of Meetings.

(1st and 2nd Read). Discussion/Vote.

An Ordinance approving a Municipal Code Amendment to Section 120.040 of the Municipal Code of the City of Willard pertaining to setting agenda for open meetings and requesting closed sessions and declaring it an emergency.

This ordinance is sponsored by the City Clerk and the City Administrator.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

An Ordinance approving a Municipal Code Amendment to Section 120.040 of the Municipal Code of the City of Willard pertaining to setting agenda for open meetings and requesting closed sessions and declaring it an emergency.

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 amend Title I Government Code, Chapter 120: Open Meetings and Records Policy Article I: In Generals Section 120.040(D) as follows:

SECTION 120.040: NOTICES OF MEETINGS

D.

Setting agenda for open meetings and requesting closed sessions:

1.

The agenda for the open meetings and closed meetings shall be established by the City Administrator who shall provide such information to the City Clerk by five o'clock (5:00) p.m. seven (7) noon two (2) business days before any open or closed meeting. The agenda for a closed meeting shall be established by the City Administrator who shall provide such information to the City Clerk by five o'clock (5:00) p.m. seven three (3) noon two (2) business days before any closed meeting. The Mayor shall make the final approval on all Board of Aldermen agendas. If the City does not have a City Administrator, the agenda for the open meetings and closed meetings shall be established by the City Clerk with the final approval of the Mayor.

2.

Any member of the Board of Aldermen and/or the Mayor may request an agenda item be added to an open or closed meeting and may request a closed session be held; however, such request must be made by noon three (3) five (5) business days prior to the open meeting and three (3) days prior to the closed meeting and must include sufficient information to fairly advise members of the Board of Aldermen and Mayor of the nature and substance of each agenda item. Any such requests shall be made to the City Administrator; however, if the City does not have a City Administrator, the requests shall be made to the City Clerk, either of which shall be charged with honoring the request if such member of the Board of Alderman and/or the Mayor making the request strictly abided by all of the provisions of this paragraph. The Mayor shall make the final approval on all Board of Aldermen agendas. The City Clerk shall provide members of the Board of Aldermen and/or the Mayor information concerning the substance and nature of each agenda item or matter in sufficient detail to allow them to make reasonable preparations to consider the matter.

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

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 8th DAY OF JUNE, 2015.

Approved as to form: _____

Ken Reynolds, City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Corey Hendrickson, Mayor

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

YES

NO

ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

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

YES

NO

ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



AGENDA ITEM #14

Amendments to Ordinance # 150309 Employee Manual.

(1st and 2nd Read). Discussion/Vote.

AN ORDINANCE establishing changes in the City of Willard Employee Policy Manual and declaring it an emergency.

This ordinance is sponsored by the Board of Aldermen.

First Reading: 06-08-2015

Second Reading: 06-08-2015

Council Bill No. _____

Ordinance No. _____

AN ORDINANCE

AN ORDINANCE establishing changes in the City of Willard Employee Policy Manual and declaring it an emergency.

WHEREAS, the Board of Aldermen have approved changes to the City Employee Manual in order to revise the duties of the Mayor.; and

WHEREAS, the City of Willard Employee Policy Manual requires changes to be made to be in compliance with the revision of the Mayor's duties.

NOW THEREFORE, THE CITY OF WILLARD EMPLOYEE POLICY MANUAL IS HEREBY AMENDED AS SET FORTH ON THE ATTACHED EXHIBIT "A" TO REFLECT THE NEW DUTIES OF THE MAYOR.

Section 1: The City of Willard hereby adopts and approves the changes in the City of Willard Employee Policy Manual.

Mayor, Corey Hendrickson

Attest: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 8th DAY OF June 2015.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
FIRST (1st) READING.			

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

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

YES

NO

ABSTAINED

MEREDITH REAVES

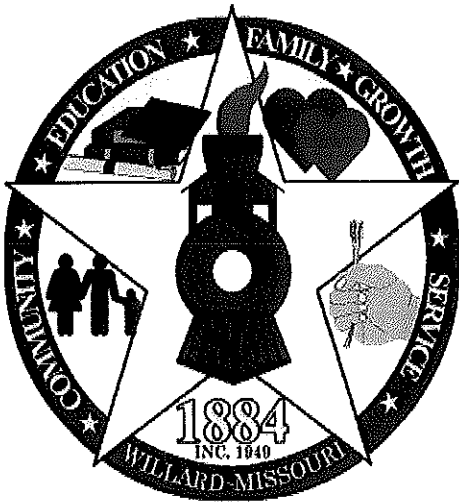
DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



City of Willard

EMPLOYEE POLICY MANUAL

Adopted March 9, 2015

Revised June 8, 2015

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I. INTRODUCTION

Thank you for choosing to work with the City of Willard. The City of Willard hopes that every employee will find their employment with the City of Willard a rewarding experience. The City of Willard staff is dedicated to providing outstanding public service to the citizens of this City. As employees of the City, every person will be expected to contribute their talents and energies to further improve the environment and quality of Willard. The City considers the employees of Willard to be one of the municipality's most valuable resources.

This manual has been written to serve as the guide for the employer/employee relationship. There are several things to keep in mind about this manual. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if an employee has any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to the employee, they should address any specific questions to the Human Resource Department or their Supervisor. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. The City will try to inform all employees of any changes as they occur, but it is the employee's responsibility to remain current concerning any updates to the City's policies and procedures. Some subjects described in this manual are covered in detail in official policy documents. Refer to these documents for specific information because this manual only briefly summarizes those guidelines and benefits.

II. OVERVIEW

This informational handbook contains policies and procedures for the City of Willard employees as they exist on the date of its printing and shall be followed in the administration of City Policies in personnel matters. It is the duty of all City employees, including Supervisors, Department Heads, City Officials, the City Administrator and the Mayor to fairly administer and enforce these policies and all employees are expected to abide by and follow them. The provisions of the Employee Policy Manual apply to all employees of the City of Willard, regardless of the time of the creation of a position or the time of the appointment of the employee. In addition, the City of Willard has a separate Police Department Personnel Policy Manual. All employees and officers of the Police Department are required to familiarize themselves with the Police Department Personnel Policy which contains additional information, policies and procedures which apply to their employment. In the event there is any conflict between the guidelines in this Employee Manual and any Departmental Policies or Procedures, the Employee Manual will prevail and take precedence.

This booklet has been prepared to inform current and future employees about the City of Willard and its current policies, procedures, rules and regulations. The guidelines may be changed by the City of Willard at any time. Changes will apply to all current and future

employees. No statement or promise by a Supervisor or Department Head, past or present, may be interpreted as a change in policy or practice, nor will such statements constitute an agreement of any kind with any employee regarding the City of Willard's policies, procedures or any other matter.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces and supersedes any and all other previous City of Willard employee informational manuals and handbooks.

III. VOLUNTARY AT-WILL EMPLOYMENT

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

IV. EQUAL EMPLOYMENT OPPORTUNITY

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

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

If the City of Willard determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspensions and/or termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this

policy will not be subject to retaliation. Upon completion of the investigation, the City of Willard will inform the employee who made the complaint of the results of the investigation.

V. POLICY AGAINST WORKPLACE HARASSMENT

The City of Willard has adopted a policy of “zero-tolerance” regarding unlawful employee harassment and is committed to providing a work environment free of harassment. The City of Willard’s policy prohibits discrimination or harassment on the basis of sex, race, religion, color, national origin or ancestry, disability, age, military status or status in any group protected by federal, state or local law or any other basis protected by law.

It is the City of Willard’s position that all employees have the right to work in an environment free from all forms of conduct, which may be considered discriminatory or harassing and that any harassment is a form of misconduct that undermines the integrity of the employment relationship. Improper interference with the ability of the City of Willard’s employees to perform their expected job duties will not be tolerated. No employee, either male or female, should be subject to unsolicited and unwelcome inappropriate verbal, non-verbal, visual or physical conduct. All such prohibited harassment in violation of City policy is unlawful and will not be tolerated.

No manager, Supervisor, lead person, employee or other third party shall threaten or insinuate that another employee’s or applicant’s refusal to submit to sexual advances will adversely affect any aspect of that person’s employment. Similarly, no employee shall promise, imply or grant any preferential treatment to another employee, applicant or other third party in exchange for engaging in sexual conduct. Harassment may also include, among other things, unwelcome propositions, flirtations and requests – whether expressed or implied – for sexual favors. The same holds true for any contractors, temporary agency employees, customers, guests and visitors on City premises or anyone with whom the City is conducting business.

Prohibited harassment includes unwelcome conduct of a verbal, non-verbal, visual or physical nature. Prohibited harassment includes, but is not limited to the following:

- Verbal statements such as graphic comments about an individual’s body, skin color or ethnicity; degrading verbal abuse, threats, epithets, offensive jokes, derogatory comments or racial or sexual slurs;
- Nonverbal conduct such as suggestive or insulting noises, leering, whistling or obscene gestures;
- Visual conduct such as making sexual gestures or displaying sexually suggestive material such as derogatory posters, photographs, cartoons, drawings, pictures, objects, letters, notes, invitations, pictures or cartoons;
- Physical conduct such as assault, rape, unnecessary touching, unwanted touching or blocking another person’s movement;
- Retaliation for reporting harassment or threatening to report harassment;
- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors; and,
- Making or threatening reprisals after a negative response to sexual advances.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

1. Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, specifically where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendos and other sexually oriented statements. Also included are the following:
 - Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body.
 - Sexually suggestive touching.
 - Grabbing, groping, kissing, fondling.
 - Violating someone's "personal space".
 - Lewd or suggestive whistling. Wolf whistles.
 - Lewd, off-color, sexually oriented comments or jokes.
 - Foul or obscene language.
 - Leering, staring, stalking.
 - Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons on company property, clothing.
 - Unwanted or offensive letters or poems.
 - Sitting or gesturing sexually.
 - Offensive e-mail.
 - Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies or prowess.
 - Questions about one's sex life or experiences.
 - Repeated requests for dates.
 - Sexual favors in return for employment rewards or threats if sexual favors are not provided.
 - Any other conduct or behavior which is inappropriate.

Every City employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. All employees are responsible for respecting the rights of their coworkers.

If any employee believes they have been subjected to or have observed other employees being subjected to conduct which may constitute harassment, that individual should immediately report the offensive conduct directly to the City Administrator. In the case of a complaint

against the City Administrator, the employee should immediately report the conduct to the Mayor or the Board of Aldermen.

All allegations of discrimination, harassment or retaliation will be taken seriously and will be thoroughly investigated as promptly and confidentially as reasonably possible. It is imperative that all parties involved in a complaint are aware of the need to maintain strict confidentiality while the complaint is being investigated and evaluated. After an investigation of the individual's complaint, the individual who complained of the harassment and the harasser will be advised of the results of the investigation.

If there is reasonable evidence substantiating that harassment has occurred, the City of Willard will take the necessary and appropriate remedial actions to prevent further harassment from occurring. An employee who, after an investigation, is determined to have engaged in any form of discrimination, harassment or retaliation is in violation of this guideline and will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Individuals shall be assured that there will be no retaliation against those who make a complaint with the reasonable belief that harassment has occurred. If an employee makes a report of what they, in good faith, believe to be harassment or retaliation, the employee will not be subject to disciplinary actions even if the employee turns out to have been mistaken.

Questions and concerns about the guideline on harassment, discrimination or the procedure for filing complaints should be addressed by contacting the City Administrator.

VI. SOLICITATION

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

Provisions:

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

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

VII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

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

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

B. Attendance and Punctuality

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

C. Overtime

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

worked hours have exceeded forty (40) hours. Payment of overtime will be provided in the pay period following the period in which it is earned.

D. Flextime

The purpose of flextime is to provide reasonable work hours for exempt City employees. Attached is the Flextime policy in the Appendix section.

VIII. EMPLOYMENT POLICIES, PRACTICES, AND DISCIPLINE

A. Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment drug screen before beginning work. Part-time or seasonal employees will undergo the drug screen only at the request of the Supervisor, Department Head or City Administrator.

B. Nepotism

If employees employed in the same department become related to each other after employment begins, it will be necessary for one (1) of those related employees to either terminate their employment or change to another department within the City organization if a position is available and the necessary qualifications are met. This policy is not to be made retroactive and will not affect employment relationships in existence prior to the passage of this policy.

C. Employment of Relatives

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

D. Dress Code

The dress code for each department shall be established by the City Administrator. The code shall be developed with all consideration for employee safety, citizen recognition, etc. This code shall be strictly enforced.

E. Oath

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

F. Political Activities

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

G. Residence

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

H. Policies and Discipline

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

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

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

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency or negligence in the performance of duties;
3. Unauthorized absence, habitual absences or tardiness;
4. Acts of insubordination, intentional failure or refusal to carry out instructions or assignments;

5. Misappropriation, destruction, theft or conversion of City property;
6. Inappropriate behavior toward a citizen of the City.
7. Acts of misconduct while on duty;
8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;
11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment on misdemeanor and/or traffic charges;
and,
13. Introduction, possession or use on City property or in City equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance, including any violation of the City's Substance Abuse Policy.

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

I. Substance Abuse Policy

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

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

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

assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

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

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

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

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

1) Pre-Employment Testing

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

2) Reasonable Suspicion Testing

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

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

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

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

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

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

J. Rehabilitation Effort

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

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

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

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

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

IX. POSITION DESCRIPTION AND SALARY ADMINISTRATION

A. Employment Classification.

1. Employer. The City of Willard is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has their work directed and evaluated by their Supervisor, Department Head or the City Administrator.

2. Full-Time Employee. A Full Time Employee regularly works at least thirty (30) hours per week

3. Part-Time Employee. A Part Time Employee regularly works less than thirty (30) hours per week.

4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non- Exempt Employees, an accurate record of hours worked must be maintained. The City of Willard will compensate non-exempt employees in accordance with applicable Federal and State statutes and regulations.

6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six (6) months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the City of Willard Employee Manual.

7. Employee Probationary Period. Each new employee must serve a probationary period of one hundred eighty (180) days before they will be considered a regular employee. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by their Supervisor, Department Head and other appropriate city officials. If the probationary employee fails to meet required standards of performance, they may be dismissed and will not be entitled to any hearing, grievance or other procedures set forth in this manual. During the probationary period, the new employee is not eligible for sick leave or vacation. Wages for designated holidays falling within the probationary period will be paid to probationary full time employees.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of their specific compensation category and exempt or non-exempt status.

B. Payment of Wages

The City pays all employees bi-weekly on every other Friday following the end of the pay period. Payroll checks will be distributed by the Finance Department. If you think an error has been made in your paycheck, please bring the check immediately to the Chief Financial Officer/Financial Officer.

If the normal payday falls on a company recognized holiday, paychecks will be distributed one (1) workday before the aforementioned schedule.

It is City policy that an employee's paycheck will only be given personally to that employee or mailed to their home address unless a written request is submitted by the employee providing instructions on how the check will be submitted.

X. JOB PERFORMANCE EVALUATION

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

Work performance evaluations shall be annual during the month of August or September and approved by the City Administrator. Employees may from time to time be furnished with a performance rating and evaluation slip to help them improve in their job and continued service with the City. A copy of all evaluations will be retained in the employee's personnel file.

XI. ECONOMIC BENEFITS AND INSURANCE

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

A. Health/Life Insurance

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

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

B. Social Security/Medicare/Medicaid

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

C. Workers' Compensation and Unemployment Insurance

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

1. Notify their Department Head immediately. The Department Head shall then notify the City Administrator or in the absence of a City Administrator, the Mayor. If the Department Head is unavailable and/or City Hall is closed, any such injury must be reported directly to the City Administrator or in the absence of a City Administrator, the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.

2. Employees in need of medical attention should go to a physician or medical facility which has been approved by the City's insurance carrier. Such approval should be obtained before any employee receives treatment unless the injury sustained is of such severity that immediate medical attention is required. Any employee receiving medical attention for any on-the-job injury may be subject to testing to determine the presence of alcohol, illegal or unauthorized controlled substances.

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

D. Retirement Plan

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

E. Uniforms

1. Police Department

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

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

- \$100.00 or less will be deducted in one (1) pay period.
- \$101.00 to \$200.00 will be deducted a minimum of \$50.00 per pay period at a maximum of four (4) pay period deductions.
- \$201.00 or more will be deducted at a minimum of \$50.00 per pay period at a maximum of eight (8) pay periods.
- Maximum purchase through the City of Willard over and above the uniform allowance is \$500.00.

2. Public Works Department

Each employee of the City of Willard Public Works Department will receive a ~~\$450.00~~ **\$350.00** clothing and boot allowance to be used for pants, boots and winter wear. The clothing and boot allowance will be added once per year to the first payroll in January to each employee's paycheck. The uniform allowance paid to the Public Works will be taxed according to payroll tax deductions. No proof of purchase will be required.

The City will provide five (5) t-shirts per employee every summer plus uniform shirts (long sleeved and short sleeved) uniform pants with one (1) jacket and vest. The uniform shirts, jacket and vest will be provided through a uniform company who will also launder these items weekly as returned by the employee. The employee is expected to report to work in clean, well

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

XII. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

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

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Memorial Day - Last Monday in May
5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day + Friday following
10. Christmas Eve – Close at noon
11. Christmas Day - December 25
12. New Year's Eve – close at noon

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

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

B. Vacation

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

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

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using vacation accrued. Vacation is accrued according to the schedule in this policy. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

Employees wishing to use earned vacation time shall submit their request to their Department Head or Supervisor for approval. Department Heads or appointed officials must have their vacation approved by the City Administrator. The "Hire Date" of each year is the anniversary date for accrued hours. ~~except those employees that were employed prior to January 1, 2012 and then the anniversary date will be January 1st of each year.~~

Employees are expected to use vacation benefits in the fiscal year in which vacation is earned. Employees may carry over a maximum of two (2) weeks (80 hours) of unused vacation from one (1) year to the next. Vacation days are accrued per pay period **and the "Hire Date" of each year is the anniversary date for accrued hours.** ~~January 1st is the anniversary date for carry over hours to the next year.~~ Holidays recognized by the City are not considered vacation time. If a designated holiday should fall within the time an employee is on vacation, it will not be deducted from vacation days earned.

Employees who have served their one (1) year continuous service and have taken part or none of their vacation days earned, upon termination of employment, will be paid for the vacation which will be pro-rated up to the time of termination.

C. Sick Leave

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

<u>Length of Employment</u>	<u>Hours Accrued Per Pay Period</u>	<u>Maximum Accrued Sick Time Per Year</u>
Zero (0) to One (1) Year	1.54 hours per pay period	One (1) week (40 hrs)
One (1) Year to Five (5) Years	3.08 hours per pay period	Two (2) weeks (80 hrs)
Six (6)) Years to Nine (9) Years	4.62 hours per pay period	Three (3) weeks (120 hrs)
Ten (10) Years to Fourteen (14) Years	6.16 hours per pay period	Four (4) weeks (160 hrs)
Fifteen (15) Years or more	7.70 hours per pay period	Five (5) weeks (200 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using sick leave accrued. Sick leave is accrued according to the schedule in this policy. Sick leave can be used only after it is earned. The "Hire Date" of each year is the anniversary date for accrued hours. ~~except employees that were employed prior to January 1, 2012 and then the anniversary date will be January 1st of each year.~~ Sick leave will not be earned during an unpaid leave of absence.

Sick leave is earned by the hour and used by the hour. Where payment is due to such employees or officer under worker's compensation, the amount received by reason of worker's compensation shall be deducted from the allowance above provided for.

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

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

D. Shared Care Leave

The Shared Care Leave Program is additional paid leave made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. See attached for more information in the Appendix section.

E. Family and Medical Leave (FMLA)

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

- Employee has worked for the City of Willard for the last twelve (12) months.
- Employee is currently employed by the City of Willard.
- During the last twelve (12) months of employment with the City of Willard the employee has worked at least twelve hundred and fifty hours (1,250) hours.

Types of Leave: Employee leaves of absence under the FMLA may include:

- The birth of a child, or the placement of a child with the employee for adoption or foster care;
- A serious health condition that makes the employee unable to perform the essential functions of their job; or
- A serious health condition affecting the employee's spouse, child or parent for which the employee is needed to provide care.

How and When to Request Leave: Except as explained below, an eligible employee has a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for any of the reasons listed above. An eligible employee must provide timely and adequate notice of their need for FMLA-qualifying leave. To request leave, the employee must contact the City Administrator and then request the appropriate forms from the Human Resources Department. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least thirty (30) days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the facts and circumstances. Said notice, when possible, should be in writing and should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

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

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

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

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

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

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

F. Military Leave

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

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

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

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

G. Jury Duty

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

H. Leave of Absence

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

I. Bereavement Leave

An employee may be granted up to three (3) working days of leave with full pay as needed in the event of the death of a spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandfather, grandmother or any relative residing permanently with and dependent upon the employee.

J. Extended Personal Leave

Leaves of absence without pay may be granted for a period not to exceed sixty (60) days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law. The employee shall make a written request to the City Administrator

for any authorized leave of absence stating the time required and the reason for such a request. Only the City Administrator may approve such a leave. Vacation, sick leave and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

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

K. Severe Weather Conditions

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

L. Meetings and Conferences

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

XIII. REIMBURSEMENT

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

payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

XIV. SEPARATION AND RETURN OF PROPERTY

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

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

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

XV. CODE OF ETHICS

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

XVI. GRIEVANCE POLICY

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, work hours, Supervisors or Department Heads, an employee must submit the grievance in writing and provide it to the City Administrator. The City will make its best effort to address the grievance within two (2) weeks.

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

If an employee requests a hearing, the Board of Aldermen will attempt to schedule a hearing within two (2) weeks of receiving the notice of the appeal. An employee has the right to

an attorney or support person to assist them in the hearing. The Board of Aldermen will attempt to issue a decision regarding the appeal within two (2) weeks of any hearing or in the case where no hearing is requested, within two (2) weeks of the appeal. The City Administrator makes any decisions regarding the above types of discipline; therefore, there is a need to have an appeal presented to the Board of Aldermen.

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

XVII. PERSONNEL RECORDS

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

XVIII. OUTSIDE EMPLOYMENT

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

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

XIX. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

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

XX. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of the City computer and communications systems. These systems include individual PC's provided to employees, centralized computer equipment, all associated software, telephone, voice mail and electronic mail. Each user is personally responsible to ensure that the following guidelines are followed:

- The City of Willard's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job related purposes.

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

XXI. INTERNET AND SOCIAL MEDIA ACCEPTABLE USE POLICY

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

Guidelines for internet, cell phones and email:

- Internet, city-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the City of Willard or be contrary to the City of Willard's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the Department Head with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City when using City computers.

Guidelines for social media use:

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

XXII. EMERGENCY DECLARATION

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

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

XXIII. ADMINISTRATION

The organizational chart is a diagram showing graphically the relation of one (1) official to another, or others, within the City. It is also used to show the relation of one (1) department to another, or others, or of one (1) function of an organization to another, or others. The City of Willard's organizational chart illustrates relations between people within an organization. Such relations might include the City Administrator to Department Heads, Department Heads to Supervisors or employees within a department and so forth. Each employee should always go to their immediate Supervisor or Department Head when asking for direction concerning a task, addressing a problem or any type of immediate need. If an issue is with the immediate Supervisor or Department Head, then an employee should direct their concern with the City Administrator.

~~In the event that there is no City Administrator, The Mayor~~ **or their designee shall will** have the authority to ~~appoint~~, **hire**, discharge and discipline city employees.

All department heads and appointed officials shall be appointed/ hired, disciplined and discharged by the Mayor or their designee, subject to the approval of the Board of Aldermen and/or any applicable state statutes.

XXIV. APPENDIX

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

A. CODE OF ETHICS

POLICIES AND PROCEDURES

Employee Relations.

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

In providing public service the City values:

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

The following specific areas are covered in this policy.

General Provisions

Arrest, conviction or pleas of guilty

Confidential information

Gratuities

Witness Fees

Staff using their official position with the City

Non-retaliation

Solicitation at the work location

City facilities, materials, equipment and supplies

Staff responsibilities

Employment outside the City

Computer, Email and Internet Usage

Romantic Relationships

Nepotism

Definitions.

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

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

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

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

The words staff and employee are to be used interchangeably.

General Provisions.

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

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

Employees of the City.

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

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

- The use of profanity, abusive or threatening and/or racial and ethnic slurs.
- False or malicious gossip concerning City employees, management and citizens.
- Fighting, assaulting, threatening and/or intimidating other employees and members of the public.
- Reporting for work and/or attending a meeting or conference away from the office in a physical or mental condition that is unsafe to the employee, others, or physical property; renders one incapable of performing job responsibilities; and/or creates an unfavorable

public image including but not limited to intoxication and being under the influence of a controlled substance.

- Loitering, loafing, horseplay, sleeping or engaging in offensive and/or harmful practical jokes in the workplace.
- Engaging in any form of sexual or other harassment, including but not limited to vulgar and inappropriate behavior, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or engaging in discrimination or harassment based on an individual's sex, age, race, color, national origin, ancestry, religion, disability, genetic information, sexual orientation, pregnancy or any other basis protected by federal, state or local law. Disciplinary action will be taken against offenders.
- Engaging in retaliation against any individual for reporting such discrimination or harassment as noted above or against any individual for participating in an investigation concerning allegations of unlawful discrimination or harassment.

The City recognizes that the personal appearance of its employees makes an impact on the general impression conveyed to co-workers and the public. Accordingly, all employees are expected to dress in a mode appropriate to the specific job duties they perform. All employees must wear clothing that is clean and well maintained and should observe good grooming and personal hygiene practices.

Arrest, conviction, or pleas of guilty.

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

An employee unable to work because they are incarcerated shall be denied the use of annual leave; the employee may be dismissed due to unauthorized absence if they are unable to report for work due to jail time.

Confidential Information.

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

Gratuities.

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

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

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

Incidental gratuities may be accepted under the following circumstances.

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

Staff using their official position with the City.

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

Non-retaliation.

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

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

Solicitation at the work location.

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

City facilities, materials, equipment and supplies.

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

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

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

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

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

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

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

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

Staff responsibilities.

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

- Each City employee is responsible for their actions, including reading the City's policies and procedures and working to carry out those provisions.
- Each employee shall cooperate with internal investigations or investigations with the appropriate authority. Employees are to participate in such investigations in good faith and respond to all inquiries in a prompt and truthful manner.
- Employees are expected to be attentive to their work responsibilities at all times during work hours.
- Employees are expected to arrive to work on time and leave work on time according to their approved work schedule. Employees are to schedule and use leave appropriately with their supervisors' permission.

- Employees must perform assigned tasks efficiently, in a timely manner and within established minimum quality standards.
- All employees must follow legitimate written and/or oral directives from supervisors and managers, unless the instructions are illegal or clearly violate safety procedures.
- Falsifications or altering of work records or reports including, but not limited to: employment applications, time records and expense accounts, etc. are prohibited.
- Employees may not utilize cell phones, camera phones, or any electronic mean to record internal interviews, meetings, etc unless otherwise allowed by policy or with management approval. The City is allowed to utilize recording devices when conducting workplace investigations.

Computer, Email and Internet Usage

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

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

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via the City's service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Introducing malicious software onto the City's network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

Romantic Relationships

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

Nepotism

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

B. FLEXTIME POLICY

PURPOSE

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

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

DEFINITIONS

Flexitime: a term used to define an alternate work schedule by which an employee may work within specific limits dictated by the needs of their position/job and is subject to managerial review and approval.

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

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

POLICY

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

- The normal workweek shall continue as a five (5) day, forty (40) hour workweek for City employees.
- Each department head will ensure sufficient coverage during the department's business hours of operation. Said department head has the discretion to determine staffing coverage to meet the operating requirements of the department with approval from the City Administrator.
- Department Heads shall be responsible for resolving any intradepartmental scheduling conflicts and assuring that proper coverage is maintained.
- Computation of flexitime will be based on the hours worked outside of the regular department schedule. Flexitime may be accrued up to eighty (80) hours and must be used within the calendar year in which it was accrued. Any flexitime remaining at the end of said calendar year will be lost.
- A flexitime accrual tabulation sheet must be completed by each employee and signed by their appropriate Department Head or the City Administrator prior to turning in same to the Finance Department.

- All time accrued must be requested off and approved in the same manner as vacation time, personal days, etc.

GENERAL GUIDELINES AND ELIGIBILITY

In order to be eligible to participate in the flextime program, an employee must maintain at a minimum a satisfactory rating on all annual employee performance reviews. Additionally, to be eligible, employees must:

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

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

C. SHARED CARE LEAVE

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

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

D. EMPLOYEE RECEIPT AND ACCEPTANCE

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

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

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

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

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

Signature _____

Print Name _____

Date _____

E. ORGANIZATIONAL CHART
See attached sheet



AGENDA ITEM #15

Ordinance accepting Intergovernmental Cooperative Agreement with the City of Republic, MO pertaining to mutual aid for jail and court services.

(1st and 2nd Read). Discussion/Vote.

This ordinance is sponsored by the Chief of Police and the City Administrator.

Left
Blank.

BILL NO. _____

ORDINANCE NO. _____

FIRST READING _____

SECOND READING _____

AN ORDINANCE

AN ORDINANCE authorizing the Mayor to enter into an intergovernmental cooperative agreement on behalf of the City of Willard, Missouri with the City of Republic, Missouri, as to provide mutual aid for jail and court services declaring it an emergency.

WHEREAS, the City of Willard, is a municipal corporation located in Greene County, Missouri being duly created, authorized and existing under the laws of the State of Missouri; and

WHEREAS, Section 70.220 of the Revised Statutes of Missouri provides that Municipalities and Political Subdivisions may contract and cooperate with one another in connection with the provisions of a common service and for law enforcement services; and

WHEREAS, the closing of the Greene County Jail to municipal violators has prevented the detention of prisoners on behalf of municipalities in Greene County, including the City of Willard; and

WHEREAS, the City of Republic has a jail facility and is willing to provide limited and temporary detention capacity to house prisoners on behalf of other municipalities in Greene County including the City of Willard; and

WHEREAS, the City of Willard desires to cooperate in connection with providing the best and most efficient law enforcement services for the citizens of Willard; and

WHEREAS, this goal can best be accomplished by providing a structured agreement for mutual aid for jail and court services; and

WHEREAS, this ordinance will allow the City of Willard to have prisoners housed at the Republic Jail on its behalf and to enter a Mutual Aid agreement for that purpose with the City of Republic; and

WHEREAS, the City of Willard desires to use Republic's jail facility as space allows for overnight holds of prisoners until the prisoner can appear before a judge, bond out or otherwise be dealt with during the prisoners detention period; and

WHEREAS, the agreement provides that a procedure may be established to allow for appearances by prisoners before a mutually agreed upon judge within the detention period, and

WHEREAS, it is in the best interests of the citizens of Willard to enter into an agreement related to mutual aid for jail and court services, and

WHEREAS, the agreement for these services will be in substantially the form of the agreement provided with this ordinance, marked Exhibit "A", attached hereto and incorporated herein by reference.

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

Section 1: The Mayor of the City of Willard, Missouri, is hereby authorized by this ordinance to execute the agreement on behalf of the City of Willard, Missouri, for the purpose of a mutual aid with regard to jail and court services pursuant to the terms of the agreement which is substantially set forth in the attached Exhibit A.

Section 2: As to the provision in the agreement related to cost of the jail and court services, the City of Republic from time to time may adjust those costs by Resolution or Ordinance to reflect the cost of providing these services, and that the City of Willard may withdraw its request for such services as set forth in this ordinance at any time based on increased costs for these services.

Section 3: This ordinance shall be in full force and effect from and after its date of passage.

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN
OF

THE CITY OF WILLARD, MISSOURI ON THE _____ DAY OF _____, 2015.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Corey Hendrickson, Mayor

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

YES NO ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

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

YES NO ABSTAINED

MEREDITH REAVES

DAVID LARIMORE

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

✓

**TEMPORARY AGREEMENT FOR BOOKING/HOUSING OF PRISONERS AT THE
REPUBLIC CITY JAIL AND PROCEDURES FOR APPEARANCE BEFORE A
MUNICIPAL JUDGE**

THIS AGREEMENT is made and entered into this ____ day of _____, 2015 by and between the City of Republic, Missouri, a municipal corporation of the County of Greene, State of Missouri, (hereinafter "Republic"), and the City of _____ in the County of Greene, State of Missouri, (hereinafter "City");

WITNESSETH:

WHEREAS, the closing of the Greene County Jail to municipal violators has prevented the detention of prisoners on behalf of municipalities in Greene County

WHEREAS, the City of Republic has a Jail facility and is willing to provide limited and temporary detention capacity to house prisoners on behalf of other municipalities in Greene County; and

WHEREAS, City desires to have prisoners housed at the Republic Jail on its behalf; and

WHEREAS, Republic will allow use of the Republic Jail by City officers to allow time for processing and bonding of the prisoner and to allow overnight holds if Republic determines that staffing and funding are available; and

WHEREAS, this agreement will be for a temporary period of time to allow for an evaluation of the feasibility of providing continued jail services to Greene County Municipalities; and

WHEREAS, City desires to have access to the Republic Jail for its officers to process/book City prisoners and Republic desires to provide such access; and

WHEREAS, the parties desire to establish a procedure allowing for appearances by prisoners before a mutually agreed to judge within the established detention period, and

**NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS
FOLLOWS:**

1. Procedure for acceptance of City's prisoners and procedures related to a judge(s) appointed by the parties and appearance by prisoners before the judge.

1.1 Republic shall accept and house at the Jail those prisoners detained under City's authority for a period of up to twenty-four hours unless otherwise agreed and subject to Paragraph 1.5 below who are:

(A) arrested for an offense that due to public safety concerns, incarceration for the limited period authorized by this agreement is warranted; or

(B) arrested on a warrant confirmed by the arresting officer as a warrant authorized by law.

1.2 City shall contact the Chief of Police of Republic or his designated representative to verify arrival time and for a determination that the Jail has space. If no space is available then Republic may decline to accept prisoners on behalf of City.

1.3 City shall arrange for the prisoner's transportation to the Republic Jail. Prisoners shall not be deemed to be in Republic's custody unless and until such time as:

(A) The prisoner is delivered by City to Republic Jail and accepted by Republic; and

(B) Based upon such delivery being for an offense authorized above or pursuant to an arrest warrant that has been confirmed by the arresting officer; and

(C) The prisoner either is found by Republic staff not to require a medical "fit for confinement" determination OR presents a current medical "fit for confinement" determination from a local hospital.

1.4. If a prisoner is delivered by City and is determined to require a fit for confinement determination, it shall be the responsibility and expense of City to secure a fit for confinement from a local hospital prior to acceptance of the prisoner for confinement.

1.5. City prisoners shall be booked and processed into the Jail in accordance with procedures established by Republic's Police Department, and shall be subject to the same rules and regulations as are Republic prisoners. No prisoners may be detained overnight until such time as Republic has determined that sufficient staffing exists and detention procedures are in place to accommodate an overnight detention. Republic shall make available to a City arresting officer the jail facility to temporarily detain a person while an officer completes the booking process and/or completes the paperwork related to the arrest. The City officer shall be responsible for the prisoner during this detention. If no overnight detention is authorized for the charge or if no overnight detention is available the City officer shall release the prisoner on an acceptable bond with a promise to appear in court. The City shall provide training and appropriate materials to allow City officers to bond a City prisoner who has been brought to the Republic Jail.

1.6 If for any reason it becomes necessary to transport the prisoner to another facility or location, City shall be responsible for providing timely transportation.

1.7 Prisoners being placed in the Jail shall be low custody inmates and not considered either an escape risk or violent.

1.8 The parties shall appoint a mutually agreed upon judge before whom prisoners may appear within the detention period allowed by this agreement or as may be required or limited by law. Such appearance may be by personal appearance in court, by TV appearance or by phone as may be authorized by law. A City prisoner being held in Greene County Jail on a City warrant may

make an appearance before the mutually agreed upon judge through the TV appearance system within the Republic Municipal Court facility.

1.9 Procedures shall be established to allow the Republic Court Clerk to obtain and deliver the necessary paperwork including paperwork for release and notice of future court dates to City related to those in detention and to maintain proper records of the actions taken.

1.10 Bailiff/jailer services related to court appearances by those in detention are to be provided by Republic.

1.11 The twenty-four hour period set forth in Paragraph 1.1 may be extended due to holidays, weekends or other extraordinary circumstances provided staffing and funding for an extended stay is available and approved by the Republic Police Department.

2. Health Care of City Prisoners

2.1. In the event Republic determines that hospitalization or other medical care will be required for a City prisoner, City, by signing this agreement, authorizes the release of such City prisoner.

2.2 If a prisoner is released under this provision, City will be notified and the prisoner shall be instructed to contact City as to the next court appearance, if any, and if possible a signed notice of appearance is to be obtained from the prisoner.

3. Cost of Detention and Court Services

3.1. Detention fees shall be established as follows:

_____ Republic Code Section 130.290 has established a minimum daily fee for detention of Fifty Dollars (\$50.00) per day per prisoner and an initial processing fee of Twenty-five Dollars (\$25.00).

OR

_____ City and Republic have determined that the detention and booking fee to reimburse Republic shall be _____ Dollars (\$____.00) per each twenty-four (24) hour period or portion thereof in which a prisoner is in the custody of the Republic Jail plus an initial processing fee of _____ Dollars (\$____.00).

3.2 City shall pay the following amounts for court related services:

Judge cost shall be the hourly rate of _____ Dollars (\$____.00) per hour with a minimum of one hour per court session. If there are prisoners from more than one city then the hourly rate will be divided based upon the number of prisoners from each city.

Bailiff, Court Clerk, Insurance, Training and Supplies cost shall be _____ Dollars (\$____.00) per prisoner.

4. Release of Prisoners.

4.1. Republic shall discharge a City prisoner from confinement at the Republic Jail after making proper wants and warrant checks (Jake's Law) as follows:

(A) Upon personal or facsimile delivery of an order from City's judge directing the prisoner's release; or

(B) Upon personal or facsimile delivery of a copy of the prisoner's bond; or

(C) Upon personal delivery to the court clerk of a written request for release by a City law enforcement officer; or

(D) Upon an own recognizance bond upon the expiration of twenty-four hours of detention unless further detention is agreed to by the Republic Police Department. The prisoner shall be notified of his court date or shall be instructed to contact City as to the next court appearance, if any. The notice shall be in writing and signed by the prisoner.

(E) Upon appearance in Republic's Municipal Court Facility before a judge mutually agreed upon to handle prisoners' court appearances during the detention period allowed by this agreement or by TV court appearance before an authorized judge or by any other means authorized by law.

(F) If the maximum detention period as established by law or this agreement for city prisoners has been reached then the prisoner shall be released on an acceptable bond with a promise to appear in court.

5. Notice to Parties

5.1 When notice is required from one party to another, notice shall be deemed adequate if made in writing and mailed or faxed as follows:

To the City of Republic:

To City

6. Termination of Agreement

6.1 Either party may terminate this temporary agreement upon thirty (30) days written notice to the other party or immediately upon a breach of the agreement by the other party.

7. General Provisions

7.1 Republic and City shall have the right to amend this agreement by mutual agreement. Any such amendment shall be authorized by ordinance or resolution of each governing body, duly and legally adopted, and shall be executed by both parties. Any such amendment shall be attached hereto and made part hereof.

7.2 In no event shall Republic be liable to the City for special, indirect, or consequential damages, except those caused by Republic's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this agreement. The maximum liability of Republic shall be limited to the amount of money to be paid or received by Republic under this agreement. City, at its sole cost and expense, hereby agrees to indemnify, protect, defend (with counsel acceptable to Republic) and hold harmless Republic, its elected officials, officers, and employees, from and against any and all claims, demands, liabilities, fines, charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, and all costs and expenses of any kind, including, without limitation, reasonable attorney's fees and costs of defense arising, directly or indirectly, in whole or in part, out of the activities performed, or failed to be performed, by the City under this agreement, except to the extent arising in whole or in part from or caused by the negligence or willful misconduct of Republic, its elected officials, officers or employees. This indemnification shall survive the termination of this agreement.

7.3 Nothing in this agreement is intended to waive Sovereign Immunity or other legal defenses of the parties.

7.4 Parties shall maintain liability insurance in at least the statutory amount.

7.5 Republic and City understand that numerous Bills have been introduced in the Missouri Legislature in 2015 and such legislation may impact the terms of this agreement and it is the intent of the parties that this agreement be executed in conformance with the laws of the State of Missouri whether so amended or not.

8. Temporary Agreement Review

8.1 Because of the uncertainty of volume of use of the Republic Jail and of the associated cost of operations of the jail City and Republic agree that this agreement will expire on August 31, 2015, unless the parties agree in writing to extend the agreement under terms equitable to both parties.

8.2 Due to Republic's limited staffing and officer availability between the hours of 1:00 AM and 6:00 AM each day, the Republic Jail cannot accept prisoners for detention during that time period. If during the term of this temporary agreement the Republic Police Department determines that prisoners can be accepted during this time period, City will be notified of that availability.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on this
____ day of _____, 2015.

CITY OF REPUBLIC

By _____
Mayor

Approved as to Form:

Dated _____

City Attorney

ATTEST:

By _____
City Clerk

CITY OF _____

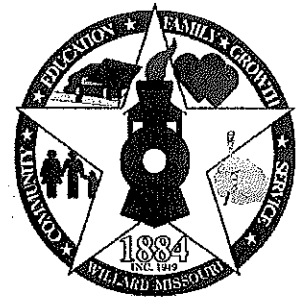
By _____
Mayor

Approved as to Form:

Dated _____

City Attorney

ATTEST:



AGENDA ITEM #16

Discussion/Vote on the approval of the streetlight change out /installation at:

- a. Change out at 207/209 John F. Kennedy Dr.**
- b. Installation at intersection of Farm Rd. 94 and Megan Lane.**
- c. Installation of new streetlight at Fox River Rd. and Hughes Rd.**

These items are being presented by the City Clerk and the City Administrator.

THE EMPIRE DISTRICT ELECTRIC COMPANY***Request for Change in Street Lighting Service***

Missouri and Arkansas

Pursuant to a Resolution adopted by the governing body of the **City of Willard** hereinafter called CITY, TOWN, OR VILLAGE, on the 21 day of May-2015 THE EMPIRE DISTRICT ELECTRIC COMPANY, hereinafter called COMPANY, is hereby requested to make the following changes in street lighting service pursuant to the provisions of the Municipal Electric Service Agreement, hereinafter called AGREEMENT, executed by the CITY and the COMPANY.

STREET LIGHT REQUEST	ADDRESS - LOCATION STREET LIGHTS and EXCESS FACILITIES	SIZE and TYPE STREET LIGHTS	Q T Y	ANNUAL ENERGY CHARGE		FACILITY USAGE CHARGE	
				Installed	Removed	Installed	Removed
INST	207-209 JOHN F KENNEDY DR	6,000L 70W HPS	1	\$83.42		\$109.50	
REM	207-209 JOHN F KENNEDY DR	7,000L 175W MV	1		\$89.02		\$11.21
Subtotals - Annual Energy Charge and Facility Usage Charge for this Request				\$83.42	\$89.02	\$109.50	\$11.21
A Annual Energy Charge for this Request (Install minus Remove)				-\$5.60			
B Total Facility Usage Charge for this Street Light Request (Install minus Remove)						\$98.29	

The CITY agrees that the AGREEMENT shall be amended as follows

C	Total Facility Usage Charge for this Request (Total Line B)	\$98.29
D	Annual Facility Usage Charge to Customer for this Request (Total Line C X .09%)	\$8.85
E	Annual Energy Charge for this Request (Total Line A)	-\$5.60
F	Annual Facility Usage and Energy Charge for this Request (Total Line D plus/minus Line E)	\$3.25
G	Monthly Increase/Decrease to be Paid by Customer for this Request (Total Line F divided by 12 months)	\$0.27

This request for change shall be effective from and after its execution and is supplemental to, forms a part of and is to be construed with and subject to the terms, conditions and provisions of the Agreement herein referred to which, in all other particulars except as hereinafter amended, is ratified and confirmed.

Executed at _____ this ____ day of _____
 (SEAL)
 ATTEST: _____ By _____
 CLERK MAYOR OR BOARD CHAIRMAN

ACCEPTANCE

THE EMPIRE DISTRICT ELECTRIC COMPANY hereby approves and consents to the aforesaid request for change in street lighting service and all terms and provisions included therein, and agrees that the Municipal Electric Service Agreement shall be amended accordingly. The number of street lights in service in said CITY will, after completion of the above changes and until our approval of further changes, be as follows:

MERCURY VAPOR LIGHTS	HIGH PRESSURE SODIUM LIGHTS	METAL HALIDE LIGHTS
4,000L-Incand	6,000L - 70W	12,000L - 175W
7,000L - 175W	16,000L - 150W	20,500L - 250W
11,000L - 250W	27,500L - 250W	36,000L - 400W
20,000L - 400W	50,000L - 400W	110,000L - 1,000W
53,000L - 1,000W	130,000L - 1,000W	

Empire Representative Completing Contract

RICK WINGENDER

EDE USE	CER#	MAXIMO 675348	ORDER #	COMPLETED
CURRENT INVESTMENT CHARGE			ANNUAL FACILITY USAGE CHARGE	ACCUMULATIVE INVESTMENT CHARGE

THE EMPIRE DISTRICT ELECTRIC COMPANY

Executed at Joplin, Mo this _____ day of _____ By _____
 (VICE PRESIDENT)

THE EMPIRE DISTRICT ELECTRIC COMPANY***Request for Change in Street Lighting Service***

Missouri and Arkansas

Pursuant to a Resolution adopted by the governing body of the
21 day of Apr-2015

City of Willard

hereinafter called CITY, TOWN, OR VILLAGE, on the

THE EMPIRE DISTRICT ELECTRIC COMPANY, hereinafter called COMPANY, is hereby requested to make the
following changes in street lighting service pursuant to the provisions of the Municipal Electric Service Agreement, hereinafter called
AGREEMENT, executed by the CITY and the COMPANY.

STREET LIGHT REQUEST	ADDRESS - LOCATION STREET LIGHTS and EXCESS FACILITIES	SIZE and TYPE STREET LIGHTS	Q T Y	ANNUAL ENERGY CHARGE		FACILITY USAGE CHARGE	
				Installed	Removed	Installed	Removed
INST	INTERSECTION OF CO RD 94 AND MEGAN LN	6,000L 70W HPS	1	\$83.42		\$225.39	
Subtotals - Annual Energy Charge and Facility Usage Charge for this Request				\$83.42	\$0.00	\$225.39	\$0.00
A Annual Energy Charge for this Request (Install minus Remove)				\$83.42			
B Total Facility Usage Charge for this Street Light Request (Install minus Remove)						\$225.39	

The CITY agrees that the AGREEMENT shall be amended as follows

C	Total Facility Usage Charge for this Request (Total Line B)	\$225.39
D	Annual Facility Usage Charge to Customer for this Request (Total Line C X .09%)	\$20.29
E	Annual Energy Charge for this Request (Total Line A)	\$83.42
F	Annual Facility Usage and Energy Charge for this Request (Total Line D plus/minus Line E)	\$103.71
G	Monthly Increase/Decrease to be Paid by Customer for this Request (Total Line F divided by 12 months)	\$8.64

This request for change shall be effective from and after its execution and is supplemental to, forms a part of and is to be construed with and subject to the terms, conditions and provisions of the Agreement herein referred to which, in all other particulars except as hereinafter amended, is ratified and confirmed.

Executed at _____ this ____ day of _____
(SEAL)
ATTEST: _____
CLERK By _____
MAYOR OR BOARD CHAIRMAN

ACCEPTANCE

THE EMPIRE DISTRICT ELECTRIC COMPANY hereby approves and consents to the aforesaid request for change in street lighting service and all terms and provisions included therein, and agrees that the Municipal Electric Service Agreement shall be amended accordingly. The number of street lights in service in said CITY will, after completion of the above changes and until our approval of further changes, be as follows:

MERCURY VAPOR LIGHTS	HIGH PRESSURE SODIUM LIGHTS	METAL HALIDE LIGHTS
4,000L-Incand	6,000L - 70W	12,000L - 175W
7,000L - 175W	16,000L - 150W	20,500L - 250W
11,000L - 250W	27,500L - 250W	36,000L - 400W
20,000L - 400W	50,000L - 400W	110,000L - 1,000W
53,000L - 1,000W	130,000L - 1,000W	

Empire Representative Completing Contract

RICK WINGENDER

EDE USE	CER#	MAXIMO 673926	ORDER #	COMPLETED
CURRENT INVESTMENT CHARGE			ANNUAL FACILITY USAGE CHARGE	ACCUMULATIVE INVESTMENT CHARGE

THE EMPIRE DISTRICT ELECTRIC COMPANY

Executed at Joplin, Mo this _____ day of _____ By _____
(VICE PRESIDENT)

REQUEST FOR STREETLIGHTS
IN THE CITY OF WILLARD

DATE OF REQUEST: 5-29-15

REQUEST MADE BY: Randy Brown

LOCATION: Hughes Rd - Fox River

REASON: New subdivision created intersection

DATE CHECKED BY POLICE AND/OR PUBLIC WORKS: 5-28-15

FINDINGS BY POLICE AND/OR PUBLIC WORKS: intersection is dark
and if you are not careful you could run thru it.
- per Chief Tom McClain - Randy Brown

DATE PRESENTED TO BOARD OF ALDERMEN: _____

DECISION BY BOARD OF ALDERMEN: _____

DATE CONTACT MADE TO EMPIRE ELECTRIC TO INSTALL: _____

DATE FOR INSTALLATION OF STREETLIGHT: _____

THE EMPIRE DISTRICT ELECTRIC COMPANY
Request for Change in Street Lighting Service

Missouri and Arkansas

Pursuant to a Resolution adopted by the governing body of the **City of Willard** hereinafter called CITY, TOWN, OR VILLAGE, on the
1 day of **Jun-2015** THE EMPIRE DISTRICT ELECTRIC COMPANY, hereinafter called COMPANY, is hereby requested to make the
 following changes in street lighting service pursuant to the provisions of the Municipal Electric Service Agreement, hereinafter called
 AGREEMENT, executed by the CITY and the COMPANY.

STREET LIGHT REQUEST	ADDRESS - LOCATION STREET LIGHTS and EXCESS FACILITIES	SIZE and TYPE STREET LIGHTS	Q T Y	ANNUAL ENERGY CHARGE		FACILITY USAGE CHARGE	
				Installed	Removed	Installed	Removed
INST	INTERSECTION OF HUGHES ROAD and FOX RIVER ROAD NORTH SIDE OF HUGHES RD	16,000L 150W HPS	1	\$104.43		\$923.14	
Subtotals - Annual Energy Charge and Facility Usage Charge for this Request				\$104.43	\$0.00	\$923.14	\$0.00
A Annual Energy Charge for this Request (Install minus Remove)				\$104.43			
B Total Facility Usage Charge for this Street Light Request (Install minus Remove)						\$923.14	

The CITY agrees that the AGREEMENT shall be amended as follows

C	Total Facility Usage Charge for this Request (Total Line B)	\$923.14
D	Annual Facility Usage Charge to Customer for this Request (Total Line C X .09%)	\$83.08
E	Annual Energy Charge for this Request (Total Line A)	\$104.43
F	Annual Facility Usage and Energy Charge for this Request (Total Line D plus/minus Line E)	\$187.51
G	Monthly Increase/Decrease to be Paid by Customer for this Request (Total Line F divided by 12 months)	\$15.63

This request for change shall be effective from and after its execution and is supplemental to, forms a part of and is to be construed with and subject to the terms, conditions and provisions of the Agreement herein referred to which, in all other particulars except as hereinafter amended, is ratified and confirmed.

Executed at _____ this ____ day of _____
 (SEAL)
 ATTEST: _____
 _____ By _____
 CLERK MAYOR OR BOARD CHAIRMAN

ACCEPTANCE

THE EMPIRE DISTRICT ELECTRIC COMPANY hereby approves and consents to the aforesaid request for change in street lighting service and all terms and provisions included therein, and agrees that the Municipal Electric Service Agreement shall be amended accordingly. The number of street lights in service in said CITY will, after completion of the above changes and until our approval of further changes, be as follows:

MERCURY VAPOR LIGHTS	HIGH PRESSURE SODIUM LIGHTS	METAL HALIDE LIGHTS
4,000L-Incand	6,000L - 70W	12,000L - 175W
7,000L - 175W	16,000L - 150W	20,500L - 250W
11,000L - 250W	27,500L - 250W	36,000L - 400W
20,000L - 400W	50,000L - 400W	110,000L - 1,000W
53,000L - 1,000W	130,000L - 1,000W	

Empire Representative Completing Contract

RICK WINGENDER

EDE USE	CER#	MAXIMO 674311	ORDER #	COMPLETED
CURRENT INVESTMENT CHARGE			ANNUAL FACILITY USAGE CHARGE	ACCUMULATIVE INVESTMENT CHARGE

THE EMPIRE DISTRICT ELECTRIC COMPANY

Executed at Joplin, Mo this _____ day of _____ By _____
 (VICE PRESIDENT)



AGENDA ITEM #17

Discussion/Vote on the City Newsletter.

This item is being presented by the City Administrator.



Willard atch

What's Happening around the City This Summer

Don't Forget The Permit

Warm weather brings lots of construction and remodeling. Don't forget if you are building a fence or other permanent structure you will need a building permit.

The City of Willard requires building permits for fences, sheds, pools, roofing, decks and housing remodels. Once an application is fully submitted, please allow 24 hours for review and approval.

Applications are available at City Hall.

Contact the Director of Planning and Development Department, Randy Brown (417) 742-5308 if you have questions.

Mow Your Lawn

With all the rain, Willard lawns seem to always need mowing. To avoid complaints as well as fines, please make sure your grass is no more than 12 inches high.

Summertime in the Ozarks can be so much fun. Here is what is happening this summer in the City of Willard.

- **Summer Adventure Camp 2015** is loaded with tons of fun activities to keep your child busy all summer long. With affordable rates and flexible scheduling, your child will not be bored this summer. Scholarship are available.
- **Saturday July 11 and Saturday August 1st is Midnight swim**, from 9:00 p.m. to 12:00 a.m. at Willard Aquatics Center. Cost is \$5.00 per person.
- **Friday August 21, The REC center is hosting their first annual Cowgirl Queens and Dusty Jeans Back to School Dance.** The dance is from 7:00 p.m. to 10:00 p.m. for grades 5-8. Cost is \$5 per person.
- **Saturday August 22, is Frisco Trail Triathlon,**

Saturday June 27

Freedom Fest 2015

There will be a BBQ cook off, live entertainment, car show and tons of other things to see and do. Fireworks begin at dark.

Pre-Registration Fee is \$50 for residents and \$75 for non-residents.

- **Saturday August 22, is also Splash and Dash Junior Triathlon.** Registration for each participant is \$25.
- **August 13 until August 29 register your sons/daughters age 3 years to 6th grade for fall season Soccer League.**

For more information, please contact JC Loveland at 417-742-2262.

Calling All Women

Willard Police Athletic League (PAL) will be hosting a Woman's Self Defense Program from July 13th–24th. Registration fee is \$25 per person. They will meet on Monday, Wednesday and Friday evenings from 5:30 p.m. to 6:30 p.m.

Also Happening at Willard P.A.L.

In June a class of students from Basic Level I Youth Boxing Program will graduate. In July, August and September regular boxing training is held on Tuesday and Thursday evenings from 4:00 p.m. to 6:00 p.m. There is a \$25 registration fee per person. Some scholarships are available. For more information on these programs please visit www.willardpal.org.

New Business in City of Willard

- Located at 305 Proctor Road, **Heavenly Creations Green House** will be in full bloom this summer.
- **Daylight Donuts/ Downtown Cafe**, not only serves donuts, they have dinner specials as well. They are located at 104 W Jackson Street.

What's Going On at City Hall

Meeting Dates

Board of Aldermen

June.....8th and 22nd
July.....13th and 27th
August.....10th and 24th

Planning and Zoning

June.....23rd
July.....28th
August.....25th

Park Board

June.....25th
July.....30th
August.....27th

Reminder all meetings start at 7:00 p.m.

Contacts

Mayor
Corey Hendrickson.....417-234-4713

Board of Aldermen
David Larimore.....417-298-0850
Jamie Buckley.....417-830-0294
Meredith Reaves.....mreaves@cityofwillard.org
Don Lee.....417-693-1621
Michael Barr.....417-763-4220
Larry Whitman.....417-343-0994

City Administrator
J. Everett "Mitch" Mitchell.....417-742-5304

City Clerk
Dale Duval.....417-742-5302

Chief of Police
Tom McClain.....417-742-5314

www.cityofwillard.org

Public Swim Hours for Willard Aquatics Center

Monday–Friday:

1:00pm–7:00pm

Saturday:

12:00pm–7:00pm

Sunday:

12:00pm – 6:00pm

Cost:

Children 2 and under..FREE

3 to 54 years.....\$4 /NR \$5

Seniors 54+.....\$3/NR \$5

Season Passes are available



AGENDA ITEM #18

Discussion/Vote on the Deposit Return Policy for the Utility Accounts.

This item is being presented by the Chief Financial Officer.

